

# MBA Application Form

# Getting your application right

1. Read this section carefully before you start
2. Fill in all relevant sections of the form. Please write in CAPITALS using BLACK INK.
3. Don't forget to give us your photo in electronic format.
4. Email your completed form and supporting documents to [admissions@york.citycollege.eu](mailto:admissions@york.citycollege.eu) or upload them using the on-line application form on our website. Remember that you may be required to submit hard copies of your documents.

## Remember:

- If you need extra copies of the paper form, you can download them from our website.  
Note: General Data Protection Regulation (GDPR) - The information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

## Filling in the form

### General Instructions

You may find here instructions on how to fill in the various sections of the application form. Not all sections have specific instructions, as most of them are self-explanatory. Please find below the ones that need your attention.

#### A. Personal details

Please give your name as it appears on your passport or ID Card. If your forename and family name are not clear, your application could be delayed.

#### B. Contact details

The College will address all correspondence through the address provided in Section B. It is essential that the College is notified of any change of address/email at the earliest opportunity.

#### C. Programme of study details

Please indicate the mode of attendance by which you wish to study (e.g. executive mode, executive mode blended).

#### D. Funding details

In order to be informed about tuition fees, you may contact the College directly.

#### E. Previous education

Our minimum entry requirements are listed in our prospectus and on our website. If you are not sure your qualifications are suitable, contact the Admissions Office before you apply. Applicants are strongly encouraged to supply additional information to support their application. Please use this section to include this information, and continue on a separate sheet if necessary.

#### F. English language details

We use the information you give us to decide whether or not you meet the English language requirements for your chosen course. A list of the English language qualifications and the minimum grades we accept can be found on our website. If you don't have one of the qualifications listed, we may offer you a place on the condition that you submit an acceptable language certificate before the commencement of the course.

All applicants should attach copies of the results of any English language examinations undertaken (please check our admissions requirements). Please include results of any examinations undertaken during any ongoing studies (e.g. year 1 or year 2 results of a current degree course). Please use the CITY College, University of York Europe Campus reference code for the TOEFL test (CITY College TOEFL test code is 7234). All copies of English language qualifications should be certified.

#### K. Checklist

It's important that you send your supporting documents with your completed form. We may not be able to process your application without them. If for any reason you can't send your documents with your form, use the checklist in section K to let us know when we can expect to receive them. It's especially important to send copies of transcripts and certificates of your qualifications as soon as possible.

You can scan your documents and send them by e-mail to: [admissions@york.citycollege.eu](mailto:admissions@york.citycollege.eu)

Make sure you put your full name and the course you're applying for at the top of the e-mail. Remember, if you are offered a place, you may be required to bring the original documents with you when you register.

### **Reference Form for Postgraduate Study**

You can ask your referee to provide a signed and sealed reference (on headed paper from their academic institutions-for MBA applicants) or you can ask them to complete the PG Reference Form, available at the end of this document.

Your referee can then either send the reference to you to attach to your application, or they can send it directly to us.

### **Supporting statement**

In case you need more space, please attach a separate sheet providing information on the reasons for selecting the course you wish to study.

### **Deadlines**

Most postgraduate courses have no deadline for applications, unless you're applying for a specific scholarship. However, entry to all courses is competitive. To increase your chance of an offer, you should apply as early as possible. Applying early gives you more chances to be accepted.

## **What happens after we receive your application?**

1. CITY College, University of York Europe Campus administers the admission process for the dual degree Executive MBA. As soon as we get your application, it is processed and assessed by the Admissions Office and the relevant academic department of CITY College, University of York Europe Campus and the Faculty of Economics and Management of the University of Strasbourg.
2. When the assessment is complete and a recommendation is made, we notify you through email.

### **How long does it take?**

The Admissions Office will try to send you a decision as quickly as possible. The process usually takes up to two weeks. Remember, if you send/email supporting documents separately, this can delay the decision

### **What can I do to speed things up?**

1. Applicants are required to send all documents (application form, supporting documents etc.) through email or upload them using the on-line application form on our website. You may be required to submit hard copies of the above documents and this may be done via airmail or courier or submit them to our representative office in your country.
2. If your postal or email address changes, please let us know straight away. Contact us at the address below.

## **Admissions contact details**

### **CITY College, University of York Europe Campus**

Admissions Office

24, Proxenou Koromila st.

546 22, Thessaloniki

Greece

Email: [admissions@york.citycollege.eu](mailto:admissions@york.citycollege.eu)

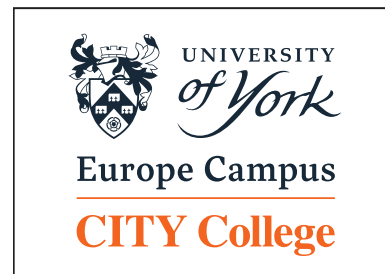
[www.york.citycollege.eu](http://www.york.citycollege.eu)

**For Admissions Office use:**

Registration no: \_\_\_\_\_

Registration status: \_\_\_\_\_

**MBA**



# MBA Application Form

Affix a current  
photograph and  
provide three more

Use this application form to apply for an MBA Course. All sections should be filled in by all applicants.

## Section A: Personal details

It is important that you provide these details as they are shown on your ID card / passport.

1. Surname / Family name: \_\_\_\_\_
2. Forename(s): \_\_\_\_\_
3. Title: Mr  Ms  Miss  Mrs  Dr
4. Father's name: \_\_\_\_\_  
Mother's name: \_\_\_\_\_
5. Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth: \_\_\_\_\_
6. Gender: Male  Female
7. Nationality: \_\_\_\_\_
8. ID card No (for Greek applicants):  
Date of Issue: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issued by: \_\_\_\_\_  
Passport No (for non - Greek applicants):  
Date of Issue: \_\_\_\_/\_\_\_\_/\_\_\_\_ Valid until: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issued by: \_\_\_\_\_

## Section B: Contact details

Unless dates are specified, CITY College will use this correspondence address for all correspondence.

- |  |  |
|--|--|
| <p>9. Permanent (home) address:</p> <p>_____</p> <p>_____</p> <p>Post Code: _____</p> <p>Tel. No.: _____</p> <p>Mobile phone no. _____</p> <p>Email: _____</p> <p>Dates when contactable at this address: _____</p> <p>From ____/____/____ to ____/____/____</p> | <p>10. Correspondence address (if different):</p> <p>_____</p> <p>_____</p> <p>Post Code: _____</p> <p>Tel. No.: _____</p> <p>Mobile phone no. _____</p> <p>Email: _____</p> <p>Dates when contactable at this address: _____</p> <p>From ____/____/____ to ____/____/____</p> |
|--|--|

Please notify CITY College of any change of address as soon as possible, to ensure that any correspondence reaches you.

## Section C: Programme of study details - MBA

11. Title of the course: \_\_\_\_\_
12. Department in which you wish to study: \_\_\_\_\_
13. How do you wish to study? \_\_\_\_\_
- Executive Mode (face-to-face delivery)
- Executive Mode Blended (synchronous online delivery plus study trips)  Location of studies: \_\_\_\_\_
14. In which month and year do you wish to start your studies? (MM/YYYY) \_\_\_\_\_
- Please note that MBA Programmes start in Autumn every year. For details check the academic calendar on our website.

## Section D: Funding details

Please indicate how you intend to finance your studies.

15. Self-funded  Scholarship  Company  Other (please specify)  \_\_\_\_\_

Unless explicitly requested by the candidate, all parties annotated above are by default authorised to be informed about the candidate's academic record and performance.

16. Is this funding definite or proposed? Definite  Proposed

## Section E: Previous education details

17. Please provide details, including results of all higher education or professional qualifications you have already received, or will be receiving (starting with the most recent) and attach copies of transcripts or certificates where possible. Include results of any examinations taken as part of any current studies (eg. year 1 or year 2 result of an ongoing degree course)

From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ University / College / Institution: \_\_\_\_\_

Award type: (eg. BA, BSc, MA etc.): \_\_\_\_\_ Subject: \_\_\_\_\_

\_\_\_\_\_ Duration of course: \_\_\_\_\_

Class / score / grade / GPA: \_\_\_\_\_ Date of award: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ University / College / Institution: \_\_\_\_\_

Award type: (eg. BA, BSc, MA etc.): \_\_\_\_\_ Subject: \_\_\_\_\_

\_\_\_\_\_ Duration of course: \_\_\_\_\_

Class / score / grade / GPA: \_\_\_\_\_ Date of award: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ University / College / Institution: \_\_\_\_\_

Award type: (eg. BA, BSc, MA etc.): \_\_\_\_\_ Subject: \_\_\_\_\_

\_\_\_\_\_ Duration of course: \_\_\_\_\_

Class / score / grade / GPA: \_\_\_\_\_ Date of award: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ University / College / Institution: \_\_\_\_\_

Award type: (eg. BA, BSc, MA etc.): \_\_\_\_\_ Subject: \_\_\_\_\_

\_\_\_\_\_ Duration of course: \_\_\_\_\_

Class / score / grade / GPA: \_\_\_\_\_ Date of award: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Section F: English language details

This information will be used to determine whether you already meet our minimum English language requirements or whether you will need to take an additional English language test.

18. Is English your first language? Yes  No

19. Was your previous education undertaken in English? Yes  No

20. If No, please state the language in which you were educated: \_\_\_\_\_

21. Please state your native language: \_\_\_\_\_

Please list and attach certificates/transcripts of any English language qualifications you possess:

Qualification	Awarding body	Overall grade/score	Date of Award
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Section G: Employment details

22. Please provide details of employment:

From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Position held: \_\_\_\_\_

Name and address of employer: \_\_\_\_\_

Key Responsibilities: \_\_\_\_\_

Please provide details of employment:

From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Position held: \_\_\_\_\_

Name and address of employer: \_\_\_\_\_

Key Responsibilities: \_\_\_\_\_

Please provide details of employment:

From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Position held: \_\_\_\_\_

Name and address of employer: \_\_\_\_\_

Key Responsibilities: \_\_\_\_\_

## Section H: Referee details

23. MBA applicants should supply one reference. Please provide the name and address of your referee below. Please enclose your reference with this application form where possible, or ensure that it is supplied to us at the earliest opportunity. We may not be able to deal with your application until we receive it.

24. Referee

Name: \_\_\_\_\_

Title: Prof.  Dr  Mr  Ms  Mrs  Miss

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Email: \_\_\_\_\_

Length of time known: \_\_\_\_\_

Capacity known to you: \_\_\_\_\_



## Section K: Checklist

28. Please indicate which of the following items you have sent with your application or plan to send.

Certified Copy of the University Degree	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Certified Translation of the University Degree	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Certified Copy of the Transcript	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Certified Translation of the Transcript	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Supporting Statement	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
(if not included in the Application Form)			
English Language Test Scores OR Certificate	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Recommendation Letter	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Curriculum Vitae	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Copy of passport or ID	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Photograph	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Registration Fee Payment Slip	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___

## Section L: Declaration

29. All decisions by the CITY College, University of York Europe Campus and the Faculty of Economics and Management of the University of Strasbourg are made in good faith on the basis of the information you provide in your application form. If we discover that you have made a false statement or have failed to provide significant and relevant information, we are entitled to withdraw or amend the offer, according to the circumstances. You may even be required to withdraw from the course if you have already started it. In accordance with General Data Protection Regulation (GDPR), the information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

**I confirm to the best of my knowledge that the information I have provided in this application is complete and accurate. I understand that any offer of admission as an MBA student that I may receive will be based upon the information given in this form, and that if I am found to have given false information, the offer may be withdrawn.**

**I understand that the information supplied on this form will be retained by CITY College, University of York Europe Campus and the Faculty of Economics and Management of the University of Strasbourg and will be used for the purpose of processing my application and collecting feedback on the admissions process. In addition, application data may be used for research purposes to better understand general recruitment and admissions administration including the analysis of applicant numbers and trends to improve the student experience and for strategic planning purposes.**

**Data will not be used in a way that identifies any individual and will be managed in accordance with the General Data Protection Regulation (GDPR). In the event that my application is successful, I understand that the information will form part of my student record. If admitted to the programme, I agree to abide by the Regulations of the institutions.**

**I authorise the college to use photographs taken from social or other college activities, in which I might appear, for promotional purposes** Yes  No

Signed: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Please return the completed form to:

**CITY College, University of York Europe Campus**

Admissions Office

24, Proxenou Koromila st.

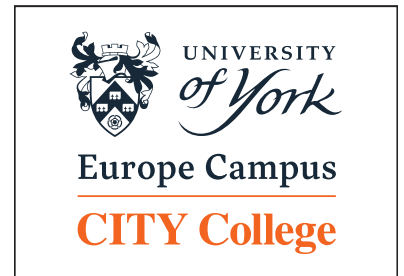
546 22, Thessaloniki

Greece

Email: admissions@york.citycollege.eu

www.york.citycollege.eu





# Reference Form for MBA Study

Please photocopy this form as necessary.

Section 1 of this form should be completed by the applicant. The form should then be passed to the referee who is asked to complete the remainder of the form and return it.

**Section 1: To be completed by the applicant**

It is important that you provide these details as they are shown on your ID card or passport.

- 1. Surname / Family name: \_\_\_\_\_
- 2. Title: Mr  Ms  Miss  Mrs  Dr
- 3. Forename(s): \_\_\_\_\_
- 4. Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_
- 5. Gender: Male  Female
- 6. Place of birth: \_\_\_\_\_
- 7. Nationality: \_\_\_\_\_
- 8. Department in which you wish to study: \_\_\_\_\_
- 9. Proposed programme of study: \_\_\_\_\_

**Section 2: To be completed by the referee**

The above-named candidate is applying for graduate study at the CITY College, University of York Europe Campus and has named you as a referee. We would be grateful if you could provide us with a reference on the academic and general suitability of the applicant to undertake a programme of postgraduate study, either by completing the form overleaf or by submitting a letter of reference. If you choose to submit a letter, please use letter headed paper and attach it to this form.

Please complete this form as soon as possible, and return it in a sealed envelope, endorsed with your signature over the seal, either to the applicant for return with the application form by mail or, to the return address given in Section 1 above.

Thank you for your assistance.

Name: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Title: Prof  Dr  Mr  Ms  Mrs  Miss  Email: \_\_\_\_\_

Other Relationship to applicant: \_\_\_\_\_ Length of time known: \_\_\_\_\_

