



## Your application

Thank you for considering the EMBA-Global Asia programme. The information that follows is designed to help you prepare a competitive application. You can start the process now and use this overview as a guide to:

- Planning your application activities
- Writing your essays
- Gathering the required documentation for your application.

## When should I apply?

Whilst you can apply at any time with the rolling admissions process, the timelines on the website will help you plan your application timing, and let you know when you can expect a decision.

We recommend that you submit your application as early as possible to allow time to organise your funding, apply for visas and complete your pre-enrolment workload.

## Online application

Applications for EMBA-Global are completed online. Please visit the website for the latest information and to access the application form.

Full instructions are included within the online application system itself. The application is designed to be completed over several sessions. Once you create your username and password, you can work on your application at your own pace, saving your work as you go along. You will also be able to invite your referees to complete their reference forms on your behalf, and pay your application fee. Once you have submitted your application, you will be able to check your application status through the same system.

## Who sees my application?

The system is password protected and secure. Your application materials will be seen by the Admissions Committees of the partner schools.

## What's in the application?

- Personal data relating to yourself, including educational and employment history, resume, GMAT and any other test scores including tests of English proficiency
- Essays and personal statement
- Letter of company support and recommendations
- Academic documentation (transcripts and certificates) from your undergraduate and post graduate educational experience.

An application is complete when the candidate has provided **all** the documents listed in the checklist, including the application fee. Candidates will not be considered for review or interview stage until this point.

## Planning your application

- Book and take the GMAT test ([www.mba.com/mba/TaketheGMAT](http://www.mba.com/mba/TaketheGMAT))
- Book and take (if appropriate) a test of English language proficiency (TOEFL/IELTS)
- Choose your recommenders and brief them on the programme
- Request transcripts and certificates and if appropriate arrange translation to English
- Arrange your letter of company support.

## EMBA-Global Essay questions

The essay questions are designed to help us build up a picture of you and what you can bring to the class. There are no right or wrong answers and all information is important. We recommend that you observe the maximum word limit which has been indicated for each essay question.

### **Essay 1 (maximum 500 words)**

Why do you wish to participate in the EMBA-Global Asia programme? What do you hope to experience and how will participation in this programme help you to achieve your objectives?

### **Essay 2 (maximum 500 words)**

Please describe a situation, either work or personal, where you faced a particular challenge. What was the outcome and what did you learn from the experience about your own strengths and personal development needs?

### **Personal statement: (maximum 500 words)**

Please tell us about yourself and your background. How do you embody the characteristics of a future global leader? The objective of this statement is to get a sense who you are, rather than what you have achieved professionally.

## Letter of company support

A signed letter from an authorised sponsor stating the sponsorship agreement from the company must be submitted with your application. Candidates may be self-sponsored, but their employers are still required to support them in terms of time. Applicants must submit complete information in terms of sponsorship with the appropriate signature from an authorised sponsor. This may be the department head, president, CEO or human resources executive.

Example: Re: Sponsorship of John Doe

The XYZ Corporation is pleased to sponsor John Doe's application to the EMBA-Global Asia programme. John will be completely released from his professional responsibilities on class days, his travel time will be kept at a minimum, and he will be paid his full salary while he is enrolled in the EMBA-Global Asia programme.

The cost of the program will be paid by  
Please address billing statements to the following:  
Name  
Address

## Recommendations

You will be asked to provide **two** letters of recommendation using the EMBA-Global recommendation form. One should be from your supervisor or immediate manager, and typically from another senior management member such as your department head or Human Resources manager. Some candidates are able to provide an academic reference, but most generally recommenders are drawn from your current and previous employment networks.

## Your application checklist

1. Online application form containing personal, employment and educational information.
2. Two essays and one personal statement.
3. Two recommendations.
4. One page CV/resume.
5. GMAT test score certificate.
6. English test results for non-native English speakers (TOEFL or IELTS).
7. Transcripts of undergraduate/postgraduate degrees. An English translation to be provided by an official translation agency. Both original and translation are required.
8. Letter of support from company (can be submitted at interview/acceptance point).
9. Copy of passport page with picture and identification information.
10. Application fee.

### Documents to be sent to the Admissions Office

Application fee if not paid online.

Transcripts and academic documents.

## Who shall I contact?

Enquiries and applications from candidates for EMBA-Global Asia are managed by **HKU**

### **Business School.**

#### **HKU Business School**

EMBA-Global Asia

Admission Office (Asia Pacific)

Room 104, Level 1, Block B

Cyberport 4, 100 Cyberport Road

**Hong Kong**

asia@emba-global.com

**+852 3962 1262**

We can arrange a campus site visit for you at the three schools or arrange for you to sit in a class at London Business School or Columbia Business School. Please contact HKU, Columbia or London Business Schools depending on the region in which you are based.

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