



Application for admission to  
**MASTER OF BUSINESS ADMINISTRATION**

Part-Time  
Programme Code: MBABP

Please affix ONE recent  
passport-sized  
photo

(Indicate your  
name and NRIC/  
Passport number  
on reverse side  
of photo)

Programme Commencement	Please tick only one box
November 2012	<input type="checkbox"/>
January 2013	<input type="checkbox"/>
April 2013	<input type="checkbox"/>
June 2013	<input type="checkbox"/>
September 2013	<input type="checkbox"/>

**Personal Details**

NRIC / Passport Number:  Foreigners MUST provide FIN no:  (where applicable)

Full Name: Mr / Ms / Mdm / Dr \* \_\_\_\_\_  
(As it appears in your NRIC / Passport. Please underline surname / family name.)

Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_

Home Contact No: \_\_\_\_\_ Mobile Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth:  (dd/mm/yyyy) Marital Status:  Single  Married Gender:  Male  Female

Nationality:  Singaporean  Malaysian Others (specify): \_\_\_\_\_

Race:  Chinese  Malay  Indian Others (specify): \_\_\_\_\_

For non-Singapore citizens only:  Permanent Resident  Student Pass  Employment Pass / Work Permit  
 Professional Pass  Dependent Pass  Others (specify): \_\_\_\_\_

State the expiry date of your pass:  (dd/mm/yyyy)

National Service Status:  Regular / Contract  Completed Full-time  Exempted  Not Applicable

From  (dd/mm/yyyy) to  (dd/mm/yyyy) (ORD) Total years served:  yrs  mths Rank: \_\_\_\_\_

**In Case of Emergency**

Full Name: Mr / Ms / Mdm / Dr \* \_\_\_\_\_

If the address is not the same as above, please indicate below:

Address: \_\_\_\_\_  
Country: \_\_\_\_\_ Tel: \_\_\_\_\_

**For Official Use Only**

Documents verified by SIM:		Missing Documents:			For Finance Use		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	1. Dip Cert <input type="checkbox"/>	3. GCE 'A' <input type="checkbox"/>	5. NRIC / Passport <input type="checkbox"/>			
		2. Transcript <input type="checkbox"/>	4. GCE 'O' <input type="checkbox"/>	6. No Photos <input type="checkbox"/>			
Application Form	Identification Document NRIC / PP / SP / WP / BC	Qualification Document	Others	Offer Letter	FPS	Total	
1	1 / 2 / 3 / 4			1	1		

\* Delete where appropriate



## Present Employment Details (continued)

Company Code:      (For Official Use Only)

Refer to the Code Table for the following:

Industry Code:   -

Company Type:   -

Current Designation / Level:   -

Job Function Code (nature of work):   -

Salary Range:   -

Gross Annual Salary: SGD \$ \_\_\_\_\_

## Past Employment Record

In chronological sequence, start with **your current position followed by past positions held. Please ensure that all details pertaining to your past appointments are correctly provided.**

	Name of Company	Designation	Period		No of Years/ Months	Job Description (Responsibilities & Nature of work)	No. of staff reporting directly to you
			From mth/yr	To mth/yr			
a)							
b)							
c)							
d)							
e)							

## References

**Please name two references**

Your application cannot be considered until your references have been received, if possible one academic and one employment related. Please list below the names and addresses of 2 referees who have been closely associated with your employment and/or studies and who are able to comment on your suitability for the programme. Enclose one copy of a reference from each of them. Any delay in receipt of references will mean that consideration of your application will also be delayed.

### Referee 1

Name:
Position:
Address:
Tel:
Email:

### Referee 2

Name:
Position:
Address:
Tel:
Email:

## Statement of Purpose

Note: All applicants must complete this section.

Please attach a separate sheet to describe your purpose and objectives in undertaking this MBA programme. Describe your career aspirations and how you expect the MBA to help you achieve them.

## How did you find out about this programme?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> SIM GE Website          | <input type="checkbox"/> Open House@SIM        | <input type="checkbox"/> SIM Seminar               |
| <input type="checkbox"/> Print Advertising       | <input type="checkbox"/> Direct Mail           | <input type="checkbox"/> Recruitment Agents        |
| <input type="checkbox"/> Online Advertising      | <input type="checkbox"/> School Education Fair | <input type="checkbox"/> Recommendations by others |
| <input type="checkbox"/> Out-of-home Advertising | <input type="checkbox"/> Exhibition            | <input type="checkbox"/> Others: _____             |

## Key Points To Note

To help you confirm that you have gathered sufficient information on your choice of study, we have prepared a checklist of key points for you to take note of. Do ensure that you understand the details relating to each section listed below before submitting your application. The information can be found on our brochure and on our website. If you have any queries, contact our Programme Counsellors/Agents who would be happy to assist you.

1. Application fee and procedures.
2. Course admission and English Language proficiency requirements and exemptions.
3. Course modules, outlines, assessment and learning outcomes.
4. Total fee payable for the entire course duration.
5. Course duration and assessment schedules.
6. Progression and award criteria.
7. Type of certification awarded at the end of the course.
8. Opportunities for further education or job prospects after graduation.
9. Upon acceptance of offer, you will be required to sign a Student Contract.
10. Fee Protection Scheme adopted by SIM and the payment methods/schedule.
11. SIM Medical Insurance.
12. Refund, transfer and withdrawal policies.
13. Venue of studies and a general description of the facilities and infrastructure.
14. Types of student support services, e.g. Student Services, Student Life, International Student Office.

Additional points for **International Applicants** to note:

15. Visa and student pass application requirements and procedures.
16. General healthcare services in Singapore.
17. Relevant Singapore law such as Immigration & Checkpoints Authority (ICA) and Ministry of Manpower (MOM) regulations.
18. Accommodation and cost of living in Singapore.

## Applicant's Declaration

I certify that all information given by me in this application form is true and correct. I understand that any misrepresentation or omission of information may make me ineligible for admission or subject to dismissal. I understand that if I am unable to provide the documents to support the information provided, SIM has the right to withdraw the offer without any refund of application or course fees paid. I also authorise any investigation conducted upon the information provided for the purposes of verification.

I have read and understood all the details of the key points in the above checklist and all information in the brochure/website and the international student handbook (only applicable for international students).

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Confidentiality

SIM PL is committed to maintaining the confidentiality of the student's personal information and undertakes not to divulge any of the student's personal information to any third party without the prior written consent of the student SUBJECT TO the obligation of SIM PL to disclose to any Singapore government authority any information relating to the student in compliance with the law and/or to the organisation conferring/awarding the qualification.



Application for admission to MASTER OF BUSINESS ADMINISTRATION Part-time

Please affix ONE recent passport-sized photo (Indicate your name and NRIC/Passport number on reverse side of photo)

Programme Commencement (please tick only one box) [ ] November 2012 [ ] January 2013 [ ] April 2013 [ ] June 2013 [ ] September 2013

Personal Details

Title (Mr, Ms, Mdm, Dr): Gender: [ ] Male [ ] Female Last / family name / surname: Given name: Address: Postal Code: Home Contact No: Mobile Phone No: Email Address: Date of Birth: (dd/mm/yyyy)

Nationality and Residence Details

Nationality: If you have dual nationality, please enter your second nationality: Country of Birth: Country of Permanent Residence: UK/EU Nationals only - Have you, apart from holidays, lived continuously in the UK or EU for the past three years: [ ] Yes [ ] No If No, in which other countries have you lived? Please give details and dates:

Disability (Including dyslexia or other health conditions)

The University of Birmingham has long been committed to supporting students with disabilities. (University requires this information for their records). If you have a disability please give details of any special requirements or additional support needs.

Criminal Convictions

In order to protect our students and staff we are required to ask if you have any relevant unspent criminal convictions. 'Relevant' means offences against the person, whether of a violent or sexual nature, or offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are 'spent' (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant. However certain programmes, for example teaching, health or social-work-related, are exempt from the Rehabilitation of Offenders Act and different rules apply with regard to criminal convictions and the University may ask you to agree to a criminal record check as a condition of an offer. Please tick: [ ] Yes or [ ] No

## Employment Record

Total number of years of employment: \_\_\_\_\_

Students may include a copy of their CVs.

## Student Declaration

Please note that you cannot become a registered student of the University until you have read and signed to say that you agree to the declaration. On agreeing with the Declaration you will be registering with the University of Birmingham for the selected academic year.

Good luck with your studies.

## DECLARATION

I declare that the information that I have given is true and complete and, being admitted to be a student of the University of Birmingham, promise to obey the Charter, Statutes, Ordinances, Regulations and Codes of Practice, to submit to discipline, and to uphold its honour and credit to the best of my ability, both while a student and, if admitted to a degree, as a graduate.

I understand that any mis-statement by me of my qualifications or circumstances may lead to the termination of my registration as a student.

I agree to the University of Birmingham processing personal data obtained as part of online registration, or other data that the University may obtain from me and other sources, in accordance with the Data protection Act 1998.

I agree to the processing of such data for any purposes connected with my studies, my health and safety, or for any other legitimate reason and to the publication of my degree classification at the end of my studies (see Student Handbook for detailed information about Data Protection). I understand that my academic data may be disclosed to organisations acting as my sponsor.

Neither the student nor the University shall be liable to each other for any failure or delay in performing obligations, if failure is due to any causes beyond that party's reasonable control eg. war, national emergency, terrorism, acts of god, government restrictions, industrial action or unforeseen closure of the University.

In accordance with requirements of S22(3) Education Act 1994 the University and the Guild have issued a Student Code of Practice which is available from Legal Services at [legalservices@contacts.bham.ac.uk](mailto:legalservices@contacts.bham.ac.uk)

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Signature of Applicant

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Date

## CODE TABLE

### **Company Type:**

Government Ministry	08-01	Wholly Locally Owned (Public Listed)	08-06
Statutory Board	08-02	Wholly Locally Owned (Private)	08-07
Professional Bodies	08-03	Joint Venture (Foreign & Local Equity)	08-08
Wholly Foreign Owned (MNC)	08-04	Others	08-99
Wholly Foreign Owned (Non MNC)	08-05		

### **Industry Code:**

Agriculture & Fishing	02-0101	Medical & Healthcare	02-0808
Mining, Quarrying, Crude Petroleum, Natural Gas	02-0201	Counselling & Social Work	02-0810
Manufacturing (eg F&B, Textiles, Apparel; Printing; Wood/ Paper/ Chemical/ Pharmaceuticals/ Rubber/ Plastic/ Cement/ Concrete/ Earthenware/ Glass/ Metal/ Electronic products; Transport Equipment, Shipbuilding/ Repair; Instrumentation Equipment/ Optical goods etc)	02-0300	Professional, Scientific & Technical (eg Legal, Accounting, Consultancy, R&D, Engineering, Design, Architectural, Advertising, Market Research etc)	02-0811
Electricity & Gas Supply	02-0401	Public Administration & Defence (eg. Government Ministries, Statutory Boards, Armed Forces)	02-0900
Water Supply, Sewerage & Waste Management	02-0402	Education (eg. Schools, Private Educational Organisations, Tertiary Institutions)	02-0905
Construction, Electrical Wiring, Plumbing	02-0501	Administrative & Support Services (eg Employment/ Contracting services; Travel/ Ticketing agencies; Security; Building and landscape maintenance; Call centres; Direct Mailing services; Exhibition/ Conference services etc)	02-1001
Wholesale, Retail, Import & Export	02-0601	Arts, Entertainment & Recreation	02-1101
Hotels & Restaurants	02-0602	Associations & Professional Organisations (eg Professional/ Membership Organisations; Trade Unions; Religious Organisations; Clans, Clubs; etc)	02-1201
Transport (Land/ Sea/ Air) & Storage/ Warehousing	02-0704	Unemployed	02-8888
Information & Communication (eg Publishing of books/ magazines/ software etc; Film/ Video/ Radio production & distribution; Telecommunication/ Network services; other IT, data processing and information related services etc)	02-0705		
Financial & Insurance	02-0801		
Real Estate, Rental & Leasing	02-0803		

### **Current Designation/Level:**

Top Management	09-01	Non-Managerial Professional/ Technical Executive	09-05
Senior Management	09-02	Non-Executive Staff	09-06
Middle Management	09-03	Sole Proprietor	09-07
Junior Management	09-04	Student	09-08
		Not Applicable (Unemployed, Retired)	09-88

### **Functional Code (Nature of work):**

Administrative/ Secretarial	04-9010	Manufacturing/ Production	04-9150
Advertising and Promotion	04-9020	Mass Communication	04-9160
Board Membership (Chairman, Board of Director)	04-9030	Medical/ Healthcare Services	04-9170
Corporate Planning	04-9040	Physical Distribution/ Warehousing Services	04-9180
Engineering (Civil, Mechanical, Electrical, Electronics, Industrial )	04-9050	Project Management	04-9190
Finance and Accounting	04-9060	Property and Estate Management	04-9200
General Management (Chief Executive Officer, Managing Director, Executive Director)	04-9070	Public Relations	04-9210
Home-maker	04-9080	Purchasing	04-9220
Hospitality Services	04-9090	Quality Assurance/ Control	04-9230
Human Resource Management/ Development (Personnel/ Training)	04-9100	Religious Services	04-9240
Legal Services	04-9110	Research and Development	04-9250
Maintenance and Services	04-9120	Retiree	04-9260
Management Information Systems	04-9130	Security and Military Services	04-9270
Marketing and Sales	04-9140	Teaching (under MOE purview)	04-9280
		Teaching (Private/ Others)	04-9290
		Transportation Services	04-9300
		Unemployed	04-9888

### **Salary Range:**

No Salary earned	02-01	\$20,000 – 24,999	02-05	\$40,000 – 49,999	02-09
Under \$10,000	02-02	\$25,000 – 29,999	02-06	\$50,000 – 74,999	02-10
\$10,000 – 14,999	02-03	\$30,000 – 34,999	02-07	\$75,000 – 100,000	02-11
\$15,000 – 19,999	02-04	\$35,000 – 39,999	02-08	Above \$100,000	02-12

## To be completed by the Company (for Company-sponsored applicants only)

a) **Company Sponsorship**

The company is sponsoring the applicant for:

Course Fee  Yes  No

(If yes, please attach the official letter from your company with this application form)

b) **Company Certification**

We certify that all statements made on this application form are true and complete to the best of our knowledge. We agree that any misrepresentation or omission is sufficient grounds for the rejection of the application. We also authorise any investigation upon the information provided for verification purposes. If admitted into the programme, the applicant will not be asked to absent himself/herself from lectures except for urgent assignments.

\_\_\_\_\_  
Name and Designation of Authorised Company Officer

\_\_\_\_\_  
Contact No of Authorised Company Officer

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Company Stamp

## APPLICATION CHECKLIST

**To avoid delay in the processing of your application, please refer to the following checklist to ensure that all necessary items have been included.**

- A. Completed Application Form duly signed and dated by the applicant
- B. One (1) photocopy of NRIC, Birth Certificate or Passport
- C. Two (2) recent photographs of applicant
- D. "Certified True Copy" of all academic qualifications you have entered in the 'Educational Qualification Details' section including copies of Advanced Diploma and Degree certificates and detailed transcript of results (reduced to A4 size).
- E. Separate sheet on your academic interests and purpose of study
- F. Two (2) references
- G. Application Fee of S\$85.60 
  - The application fee is inclusive of 7% GST. It is not refundable nor transferable.
  - The application fee is payable by cheque made to: "Singapore Institute of Management Pte Ltd"  
Please indicate your name, NRIC and quote "MBABP" on the back of the cheque.
  - Cash, Nets and other forms of payment are acceptable only at :  
Payment Counter, SIM Headquarters, Level 2.

**IMPORTANT:** Certificates and result transcripts of the qualifications stated above must be attached. All supporting photocopied documents must be stamped "Certified True Copies" by SIM. The originals must be presented for verification.