

IVEY EXECUTIVE MBA PROGRAM

Application Form

PROGRAM FEE AND APPLICATION PROCEDURES EMBA COMMENCING AUGUST 2012

PROGRAM FEE:

HK\$880,000 - this fee includes all costs of program delivery including case books, textbooks and other materials, all meals during class sessions and the full costs of travel and accommodations during the residence periods in Hong Kong and London, Ontario. See page 5 of this document for a detailed schedule of payment.

Special scholarships are available.

GUIDELINES FOR ADMISSION PROCESS:

Application Deadline:

Admission decisions are made on a rolling basis. Therefore, we recommend that you submit your application as soon as you are ready.

Early Deadline: Jan-20-2012

First Deadline: Mar-30-2012

Final Deadline: May-31-2012

Application Procedures:

To start the application process, submit the following for a file to be created:

- Application form, including your employment history
- Application fee
- Copy of Hong Kong ID Card or Passport

Prepare or arrange for the following documents to be submitted to complete your application:

- Your application essays
- Two completed evaluation forms to be submitted directly by your evaluators
- Two official transcripts to be sent directly from all post-secondary institutions you attended
- GMAT and / or TOEFL score, if required.

Your application file will be reviewed by the Admissions Committee when it is complete.

An interview with the Program Director is required. If you wish, she will also meet with your employer and/or your spouse or partner.

Application Fee:

Applications must be accompanied by a HK\$1,500 application processing fee. Cheques should be made payable to 'Richard Ivey School of Business (Asia) Limited'. You may choose to pay by credit card. This fee is not refundable nor can it be applied against tuition in the event of admission.

Application Essays:

Essay topics are listed on page 5. Respond fully but concisely to questions 1, 2, 3. Question 4 is optional.

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Evaluation Forms:

These forms may be downloaded from Ivey's website: www.ivey.com.hk/emba and should be given to two individuals who you believe can supply supporting evidence of your professional experience and potential. Read and complete the first section of each form before forwarding them to your evaluators. Please request that the completed forms be sent directly to the Admissions Committee. If you feel that additional evaluations would be useful, feel free to solicit more than the two submissions required.

Official Transcripts:

Two official transcripts from ALL post-secondary institutions you attended should be sent directly by the Registrar of the issuing institution to our EMBA Admissions Committee in Hong Kong.

GMAT score:

GMAT is not a mandatory requirement for our Program, but you will be recommended to sit the test should our Dean in Asia believe that it would strengthen your application.

To register, visit their website: www.mba.com.

On the day of the test, select 'Richard Ivey' in 'Hong Kong' to receive your official GMAT score report.

TOEFL score:

All applicants whose mother tongue is not English and who have not achieved fluency in written and spoken English by attending an English-speaking educational institution or through their work and personal travel experiences must present evidence of English language proficiency. We consider the strongest evidence of English language ability to be a satisfactory score on a recent TOEFL. Official scores should be forwarded to the Richard Ivey School of Business (Asia) by the Educational Testing Service.

For registration and information, visit: www.ets.org/toefl.

Please mail your application and relevant documents to:

The Admissions Committee
Executive MBA Program
Richard Ivey School of Business
Hong Kong Convention and Exhibition Centre
Phase 1, Room S422, Level 4
1 Harbour Road
Wanchai, Hong Kong



Registration No.220175. It is a matter of discretion for individual employers to recognize any qualification to which these courses may lead.

IVEY EXECUTIVE MBA – HONG KONG

Application Form

Listed below are some tips on completing the Ivey Executive MBA application form:

1. Use the tab key, arrow keys, or mouse pointer to move from field to field.
2. To select check boxes, either use the mouse pointer and click on your selection, or use the tab key to move to your selection and press the space bar. To de-select a check box, click on the box with the mouse, or use the arrow keys to move to the box and press the space bar.
3. When finished, please save the file and forward by e-mail (achan@ivey.com.hk), or print the file and send it by fax to +852-2808-4433.

If you should have any problems with this form, please contact the Program Office at +852-2135-2299, or emba@ivey.com.hk.

RICHARD IVEY SCHOOL OF BUSINESS
Hong Kong Executive MBA -- Commencing August 2012

Mr. Mrs. Ms. Dr.

Last Name: Given Names (in full): _____

As it appears on your passport

Former legal name (if applicable): _____

This is necessary so that we can identify you through any documents (e.g. transcripts) that may arrive in our office under your former legal name.

Name preferred on name badge: _____

Title/position: _____

Company: _____

Business address: _____

Courier address (if different from above): _____

Application Form (page 4)

Business telephone number: (_____) _____

Business fax number: (_____) _____

Home Address: _____

Home telephone number: (_____) _____ Mobile number (_____) _____

Preferred E-mail address: _____

Date of birth: (mm/dd/yyyy) _____

Country of birth: _____

Mother Tongue: _____

Country of citizenship: _____

If Canadian, please provide Social Insurance Number: _____

Date you took or will take the GMAT (if applicable): _____

Please list GMAT scores below, if known:

Total GMAT: _____ % Below: _____

Verbal: _____ % Below: _____

Quantitative: _____ % Below: _____

AWA: _____ % Below: _____

Date you took or will take TOEFL (if applicable): _____

TOEFL score, if known: _____

Education Experience

List in chronological order all post-secondary institutions attended. Transcripts are required.

Institution	Location	Dates of Attendance	Degree Awarded	Major
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Application Form (page 5)

List all awards, scholarships and honors received, and other academic achievements:

In your opinion, do your post-secondary grades accurately reflect your abilities?

Yes No If "no", please explain below

Have you ever withdrawn from or been suspended, dismissed, or put on academic probation or warning at any school?

Yes No If "yes", please explain below

Activities

Please list below, in order of importance to you, any significant school, community, athletic or professional activities in which you have participated. Attach additional sheets if necessary.

Activity	Years of Your Participation	Position/Office Held

Employment Data

Years of full-time work experience: _____

Years of management experience: _____

Present total annual compensation, including your salary, bonuses and other monetary equivalents: HK\$ _____

Please check the range which best describes the size of your work organization:

Less than 20 employees

20-99 employees

100-499 employees

500-999 employees

1,000-9,999 employees

10,000-99,999 employees

Over 100,000 employees

Nature of organization's business: _____

Do you anticipate remaining in your current position for the duration of the Executive MBA?

Yes No

Employment History

Using the format below, on separate sheets, please describe each of the jobs or activities you have had since the completion of your post-secondary studies. Please account for all periods of time and begin with your current position, and if possible, please send a copy of your employer's description of your current job. Include your full name on each sheet used.

Employer or Organization Name:

Job Title:

Start Date

End Date:

Starting Salary:

Ending Salary:

Average Hours Worked Per Week:

Brief Description of Your Primary Responsibilities:

Application Essays:

1. Each essay topic listed below should be answered on a separate sheet of paper with your full name on each sheet.
2. Your answer should be typed.
3. Respond fully but concisely to questions 1, 2, 3. Question 4 is optional.

Essay Topics:

1. Please give a brief evaluation of yourself. Identify the abilities and other qualities you feel are your strengths, as well as areas in which you would like to develop more fully. What are your three most important accomplishments to date?
2. What are your ultimate career objectives? How do you perceive your plans for graduate education will contribute to the attainment of your objectives? In your answer, please outline in some detail your reasons for seeking graduate education at this time, and how your experience and abilities can contribute to the development of your colleagues in the program.
3. Given the many commitments of your time, how do you plan to fit an Executive MBA into your schedule over the next 18-month? Do you anticipate any problems meeting this schedule?
4. What hasn't this application given you an opportunity to say that you think would be important in the evaluation of your application? If you think that your credentials and the essays above represent you fairly, then you should feel no obligation to write anything more.

Program Fees:

August 2012 – January 2014: HK\$880,000. All inclusive.

This includes tuition, textbooks, course binders and class materials, software packages, IveyNet access, airfare to and from Canada, accommodation and meals during residential periods.

Travel expenses and any costs incurred while working on class projects are the responsibility of the participant and / or the sponsoring organization.

All fees are shown in Hong Kong dollars and are non-refundable*.

Payment Schedule:

Due Date	Amount (HK\$)
June 1, 2012	\$50,000
July 3, 2012	\$242,000
December 3, 2012	\$147,000
April 1, 2013	\$147,000
August 1, 2013	\$147,000
December 2, 2013	\$147,000

Special scholarships are available.

** Fees are non-refundable for candidates who withdraw or who fail to meet passing requirements. However, if for unforeseen reasons the Program were to be discontinued, all fees paid by participants who were therefore unable to complete degree requirements would be refunded by The University of Western Ontario.*

Authorization:

I hereby certify that I have provided accurate information in this application. I authorize all persons or entities to provide any relevant information in their possession to The University of Western Ontario for use in considering me for admission or verifying my credentials for admission, and I expressly waive any required notice to me. I understand and agree that any misrepresentation or omission of facts in my application will justify the denial or cancellation of admission.

Signature _____

Date _____