

## **APPLICATION GUIDELINES FOR ADMISSION TO THE MBA PROGRAMME**

Please study the information in this material carefully before completing your application.

### **Eligibility and Admission Criteria**

A person with a Bachelor's Degree from a recognized University must first take an admission Examination conducted by the Admission Committee. Successful candidates in the Admission Examination will be further interviewed by members of the Admission Committee for final selection into the programme. In addition to academic promise, consideration will be given to the following criteria.

- Motivation and commitment to a two years programme of study
- Leadership and organizational ability and interpersonal skills at work
- Career position and responsibility that makes the programme valuable to his/her career

### **Completing and Submitting the Application**

The applicants should complete and submit the application for Admission Examination, together with the supporting documents, before 7<sup>th</sup> April, 2023 so as to take the written examination on 30<sup>th</sup> April, 2023 (Sunday). Only those who score satisfactory points must submit the MBA Admission Form and the Letter of Recommendation before personal interview.

### **Recommendations**

Select recommenders who are in positions to assess your professional, extracurricular, and academic performance. One academic reference from someone who can offer a detailed opinion of your abilities and another recommendation from employer/ senior staff are necessary. Evaluations from family are of limited value.

### **Application**

Your completed admission package must include:

#### **For Admission Examination**

- Completed Application Form for Admission Examination
- Copy of Degree Certificate\*
- Copy of Matriculation Exam Certificate\*
- Copy of National Identity Card\*
- Letters of Recommendation for Academic and Employer/ Senior Staff

- Four passport-size photographs
- \* Need to submit/ bring a scanned copy of the required documents to the application.

**For Personal Interview**

- Completed Admission Form
- Letters of Recommendation
  - i. Academic
  - ii. Employer/Senior Staff
- Withdrawal from any postgraduate programme at any University you are currently registered in

**The Schedule**

The time schedule for MBA admission process is attached in the supplementary sheet.

Application period : 27.2.2023-7.4.2023

Written Examination : 30.4.2023 (Sunday)

Announcement of Written Examination Result and Personal Interview Schedule: 2.5.2023 (Tuesday)