

## MBA APPLICATION FORM

### Instructions

Please be complete and precise when you fill out this form. Send it together with the supplementary materials to:

**Regent University College of Science and Technology**  
**For the attention of: MBA department**  
**P.O. Box DS 1636**  
**Dansoman**  
**Accra**  
**Ghana**

All fields must be completed.

Use the English language only.

Please provide the following supplementary materials with the completed application form:

- Application deposit for the amount of ..... **US dollars/ Euros**
- Certified copies of diploma's, with certified English translation;
- Certified copies of transcript/ grade list. These transcripts have to be embossed with the issuing school's seal, with certified English translation;
- Two filled in and signed Referee Report forms, with attached two recommendation letters;
- Proof of working experience (letter on letterhead paper by the employer);
- Test of English as a Foreign Language (TOEFL) score or IELTS score. Required if your native or predominant language is not English;
- Official GMAT scores are recommended;
- A personal resume/ curriculum vitae in English;
- Certified statement of financial support. If your studies will be sponsored, you should submit a guarantee of financial support by the sponsor. If you are self supporting you should submit proof of Financial Support for the amount of the tuition fee and for the living expenses during the program (bank statement).



**1. Program Location: Accra, Ghana**

Starting in \_\_\_\_\_ (month & year)

**2. Personal**

Mr.  Ms.  Mrs.

Family name \_\_\_\_\_

First name \_\_\_\_\_

Middle name \_\_\_\_\_

Home address (no. + street) \_\_\_\_\_

City \_\_\_\_\_ Postal code \_\_\_\_\_

Country \_\_\_\_\_

Home telephone (country code, area code, number) \_\_\_\_\_

Home fax (country code, area code, number) \_\_\_\_\_

Mobile phone (country code, number) \_\_\_\_\_

Personal e-mail \_\_\_\_\_

Date of Birth (day/ month/ year) \_\_\_\_\_ Place of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Preferred address for further correspondence:  Home address  Business address

**3. Data needed for visa application**

ID Number \_\_\_\_\_

Passport number \_\_\_\_\_

Place of issue \_\_\_\_\_

Date of issue (day/ month/ year) \_\_\_\_\_ Date of expiration \_\_\_\_\_

Royal Dutch Embassy/Consulate as place of issue of your visa \_\_\_\_\_

**4. Emergency contact data**

Person to be notified \_\_\_\_\_

Type of relation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_

Telephone (country code, area code, number) \_\_\_\_\_

Fax (country code, area code, number) \_\_\_\_\_

Mobile phone (country code, number) \_\_\_\_\_

E-mail \_\_\_\_\_



## 5. Educational background

Highest qualification

- PhD degree
- Master degree
- Bachelor degree
- College degree
- Other \_\_\_\_\_

List any academic distinctions, honors or scholarships received

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### Educational history: list the most important schools/programs you attended (most recent first)

1. Educational institute/University

Start date \_\_\_\_\_ finish date \_\_\_\_\_

- Degree/diploma obtained?
- Yes, degree
  - Yes, diploma
  - No

Major/ Specialization: \_\_\_\_\_

2. Educational institute/University \_\_\_\_\_

Start date \_\_\_\_\_ finish date \_\_\_\_\_

- Degree/diploma obtained?
- Yes, degree
  - Yes, diploma
  - No

Major/ Specialization: \_\_\_\_\_

3. Educational institute/University \_\_\_\_\_

Start date \_\_\_\_\_ finish date \_\_\_\_\_

- Degree/diploma obtained?
- Yes, degree
  - Yes, diploma
  - No

Major/ Specialization: \_\_\_\_\_



**6. Professional background**

***Current employer***

Name of organization/ company \_\_\_\_\_

Type of organization  Government  
 Semi-government  
 NGO  
 Private company

Business address \_\_\_\_\_

City \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_

Business telephone (country code, area code, number) \_\_\_\_\_

Business fax (country code, area code, number) \_\_\_\_\_

Business mobile (country code, number) \_\_\_\_\_

Business E-mail \_\_\_\_\_

Current position/ job \_\_\_\_\_ in this position since? (month/ year) \_\_\_\_\_

Description of duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

***Previous employers***

1. Name of organization/ company \_\_\_\_\_

Position/ job \_\_\_\_\_

Start date \_\_\_\_\_ finish date \_\_\_\_\_

Description of duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Name of organization/ company \_\_\_\_\_

Position/ job \_\_\_\_\_

Start date \_\_\_\_\_ finish date \_\_\_\_\_

Description of duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional Society memberships: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## 7. Referee Report forms/ Recommendations

Two Referee Report forms should accompany this application, together with two letters of recommendation (on official, company letterhead) from individuals who can evaluate your professional experience and judge your likelihood of success in this program, for example your current/ previous employers.

Names and positions of the persons who have submitted the Referee Report forms:

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## 8. Areas of Management

Indicate your relative degree of knowledge in the areas listed below:

	Basic	Good	Excellent
Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Information Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GMAT taken	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No		

If yes, on what date? \_\_\_\_\_

What was your score? \_\_\_\_\_

## 9. Proficiency in English

Indicate your degree of knowledge of the English language:

	Basic	Good	Excellent
Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

English Language test taken:  TOEFL  IELTS

If yes, on what date? \_\_\_\_\_



What was your score? \_\_\_\_\_

Other English language test taken \_\_\_\_\_

Result \_\_\_\_\_

**10. What are your professional/ learning objectives for this study?**

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List your most important expectations regarding this study?

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What other information would you like to add, that would aid the Admission Committee?

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**11. Who recommended you to this program?**

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Please indicate how you heard about the program

- Relative
- Internet
- Advertisement in: \_\_\_\_\_

**12. Statement**

I hereby certify that the information given in this application form is complete and accurate to the best of my knowledge. I permit the Maastricht School of Management or its agents to use all means reasonable to verify the information I have provided in this application.

I am aware of the amount of the tuition fee and I certify that I have the means to pay for those fees.

Signature of applicant

Place & Date \_\_\_\_\_