

G/MBA..... (For office use only)

APPLICANT'S NAME:
(Surname first e.g. Mensah, Kofi)

INTENDED AREA OF SPECIALIZATION:

2ND CHOICE.....

MODULAR EVENING (Please Tick as Appropriate)

Photograph

GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION (GIMPA)



GIMPA BUSINESS SCHOOL

*Application Form
For*

MASTERS IN BUSINESS ADMINISTRATION (MBA)

1. **Proposed Entry Date** (mmyy) _____

2. **About You:**

Title: Mr. /Mrs. Etc _____ Date of Birth (ddmmyy) _____
Family Name _____ Country of Residence _____
Given Name(s) _____ Country of Birth _____
Sex: Male _____ Female _____ Nationality _____

3. **About contacting you**

Address for correspondence _____

Country _____
Email Address _____

Daytime
Telephone Number _____
Evening
Telephone number _____
Mobile
(cellular) number _____
Contact _____
Fax Number _____

4. **About your Academic Achievements**

Undergraduate and Postgraduate Qualification(s)

From	To	Name of Institution & Location	Subjects & Grades	Qualifications
09 94	07 96	Example School, Someplace	BSc Admin (1 st Class)	Marketing
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Professional Qualifications

From	To	Name of Institution & Location	Subjects & Grades	Qualifications
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please include official transcripts of your studies, detailing subjects studied and grades achieved together with a translation into English if appropriate, or indicate if you have arranged for them to be sent direct to GIMPA.

5. Language Skills

What is your first language? _____

How often do you use English in a business context? __daily__ weekly__ rarely__ never
 How often do you use English in a study context? __daily__ weekly__ rarely__ never

Competence in reading, speaking and writing in English is essential if you are to get the most from the GIMPA MBA. We ask that you demonstrate competence in English by one of the following criteria. Please indicate which:

- English is your native language
- You have graduated with a degree from an English-speaking university
- You have worked in an English-speaking environment for at least two years

If English is not your native language, please outline your experience of working or studying in an English-speaking environment and indicate if, when and where you plan to take further English language training before starting the GIMPA MBA.

Please list languages you can use, apart from English, indicating whether your ability is basic, competent or fluent in each:

Language	Level of competence
_____	__basic__ competent__ fluent
_____	__basic__ competent__ fluent
_____	__basic__ competent__ fluent
_____	__basic__ competent__ fluent
_____	__basic__ competent__ fluent

6. EMPLOYMENT (include a current CV or Resume)

(a) About your Current Employment

Job Title/Position Held _____	Date Employment Started _____
Department _____	Total Experience on Current Job _____
Name of Organisation _____	Starting Salary (Annual) _____
Address: _____	Current Salary (Annual) _____

_____	Does your Employer know you are applying to the GIMPA MBA? _____
Country _____	May we Contact you at Work? _____

(b) About your Previous Employment (if any)

Particulars of Past Employment (indicate job title, position held, name of organisation, date and address in that order)

_____	_____
_____	_____
_____	_____
_____	_____

7. Why You Want to Join the GIMPA MBA (PLEASE TYPE) YOUR ESSAY SHOULD COVER THE FOLLOWING:

- (a) Explain your principal reasons for wishing to join the GIMPA MBA
- (b) Describe your career aspirations in the next decade
- (c) Describe the contribution you will make to the programme when admitted
- (d) **State if you will be sponsored and indicate the value you will add to your sponsoring organisation.**

8. Funding

Which of the following sources of finance do you propose to use in funding your GIMPA MBA

_____ Self funding	_____ Self-funding with bank loan
_____ Self funding with employer contribution	_____ Employer sponsorship
_____ Scholarship	_____ Other, (please specify)

9. Essay

Please use a separate sheet of paper to write about the following topic, taking no more than 1,000 words.

“Describe one Accomplishment That Occurred in the Last Five Years of Which You Are Most Proud and Why”

10. Choosing an MBA Programme

(a) Please list, in order of preference and including GIMPA, the institutions to which you have made an application for an MBA Programme.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

(b) Were you recommended to the GIMPA MBA by a former or current participant?

Yes No If yes, who? _____

(c) How did you find information about the GIMPA MBA?

- Web site: _____
- Colleagues/employer _____
- Press advertisement _____
- Other (Please specify) _____

11. Referees

Please choose three referees who have direct knowledge of your intellectual ability and/or your professional skills. If you have left further or higher education within the last five years, you should offer one academic reference and one employment-related reference. Otherwise you should offer two employment-related references. References from personal friends or relatives are not acceptable.

Each referee should complete one reference form, seal it in an envelope, sign across the seal to ensure confidentiality, and then return it to you before you submit your application.

	First Referee	Second Referee	Third Referee
Name	_____	_____	_____
Position	_____	_____	_____
Relationship to you	_____	_____	_____
Organisation name	_____	_____	_____
Address	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Telephone number	_____	_____	_____
Email address	_____	_____	_____

Checklist

Please staple your recent passport-sized photograph to your application form. All applicants will be treated on equal grounds irrespective of sex, gender, religion, ethnicity, marital status or physical ability.

Please tick when you have enclosed:

- one application form with a copy of your essays and CV.
- one photograph
- three references sealed in their envelopes
- one stamped self-addressed envelope
- sponsorship statement form (for sponsored applicants)
- application fee receipt (Payment of downloaded form should be made either at the following Banks; **Ecobank 0380014426245701** or **Unibank 0510110559613** at any of their branches in Ghana
- Original academic transcripts and certified true copy of Certificate(s)

Your application cannot be processed until we have received all of these items.

Declaration

I sign to confirm that the details I have given in this application are correct, that I have included all the documents required and that I apply for admission to the GIMPA MBA.

Signature _____ Date _____

Please contact the GIMPA MBA office if you have any queries or comments about this form.
 0302-401681-3 Ext.2219, or 0302-421658 or 0302-421576
 GIMPA MBA Applicants, GIMPA Graduate School of Business, GIMPA, P.O. Box AH 50,
 Achimota, Accra.
 Email: gradsch@gimpa.edu.gh

**GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION - GIMPA
BUSINESS SCHOOL
(R MBA)**

I. This section is to be completed by the applicant.

After filling out this section, please give this *CONFIDENTIAL* Form to your Referee to complete

Applicant's Name

Applicant's Address

City/Country Programme of Study

Date of Birth

Telephone Number: Fax Number

E-mail:

I hereby authorize the appropriate person to provide the information requested in this document.

Applicant's Signature: Date:

II. This section is to be completed by the Referee:

GIMPA would appreciate your assessment of the applicant's qualities. The Institute will use your appraisal only in the evaluation of the participant's admission and its confidentiality will be safeguarded.

Please complete this form as soon as possible and return to: **The Snr. Assistant Registrar
Business School
P. O. Box AH 50
Achimota
Tel.: 401681-3 Ext. 2219, or 021-421658
Fax: 405805
E-mail: gradsch@gimpa.edu.gh**

1. General Rating

Please indicate your opinion of this applicant in the context in which you know him or her:
Your assessment should be indicated in each case by ticking of the appropriate check box:

1.1 In your view, how does the applicant rate on the following personal characteristics:

Motivation

Very High () High () Above Average () Average () Below Average () Low () Very Low () Not Known ()

Self Discipline

Very High () High () Above Average () Average () Below Average () Low () Very Low () Not Known ()

Leadership

Very High () High () Above Average () Average () Below Average () Low () Very Low () Not Known ()

Self-Confidence

Very High () High () Above Average () Average () Below Average () Low () Very Low () Not Known ()

Maturity

Very High () High () Above Average () Average () Below Average () Low () Very Low () Not Known ()

Academic Ability

Very High () High () Above Average () Average () Below Average () Low () Very Low () Not Known ()

1.2 Please indicate how well the applicant is known to you:

Known only through Records [] Seen Occasionally [] Known Personally []

1.3 Please indicate how long you have known the applicant:

Less than 1 year [] 1-3 years [] More than 3 years []

1.4 The applicant has been known to you as a:

Student [] Subordinate [] Colleague [] Friend [] Acquaintance []

2. Specific Comments

2.1 What do you see as the personal strengths of the applicant?

2.2 In your view, what weakness might the applicant show?

2.3 GIMPA would appreciate your overall assessment of the applicant's academic capabilities:

III. The Referee:

Referee's Name

Organization

Position

Address

Region/City / Country

Contact Phone Number:

Fax Number:

Referee's Signature

Date:

E-mail