

# THE FULL TIME MBA APPLICATION PROCESS

This pack contains the following:

- An Application Form
- Two Reference Forms

**PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

## BEFORE YOU APPLY

Please look at all the options. When you have, make sure that you meet our admissions standards. We want intelligent, motivated, mature self-starters who want to learn in an international environment and who will contribute to, as well as benefit from, our programme.

### **Principal Admission Criteria**

- A good undergraduate degree or acceptable professional qualification
- A balanced GMAT score of 550 or better
- Minimum of 3 years' work experience
- Outstanding leadership potential

Exceptional candidates may be considered who do not meet all of these requirements.

### **Financial Planning**

The MBA represents a sizeable personal investment. It is therefore important that you recognise the financial commitment and plan accordingly and in plenty of time, especially if you intend to apply for loan finance. Before applying for the programme it is in your interest to make sure you are fully aware of the costs and to take the steps to meet any short-fall there may be between your outgoings and resources over the length of the programme. Given the pressured requirements of this programme, participants are unable to undertake or carry on any work related activities, even on a part time basis.

## ADMISSION PROCESS

Otago University operates a rolling admission system for the MBA programme. Applications are considered as they are received. The chances of securing a place are therefore increased the earlier you apply in the admissions cycle. Candidates who apply after the dates indicated may find the programme is full. **It is not necessary to have sat the GMAT prior to submitting your application, unless you are applying late in the admissions cycle.**

Applications may be considered until 1 December, providing that you have taken GMAT. There is no guarantee that places will remain available on the programme at this late stage. Early application is therefore strongly encouraged. If you cannot meet our preferred application deadlines please contact the MBA Admissions Office to check whether or not we can accept a late application from you.

## PREPARING YOUR APPLICATION

Before beginning your application please read the MBA programme brochure, these instructions and the application form itself. These all tell you important things about the application and the kind of information you give us now is vital in helping us build up a picture of you. We need to know what skills you have, what your abilities are, and where your interests lie. We want to know what you will bring to the programme and to other MBA students with whom you will work and develop.

### **Copies of the Application Form**

You should provide one extra copy of your application form and essays. Please return these along with the original. All material should be addressed to:

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Theresiengasse 32 1180 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
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We suggest you keep a copy of your completed application form. Please make sure you give yourself enough time to prepare your application. Remember that in addition to a completed application form, a curriculum vitae and five one page essays are required.

## Personal References

References should be from people who know you well and are in a position to comment on your suitability for the Otago MBA. Preferably one reference should be from your current employer or someone who knows you well at work. The other could be from someone who has taught you at university level or from a current or previous employer.

You must use the reference forms in this pack. Please make sure you put your name on the forms and ask your referees to complete the forms and return them in a sealed envelope either to you or directly to the MBA Admissions Office.

## Graduate Management Admissions Test (GMAT)

All applicants must take the GMAT and achieve a balanced score of around 550 or better.

You must ensure that an original GMAT score report is sent to the Otago MBA Admissions Office, University of Otago. The GMAT test centre number for the University of Otago is 00162.

Further information on the GMAT can be obtained from:

GMAT, Education Testing Service,  
PO Box 6103, Princeton, NJ 08541-5106, USA  
Telephone 1 609 777 7330  
(24 hours/day for general GMAT information).

## Official Transcripts of Grades

All applicants must submit an official transcript of grades from their university, certified by a solicitor or notary public.

NB: If the original is not in English then you must provide a certified English translation.

## Student Visa

If you are not a New Zealand or Australian citizen or permanent resident, you will be required to obtain a permit to study in New Zealand. We suggest that you contact the New Zealand Embassy or High Commission in your country as soon as possible for information on such a permit. Alternatively, you may write to the Immigration Division, Department of Labour, Private Bag, Wellington, New Zealand. Or visit the web site:

<http://www.immigration.govt.nz/study>

Further information can also be obtained from the web site <http://www.immigration.govt.nz/study>



## Application Fee

A non-refundable application fee of either NZ\$100, US\$100 or Stg£50 is payable. Personal cheques, bank drafts or travellers cheques should be made payable to the University of Otago.

## Photographs

We ask you to include a 'head and shoulders' photograph on your application form and to provide two further copies. If you attend the programme your photograph will be included in the Directory of Participants which is used within the school and for distribution to potential employers.

## WHAT HAPPENS TO YOUR APPLICATION

Receipt of your application will be acknowledged. Once your written application has been reviewed you will be told either that:

- you have reached the shortlist for a place and will be invited for an interview, or
- your application has been unsuccessful.

## Interview

Interviews will be held at major cities in New Zealand. We shall endeavour to arrange overseas interviews for candidates applying from other countries.

Please note: candidates will not normally be offered a place without having attended a personal interview.

## Final Decision

When your interview is complete the Admissions Committee will review your application again, including your personal details, your essays, references and the result of the interview. You will then be told whether or not you are being offered a place, whether or not it is conditional (for example on a satisfactory GMAT) and the time scale within which you should respond. The Admissions Committee's decision on all offers is final.

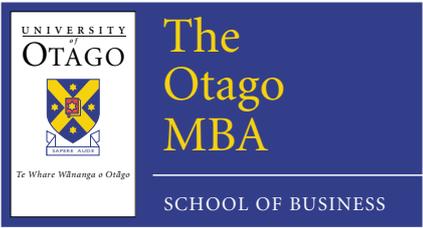
## Further Information

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Schnutenhausstrasse 44  
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Österreich  
Tel.: 0043-1-4060224  
wien@ranke-heinemann.at  
www.ranke-heinemann.at



# APPLICATION FOR ADMISSION

Please attach 2 recent passport sized photographs of yourself and an up-to-date copy of your Curriculum Vitae.

## Personal Details

FAMILY NAME		FIRST NAME(S)
TITLE DR/MR/MRS/MS etc.		PREFERRED NAME
SEX: MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	DATE OF BIRTH

## Contact Details

HOME ADDRESS	
CORRESPONDENCE ADDRESS (If different from above)	
HOME TELEPHONE	
FACSIMILE	E-MAIL

Please notify the MBA Admissions Office if you change your address

## General

NATIONALITY	
ARE YOU A PERMANENT RESIDENT OF NEW ZEALAND	YES <input type="checkbox"/> NO <input type="checkbox"/>
PROPOSED YEAR OF ENTRY TO MBA PROGRAMME	
YEARS FULL TIME WORK EXPERIENCE AT START OF PROGRAMME	

## Employment Details – Current Occupation

JOB TITLE	SINCE
EMPLOYER NAME	
EMPLOYER ADDRESS	
WORK TELEPHONE	MOBILE
FACSIMILE	E-MAIL

Do not include telephone and/or fax numbers if you do not wish to be contacted by these means



## Current Occupation continued

NATURE OF BUSINESS	
NUMBER OF EMPLOYEES	NUMBER REPORTING TO YOU
SIGNIFICANT PROMOTIONS	
YOUR RESPONSIBILITIES	

## Previous Employment

Most recent first

JOB TITLE	FROM	TO
EMPLOYER NAME		
JOB TITLE	FROM	TO
EMPLOYER NAME		
JOB TITLE	FROM	TO
EMPLOYER NAME		

## Academic/Professional Qualifications

Please give details of all undergraduate, professional and postgraduate studies and qualifications and indicate where and when obtained.

QUALIFICATION	SUBJECT	
INSTITUTION ATTENDED		DATE AWARDED
QUALIFICATION	SUBJECT	
INSTITUTION ATTENDED		DATE AWARDED
QUALIFICATION	SUBJECT	
INSTITUTION ATTENDED		DATE AWARDED

If you were previously registered at the University of Otago please give your ID number and the first year of enrolment

ID	YEAR
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Do you feel that your previous academic performance is a true reflection of your potential for success on the Otago MBA?




## Non-work Interests

Please list in order of importance to you

1.
2.
3.
4.

Please explain why number 1 is the most important to you


## Skills

Please indicate your level of competence in the following areas

NO KNOWLEDGE      LIMITED KNOWLEDGE      GOOD WORKING KNOWLEDGE      EXCELLENT SKILLS

### Financial Accounting

BASIC FINANCIAL ACCOUNTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERPRETATION OF ACCOUNTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Quantitative Skills

BASIC STATISTICS/DATA PRESENTATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### Use of Computers

USE OF PCS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORD PROCESSING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPREADSHEETS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DATABASES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Human Skills

People management, leadership skills, conflict management, negotiation skills


## Language Skills

IS ENGLISH YOUR NATIVE LANGUAGE YES  NO

If English is not your native language please rate your English language ability

	BASIC = 1	2	3	4	BILINGUAL = 5
SPEAKING	<input type="checkbox"/>				
READING	<input type="checkbox"/>				
WRITING	<input type="checkbox"/>				

Please list any other languages in which you are fluent

## Graduate Management Admissions Test

GMAT is a requirement of the Otago MBA although candidates do not need to have sat the test prior to submitting an application for admission. We accept GMAT scores up to 5 years old but you must ensure an original copy of your GMAT score is forwarded directly by the Educational Testing Service.

If you have already taken the GMAT please give details below:

DATE OF TEST	VERBAL		QUANTITATIVE		TOTAL		ANALYTICAL WRITING	
	SCORE	% BELOW						
<input type="text"/>								

IF NOT YET TAKEN, WHEN DO YOU INTEND TO TAKE THE TEST?

TO WHICH OTHER BUSINESS SCHOOLS ARE YOU APPLYING?

## How did you first hear about the Otago MBA Programme?

Institut Ranke-Heinemann

Word of mouth:

OTAGO ALUMNI 
 GMAC/OTHER MBA FAIR 
 CURRENT STUDENT 
 OTAGO MBA INFORMATION SESSION   
 EMPLOYER 
 UNIVERSITY CAREERS OFFICE 
 COLLEAGUE/FRIEND 
 NZ EMBASSY/TRADE NZ

Advertising Please indicate publication

PETERSON'S 
 EDITION XII 
 INTERNATIONAL CASEBOOK 
 WHICH MBA? 
 OTHER   
 NEW ZEALAND GUIDE TO MBAS 
 OTHER PUBLICATION (Please specify)

Internet WWW

HTTP://DIVCOM.OTAGO.AC.NZ/MBA 
 HTTP://WWW.EDITIONXII.CO.UK/MBA/OO82.HTM

## Referees

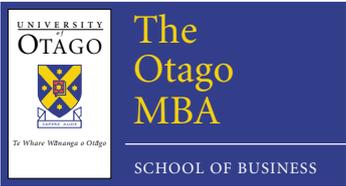
Please give the names and contact details of two referees below

1ST REFEREE	2ND REFEREE
NAME	NAME
PRESENT POSITION	PRESENT POSITION
WORKING RELATIONSHIP	WORKING RELATIONSHIP
CONTACT ADDRESS	CONTACT ADDRESS
TELEPHONE	TELEPHONE
FACSIMILE	FACSIMILE
EMAIL	EMAIL

## Application Essays

The admissions committee will consider carefully the answers to the following questions when deciding which applicants to select for interview. Please type and single space your response, limiting your answer to one page per question. Please ensure your name is at the top of each page.

1. We seek students who have already demonstrated effective leadership skills. Please give examples which show that you meet this criterion.
2. Our students participate in the MBA programme for many valid reasons. Please explain why you wish to earn an MBA qualification. There is no "right" answer, so please be as frank as you wish.
3. Please explain what your experience at work tells you about your likely strengths and weaknesses as a manager and how you hope to see your career progress over the 5 years following the MBA programme. Please include an assessment of the effect of not obtaining a place on the MBA programme.
4. Please describe a situation, either at work or personal, where you faced particular frustration or difficulty. What was the outcome and what did you learn from the experience?
5. If we asked 3 of your closest associates to describe you, what would they say? What adjectives would they use and why? What would they say are your strengths and weaknesses?



**Personal Interviews**

Please note that the Admissions Committee does not normally make an offer of a place on the programme unless a personal interview has been conducted. Wherever possible we would recommend students visit the Otago campus in order for the interview to take place, but alternative arrangements can be made for applicants in other New Zealand cities and for applicants abroad who are unable to visit New Zealand.

Please indicate below whether you will be able to attend an interview at the University of Otago

[Empty grey rectangular box for response]

**ARE THERE ANY DATES YOU WOULD NOT BE ABLE TO ATTEND?**

**Declaration**

I confirm that , to the best of my knowledge, the information contained on this form is accurate and that it is supplied by me on the understanding that it may be used where disclosure is required to comply with the provisions of the New Zealand Privacy Act 1993.

I hereby apply for admission to the University of Otago MBA Programme and understand that a decision to offer me a place rests with the School and ultimately with the University of Otago whose decision is final.

I understand that the University reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect or incomplete information provided by me.

<b>SIGNATURE:</b>	<b>DATE:</b>
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