

THIS COMPLETED SHEET MUST BE ATTACHED TO THE FRONT OF EACH APPLICATION.

### MBA Application checklist

When completing applications please ensure that the following points have been addressed before submitting to ATHE by ticking the relevant check boxes.

Please provide the name of your college \_\_\_\_\_

### University Application Form

Please have applicants complete all parts of the application form with special attention to:

- |  |                          |                          |
|--|--------------------------|--------------------------|
| Current address  | <input type="checkbox"/> |                          |
| Email address  | <input type="checkbox"/> |                          |
| Telephone or mobile number   | <input type="checkbox"/> |                          |
| Passport number  | <input type="checkbox"/> |                          |
| 'In which country do you have an unrestricted right to live/reside?' |                          | <input type="checkbox"/> |
| Date of first entry to live in the UK                                |                          | <input type="checkbox"/> |
| Examination results  |                          | <input type="checkbox"/> |
| Evidence of English language level                                   |                          | <input type="checkbox"/> |

### Supporting documentation

Please ensure that the following documentation is included with the application -

#### Academic qualifications

- |   |                          |
|---|--------------------------|
| 1.A Degree certificate equivalent to UK honours, alternatively a degree plus 2 years middle management experience or alternatively 4 years management experience. | <input type="checkbox"/> |
| 2.Evidence of completion of progression qualification eg. PG Diploma  | <input type="checkbox"/> |
| 3.Copies of qualification used as basis for entry to Partner College course.  | <input type="checkbox"/> |
| 4.Copy of English Language ability evidence eg IELTS certificate.   | <input type="checkbox"/> |
| 5.Evidence of management experience.  | <input type="checkbox"/> |

#### UKBA compliancy

- |  |                          |
|--|--------------------------|
| 6.Copy of valid passport   | <input type="checkbox"/> |
| 7.Copy of current visa   | <input type="checkbox"/> |
| 8.Copy of any letter from UKBA indicating visa in process of renewal | <input type="checkbox"/> |

Please note that failure to submit a completed application form or the necessary supporting documentation listed above will result in the application not being processed. If you have any queries regarding completion of the application, please call our head office on 01603 283500.

Please ensure that this form, the application form and all documentation are sent together.

ATHE