



University of Cyprus  
MBA Program

# **Application Form**

## **Full Time MBA Program**

Academic Year 2011 - 2012

Applicant's Name \_\_\_\_\_



# Application Form

Full Time MBA Program in English

Please attach  
passport size photo

## I. Personal Data

First Name

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Middle / Father's name

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Surname

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Sex (M/F)

Date of Birth

Place of Birth

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Nationality

Passport Number

ID Number

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## Contact Information

Correspondence Address

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Home Address (if different)

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Mobile

Home Telephone Number

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Email

Fax (if applicable)

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## 2. Academic Qualifications

Please indicate below, in reverse chronological order, your educational and professional qualifications. Applicants should include photocopies of all diplomas and degree(s) stated. Please indicate if you are currently enrolled in an academic program or pursuing a professional qualification

Name of University / College	Location (City, Country)	Subject	Duration (From - To)	Certificate / Degree acquired and Grade	Language of instruction
<b>Secondary School</b>	<b>Location (City, Country)</b>	<b>Subject</b>	<b>Duration (From - To)</b>	<b>Grade</b>	<b>Language of instruction</b>

## 3. Professional Experience

Please provide information about your current position. If you are not currently employed, please go to the next page.

**Company Name and Address**

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**City / Country**

**Contact Telephone Number**

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**Beginning (month, year)**

**Fax Number**

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**Position**

**Number of People Reporting to you**

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Full Time       Part Time

**Main Responsibilities**

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## Work Experience

Please provide below information regarding your past experience in reverse chronological order (including military service where applicable)

Organization	City/Country	Period (From-To)	Full or Part-Time	Position

Total proven work experience (including current and past employment) \_\_\_\_\_ years \_\_\_\_\_ months

## 4. Languages

4.1 Please state your mother language

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4.2 Evidence of English language proficiency.

Please state if you have taken any English language proficiency examinations (such as TOEFL, GCE / IGCSE, IELTS, GMAT).  
Copies of the official results must be submitted with this application.

Examination Taken	Level	Date	Result

## 5. Other Qualifications

Please list any other qualifications (GCE, LCCI, etc) obtained by examination. Copies of the official results must be submitted with this application.

Subject	Examining Body	Date	Result

## 6. Computer Literacy

In the section provided below, please outline briefly any software, computer packages or programming languages you are familiar with.

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## 7. Special Needs

Do you have any special needs that you think we should be aware of?

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## 9. Additional Information

Please state any additional information that you would like the Admissions Committee to be aware of.

(Completion of this part is optional. Limit your answer to 100 words)

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## 10. Contact Details of Referees

### Referee No 1

Full Name

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Address

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Telephone Number (including country code)

Email

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### Referee No 2

Full Name

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Address

---

Telephone Number (including country code)

Email

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## 11. Application Information

How did you first hear about the University of Cyprus MBA Program? Choose the most suitable answer (please give only one answer).

- Billboards       Website       TV/Radio       Fellow Student       Relative / Friend       UCY Student
- UCY Graduate       Education Fair (please specify) \_\_\_\_\_       Open Day (please specify) \_\_\_\_\_
- UCY Lecturer / Staff (please specify) \_\_\_\_\_       Publication (press release, article, newspaper, magazine)



# Reference Form

## Full Time MBA Program in English

### For the Applicant

Thank you for applying to the Full Time MBA Program of the University of Cyprus. Please complete your name in the space below and give this form to the referee.

**This reference form should be returned to the MBA Office of the University of Cyprus.**

### For the Referee

Thank you for agreeing to provide an evaluation of the individual named above, who is applying to the Full Time Master of Business Administration Program of the University of Cyprus. All the information you provide will be treated with strict confidentiality. We would appreciate it if you could provide us with an honest and accurate assessment of the candidate.

Please provide answers to questions 1- 4. Feel free to use the style that you feel most comfortable with. You may provide answers to questions 1-3 on a separate sheet of paper.

A member of the Admissions Committee may contact you if additional information is required or to discuss this recommendation with you further.

If you would like additional information to complete the recommendation form, please contact the MBA Office at [mba@ucy.ac.cy](mailto:mba@ucy.ac.cy) or 2289 3600.



4. Please rate the candidate on the following criteria:

	<b>Outstanding</b> (top 5%)	<b>Very Good</b> (top 10%)	<b>Good</b> (top 25%)	<b>Average</b> (top 50%)	<b>Below Average</b>	<b>Unable to say / comment</b>
Intellectual Ability						
Leadership Potential						
Intellectual Curiosity						
Ability to work efficiently in a team						
Creativity						
Analytical Ability						
Ability to express orally						
Ability in written expression						
Adaptability						
Interpersonal Skills						
Personal Integrity/Ethics						
Maturity						

**Name of Referee**

**Company/University**

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**Position**

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**Address**

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**Telephone**

**Fax**

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**E-mail**

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**Signature**

**Date**

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Leadership Potential						
Intellectual Curiosity						
Ability to work efficiently in a team						
Creativity						
Analytical Ability						
Ability to express orally						
Ability in written expression						
Adaptability						
Interpersonal Skills						
Personal Integrity/Ethics						
Maturity						

**Name of Referee**

**Company/University**

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**Position**

---

**Address**

---



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**Telephone**

**Fax**

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**E-mail**

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**Signature**

**Date**

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# Application Check List

To ensure that all required documents are submitted with your application form,  
please tick the following.

<b>Original Application form – Completed with attached photograph</b>	
<b>Three additional photocopies of the completed application form</b>	
<b>Electronic copy of the completed application form (to be sent to: mbaapplications@ucy.ac.cy)</b>	
<b>Curriculum Vitae</b>	
<b>A recent passport-size photograph (with your name written on the back)</b>	
<b>Photocopy of Passport (or Identity Card)</b>	
<b>2 reference letters to be sent to the MBA Program</b>	
<b>Photocopies of relevant academic degrees</b>	
<b>■ Secondary School Certificate</b>	
<b>■ Undergraduate Degree(s)</b>	
<b>■ Postgraduate Degree(s) (if applicable)</b>	
<b>■ Other Diplomas and/or Professional Certificates</b>	
<b>Cyprus Council for the Recognition of Higher Education Qualifications (KYSATS) Relevant Certification (if applicable)</b>	
<b>Photocopies of English proficiency exams (i.e. TOEFL, IELTS, GCE)</b>	
<b>Photocopy of GMAT report (if available)</b>	



University of Cyprus  
MBA Program

This form should be returned to:

**MBA Program**  
**Department of Public and Business Administration**  
**School of Economics and Management**  
**University of Cyprus**

P.O Box 20537  
CY 1678 Nicosia,  
Cyprus

Tel: 2289 3600, Fax: 2289 5023, E-mail: [mbaapplications@ucy.ac.cy](mailto:mbaapplications@ucy.ac.cy)

[www.mba.ucy.ac.cy](http://www.mba.ucy.ac.cy)