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| --- |
|  Application received by EMBA Office / date |

Confidential

APPLICATION FOR ADMISSION TO HANKEN EXECUTIVE MBA

Please add your photo here



** PERSONAL DETAILS**

|  |  |
| --- | --- |
| Family name: |       |
| First name(s): |       | Name used: |       |
| Finnish Personal Identity Number |       | Date of birth:(dd.mm.yyyy) |       | [ ]  Female | [ ]  Male |
| Citizenship: |       | Country of residence: |       |
| Native language: |       |
|  |  |
| Home address: |       |
| Postal code: |       | City:       | Country:       |
| E-mail: |       | Telephone: |       |
|  |  |
| Current employer:(company or organisation) |       |
| Employer’s address: |       |
| Postal code: |       | City:       | Country:       |
| E-mail: |       | Telephone: |       |

** JOB DESCRIPTION**

|  |  |
| --- | --- |
| Current job title: |       |
| Department: |       |
| Date of appointment to present position: |       |
| Year of joining the present company or organisation: |       |
| Number of employees the applicant is responsible for: |       |
| Total number of employees in company: |       |
| Nature of company’s / employer’s (business) operations: |       |
|  |  |
| Please describe your job, including major responsibilities and achievements. Approx. 250 words.  |
|       |
| **ENDORSEMENT BY THE EMPLOYER** If information is available at the time of application |
| My employer is willing to support my MBA studies by: |
| [ ]  Paying for the whole programme |  |
| [ ]  Paying for part of the programme |  |
| [ ]  Time commitment |  |
| [ ]  Not yet decided |  |
| If your employer is paying for the whole programme or part of it, a representative of the company should sign below: |
| Name and signature of authorising superior, including title/position in the company  |
| Date:       | Signature:  |
|  | Name:       |
|  | Title:       |
| **JOB FUNCTION** (Please check one box only) |
| [ ]  | Business Development |
| [ ]  | Consulting (Audit/Accounting) |
| [ ]  | Consulting |
| [ ]  | Finance |
| [ ]  | General Management |
| [ ]  | Human Resources Management |
| [ ]  | Legal |
| [ ]  | Marketing/Sales |
| [ ]  | Medical |
| [ ]  | Product Development/Technology Management |
| [ ]  | Production/Operations Management |
| [ ]  | Project Management |
| [ ]  | R & D |
| [ ]  | Strategy/Corporate Planning |
| [ ]  | System Analysis |
| [ ]  | Other (please specify):       |
|  |  |
| **COMPANY SECTOR** (Please check one box only) |
| [ ]  | Agriculture, forestry and fishing |
| [ ]  | Mining and quarrying |
| [ ]  | Manufacturing |
| [ ]  | Electricity, gas, steam and air conditioning supply |
| [ ]  | Water supply; sewerage, waste management and remediation activities |
| [ ]  | Construction |
| [ ]  | Wholesale and retail trade; repair of motor vehicles and motorcycles |
| [ ]  | Transportation and storage |
| [ ]  | Accommodation and food service activities |
| [ ]  | Information and communication |
| [ ]  | Financial and insurance activities |
| [ ]  | Real estate activities |
| [ ]  | Professional, scientific and technical activities |
| [ ]  | [Administrative and support service activities](http://www.tilastokeskus.fi/meta/luokitukset/toimiala/001-2008/n_en.html) |
| [ ]  | [Public administration and defence; compulsory social security](http://www.tilastokeskus.fi/meta/luokitukset/toimiala/001-2008/o_en.html) |
| [ ]  | [Education](http://www.tilastokeskus.fi/meta/luokitukset/toimiala/001-2008/p_en.html) |
| [ ]  | [Human health and social work activities](http://www.tilastokeskus.fi/meta/luokitukset/toimiala/001-2008/q_en.html) |
| [ ]  | [Arts, entertainment and recreation](http://www.tilastokeskus.fi/meta/luokitukset/toimiala/001-2008/r_en.html) |
| [ ]  | [Other service activities](http://www.tilastokeskus.fi/meta/luokitukset/toimiala/001-2008/s_en.html) |
| [ ]  | Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use  |
| [ ]  | Activities of extraterritorial organisations and bodies |
| [ ]  | Other industry (please specify):       |

** PROFESSIONAL BACKGROUND**

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| --- |
| Please fill in all your major positions starting with the most recent position |
| Position | Company | Dates | Location |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |
|  |  |  |  |
| Total number of years of full-time work experience: |       |
|  |  |
| Please list any extra-curricular activities in which you are/have been involved (for example sports, hobbies, community activities, politics, etc.) |
|       |
| Mention any honours or awards achieved in your extracurricular activities. |
|       |

 **INTERNATIONAL EXPERIENCE**

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| Please list your most significant experiences growing up, living, studying, or working outside your own country (activity, duration, country/ region). |
|       |

 **EDUCATIONAL BACKGROUND**

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| **ACADEMIC QUALIFICATIONS FROM UNIVERSITIES AND COLLEGES**A Bachelor's degree or higher is required for admission to the programme. However, if you do not hold a Bachelor's degree, but you fulfil all other requirements and have a strong professional background, please contact the MBA office for further information. |
| Please list the official names of all universities, colleges or institutes attended, starting with the most recent. |
| University or institution | Country | Years (from – to) | Degree (in original language + English translation) | Major subject |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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| In which language was your latest degree taught? |       |
|  |  |  |  |  |
| **MAJOR FIELD OF STUDIES** (Please check one box only) |
| [ ]  | General Education |
| [ ]  | Humanities and Arts |
| [ ]  | Social Sciences and Business |
| [ ]  | Natural Sciences |
| [ ]  | Technology |
| [ ]  | Agriculture and Forestry |
| [ ]  | Health and Welfare |
| [ ]  | Services |
| [ ]  | Other industry (please specify):       |
| **OTHER PROFESSIONAL QUALIFICATIONS** |
| Please list the most relevant programmes and courses attended, starting with the most recent. |
| Institute or organisation | Country | Dates attended | Qualification or award |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

 **LANGUAGE PROFICIENCY**

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| --- |
| Please indicate your level of language proficiency and the method of obtaining the language skills |
| Language | Native | Fluent | Good | Basic | Method |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

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| **Description of language proficiency levels** |
| Native | Native language / Mother tongue |
| Fluent | The ability to interact in a foreign environment in any circumstances with the near ease of a native speaker. The ability to conduct business in the language. |
| Good | The ability to understand, speak and write with structural accuracy, communicate in the language and read a newspaper, as well as to give adequate information about future goals and career. |
| Basic | The ability to introduce yourself, and to talk briefly using the present tense. |
| **Method of obtaining language proficiency** |
| Mother tongue | School | Other (please specify) |
| Long residence | Short residence |  |
| Professional / work environment | Self-taught |  |
| Course | Travel |  |
| **TEST SCORES** Please indicate which language or general aptitude tests you have taken (voluntary).  |
| Test | Month / Year | Score | Comment |
| GMAT |       |       |       |
| GRE |       |       |       |
| TOEFL |       |       |       |
| IELTS |       |       |       |
| Other, which       |       |       |       |

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| Do you feel comfortable expressing yourself in English? | [ ]  Yes | [ ]  No |
|  |
| How accustomed are you to writing reports in English? |
|       |

 **YOUR AMBITIONS AND MOTIVATION**

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| Please give a short description of yourself and your key skills (this is an attempt for us to understand you and your ambitions). Approx. 250 words.  |
|            |

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| Please give your objectives for attending the Hanken Executive MBA programme. What would you like to achieve in the next 5 years, and how could Hanken Executive MBA contribute to achieving these goals? Approx. 250 words.  |
|       |

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| --- | --- |
| How long have you been planning to do an EMBA? Since year: |       |
|  |  |
| How much time do you have for your EMBA studies? Hours per week: |       |

|  |
| --- |
| How much do you travel in your work? Can you affect your travel dates to be present at modules lasting 3 days (Thursday, Friday and Saturday) every 4 to 6 weeks? |
|       |

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| The Hanken Executive MBA can be seen as a learning community, where participants contribute to each other’s learning throughout the programme. In what ways do you think you could contribute to this learning process? Approx. 250 words.  |
|       |

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| How did you find out about the Hanken Executive MBA programme? You can choose more than one alternative. |
| [ ]  | My superior  |  |
| [ ]  | HR/Personnel Department |  |
| [ ]  | Colleague |  |
| [ ]  | Former participant | Who?       |

|  |  |  |
| --- | --- | --- |
| [ ]  | Personal contacts | Who?       |
| [ ]  | Direct mail |  |
| [ ]  | Hanken Executive MBA information session / Personal information session on MS Teams  |  |
| [ ]  | Internet search engine |  |
| [ ]   | Website | Which site?       |

|  |  |  |
| --- | --- | --- |
| [ ]   | Advertisement | Which publication?       |
| [ ]  | Article | Which publication?       |
| [ ]  | Other | Please specify       |

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| --- | --- |
| When did you first hear about the Hanken Executive MBA programme? Year: |       |

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| Why did you choose the Hanken Executive MBA programme? |
|       |

 **REFERENCES**

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| --- |
| You need references from 2 persons who know you professionally to complete the application. Please specify the name, work title or position and company/organisation of the persons providing your references. |
| 1. | Name: |       | Position and company: |       |
|  |  |  |  |  |
| 2. | Name: |       | Position and company: |       |

** STATEMENT OF INTEGRITY**

I hereby certify that I have provided accurate information in this application form and that I am the only author of the

information in this application form. I authorise Hanken Executive MBA to verify the information. I understand that any

information that is not correct in my application may lead to cancellation of admission or withdrawal from the Hanken

Executive MBA programme.

|  |  |  |
| --- | --- | --- |
| **Date** |  | **Signature** |
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** INSTRUCTIONS**

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| **APPLICATION FORM AND ENCLOSURES** |
| In order to apply to the Hanken Executive MBA programme, you must submit a complete application to the Hanken Executive MBA office before the deadline.A complete application consists of the following documents:* a completed application form with your photo and signature
* your CV in English
* copies of your degree certificates and transcripts (originals to be shown during the interview)
* two letters of recommendation completed and signed by the referees

You will receive an acknowledgement that your application and the references have been received by the Hanken Executive MBA office. |
|  |
| **APPLICATION DEADLINE: Continuous application**  |
| Submissions of applications, i.e. the application form, CV, copies of degree certificates, and the two references, are handled on a continuous basis.Please send the **signed application** with enclosures to emba@hankensse.fi.The signed application with enclosures can also be sent to: |
|  | Hanken Executive MBAP.O. Box 479FI-00101 HelsinkiFinland |
|  |
| **APPLICATION PROCESS** |
| **Continuous application process:** Submissions of the application form with enclosures and the two reference forms are handled on a continuous basis.**Interviews:** Suitable candidates are invited for individual interviews at Hanken in Helsinki. The interviews are held in English to test your level of English proficiency. Please note that being selected for an interview does not guarantee admission to the programme.**Decisions:** The admission decision is based on a completed application procedure and interviews. |
|  |
| **FURTHER INFORMATION** |
| Please visit the Hanken Executive MBA website for more information about the programme and the application and selection process.Contact person: Henrich Nyman, Director Hanken Executive MBAphone: +358 (0)40 3521 481email: emba@hankensse.fi.Visiting address for the Hanken Executive MBA OfficeHietaniemenkatu 7a, 3rd floor, 00100 Helsinki, Finland |