



Confidential

APPLICATION FORM

HANKEN MBA PROGRAMME

Thank you for your interest in the Hanken MBA programme.

Hanken MBA selects a maximum number of 30 experienced and talented professionals, who wish to develop their management and strategic thinking skills alongside everyday work.

Selection is based on a combination of an individual's work and educational background, leadership potential, interpersonal and –cultural skills and motivation. Importance is attached on the individual's willingness to learn from others in the MBA group and ability to share their own knowledge and experience. Employer and family support are also of significance. Fluency in spoken and written English is essential as the programme is conducted in English.

Application Deadline – October 20th, 2011

Once the Hanken MBA receives your completed application, the process follows three steps:

1. Pre-selection
2. Personal interview
3. Admission decision from the Hanken MBA Advisory Board

Please contact the MBA office, if you have questions regarding the Hanken MBA programme or about filling in the application.

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Hanken MBA Office
Perhonkatu 6B, 3rd floor
00100 Helsinki Finland



Photo

■ PERSONAL DETAILS

Surname:	First names:
Mr. / Mrs / Ms:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth:	Country of birth:
Nationality:	Native language:

Home address: _____	E-mail: _____
Mobile: _____	
Company: _____	
Address: _____	
Tel no: _____	Mobile: _____
E-mail: _____	

■ JOB DESCRIPTION

Name of current employing company or organisation:
Number of employees in company totally:

Current job title:
Company department:

Number of employees responsible for:
Date of appointment to present position:
Year of joining the present company or organisation:

Is your employer willing to support your MBA studies by

- Paying for the whole programme**
- Partial study payment**
- Time commitment**

Name and signature of authorising superior and position in company

JOB FUNCTION (Please check one box only)

- Business Development
- Consulting
- Consulting (Audit/Accounting)
- Finance
- General Management
- Human Resources Management
- Legal
- Marketing/Sales
- Medical
- Product Dev/Technology Mgt
- Production/Operations Mgt
- 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
- Public administration and defence; compulsory social security



- Education
- Human health and social work activities
- Arts, entertainment and recreation
- Other service activities
- 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

Please fill in all your major positions starting with the most recent position.

Position	Company	Dates	Location

Number of years of full-time work experience totally:

**Please describe your job, including major responsibilities and achievements.
Approx. 250 words**



Please list any extra-curricular activities in which you are/have been involved in for example sports, hobbies, community activities, politics etc.

Mention any honours or awards achieved in your extracurricular activities.

■ INTERNATIONAL EXPERIENCE

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



■ EDUCATIONAL BACKGROUND

Please list, starting with the most recent, all colleges and universities attended.

Institution	Country	Dates	Degree

MAJOR FIELDS 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 (please specify): _____

In which language was your latest degree taught?

Please list, starting with the most recent, the most relevant programs and courses attended.

Program / course	Dates	Location

■ LANGUAGE KNOWLEDGE

Please indicate your knowledge of languages.

Language	Level	Method

Level:

- Level 1 Mother tongue
- Level 2 The ability to interact in a foreign environment in any circumstances with the near ease of a native speaker
- Level 3 The ability to conduct business in the language
- Level 4 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
- Level 5 The ability to participate in a conversation about daily life
- Level 6 The ability to introduce yourself, and to talk briefly using the present tense

Method:

- Course School Cambridge Proficiency
- Long residence Short residence Travel
- Mother tongue Self-taught University degree TOEFL
- Professional / work environment Other (specify)

Please indicate which language tests you have attended (voluntary).

Test	Month & year	Score
GMAT		
TOEFL		
Other, which		

Do you feel comfortable expressing yourself in English? Yes No

How accustomed are you in providing written reports in English?



■ YOUR AMBITIONS AND MOTIVATION

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

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



How long have you been planning to do an MBA? Since year:

How much time do you have for your MBA studies? Hours per week:

How much do you travel in your work? Can you affect your travel dates to be present at 2-3 day-modules each month?

The Hanken 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

When and how did you first hear about the Hanken MBA programme?

Year:



Please indicate the process, 1= first contact, 2=second contact and so on.

- Personal contacts, name: _____
- Personnel at Hanken, name: _____
- General internet search (e.g. Google)
- Hanken MBA Information session
- Brochure sent to me
- Press, which: _____
- Other, please specify: _____

Are you currently considering other alternatives to Hanken MBA? Name which.

Why did you choose the Hanken MBA?

Are you acquainted with the Hanken MBA web pages? Any comments regarding them?



**■ SCHOLARSHIPS FOR STUDENTS
RESIDING OUTSIDE FINLAND
DURING THE STUDIES**

Hanken MBA offers applicants a possibility to apply for a scholarship (EUR 5000) to cover expenses related to travel to and from the MBA modules if they reside outside Finland during their studies. The Hanken MBA Advisory Board makes the scholarship decision in connection with the admission decision. A maximum of 2 scholarships are granted. The grant is paid in two parts, 2 500 per year. If you are eligible to apply for the scholarship and interested in it, please mark the box below.

- I apply for the travel scholarship for students' residing outside Finland during the studies

■ REFERENCES

You need references from 2 persons who know you professionally to complete the application. Please write down below the name and work position of the people providing your references.

1. _____

2. _____

■ STATEMENT OF INTEGRITY

I hereby certify that I have provided accurate information in this application. I am the only author of the information in this application. I authorise Hanken 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 MBA programme.

Signature

Date

■ APPLICATION SCHEDULE AND SUBMITTING THE FORM

Application Deadline – October 20th, 2011

Deadline for the application form and two reference forms.

The **signed application** and **two reference forms** can be sent to

Hanken MBA Advisory Board
P.O. Box 479
00101 Helsinki Finland

The application and reference forms can also be scanned and sent per e-mail to: tuula.aaltonen@hanken.fi

Pre-selection: October 2011

The MBA Advisory Board makes a pre-selection based on the on a combination of the applicants educational background, work performance, leadership potential, personal characteristics and motivation.

Interviews : October-November 2011

Preselected candidates are invited for individual interviews at Hanken.

Admission decision: November – December 2011

Admission decision is based on completed application procedure and interviews. Travel scholarship decisions are made simultaneously.

January, 2012

Orientation day and the first module of the Hanken MBA 15 Programme.