



Henley Business School
 Admissions Office
 David Stannard - Faculty
 Director of Administration

Application Form

Please read the guidance notes on page three before completing the form. Then complete all sections of the form in full. Special attention should be paid to Section 9. Please type or use black ink as the form will be photocopied.

Admissions Office use only

Application number:
 Student number:

1 Personal details

Family name _____	Other names in full _____
Title (Mr, Miss, Mrs, Ms) _____ Sex (M or F) _____	Date of birth (dd/mm/yy) ___/___/___
Nationality _____	Marital Status _____
Permanent Country of Residence _____	Special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current address _____	Home address (if different) _____
_____	_____
_____	_____
Postcode/Zip _____ Country _____	Postcode/Zip _____ Country _____
Email (Mandatory) _____	Email (Mandatory) _____
Telephone _____	Telephone _____
Fax _____	Fax _____
Date after which no longer current (dd/mm/yy) ___/___/___	Date after which no longer current (dd/mm/yy) ___/___/___

Please notify us of any change to either address immediately

2 Proposed programme and year of study

Please note that applicants to distance and flexible learning programmes should apply ONLINE at www.icmacentre.ac.uk.

- | | |
|---|---|
| <input type="checkbox"/> MSc Capital Markets, Regulation and Compliance | <input type="checkbox"/> MSc Financial Risk Management |
| <input type="checkbox"/> MSc Corporate Finance | <input type="checkbox"/> MSc International Securities, Investment and Banking |
| <input type="checkbox"/> MSc Financial Research | <input type="checkbox"/> MSc International Shipping and Finance |
| <input type="checkbox"/> MSc Financial Engineering | <input type="checkbox"/> MSc Investment Banking and Islamic Finance |
| <input type="checkbox"/> Doctoral Programme | <input type="checkbox"/> MSc Investment Management |

What year do you plan to start attending the ICMA Centre? September 2 ___

3 Undergraduate and postgraduate qualifications - include your current course if not yet completed

From (mm/yy)	To (mm/yy)	Institution	Level	Subject	Grade
e.g. 09/05	e.g. 06/08	e.g. Reading University	e.g. BSc	e.g. Economics	(or expected)

4 Financial support for your period of study

Source _____ Amount _____

5 English language qualification(s) Please include certification

Is English your first language? Yes No

If 'No' IELTS or TOEFL taken/to be taken on _____ Score if taken _____

Proficiency in other languages (show level thus: **R** = Reasonable; **G** = Good; **E** = Excellent) _____

6 Professional/other qualifications

7 Graduate Management Admissions Test (GMAT) if taken

Date of test (dd/mm/yy) _____ Verbal score _____ Quantitative Score _____ Total _____

8 School leaving qualifications (e.g. 'A' level or equivalent)

Qualification	Subject	Institution	Date taken	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

9 Names and addresses of two academic referees

Please arrange for your references to be sent to the ICMA Centre - see guidance notes for further information.

Name _____ Name _____

Address _____ Address _____

Postcode/Zip _____ Country _____ Postcode/Zip _____ Country _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

10 Additional statement in support of your application

Describe on a separate sheet (no more than 200 words) your motives for wishing to complete this programme and include how the programme will help you achieve your personal objectives.

11 Relevant employment and work experience if any (enclose curriculum vitae if desired)

Brief description of work and responsibility	Name of employer	Dates of employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

12 PhD Scholarships (please review guidance note 12 for information regarding the ICMA Centre MSc Ambassador Scholarship)

Do you wish to be considered for the **ICMA Centre PhD Studentship**? Yes No

13 How did you hear about this programme (information for marketing purposes only)

Website / search engine (please detail) _____

ICMA Centre current / former student (please detail) _____

Advertisement (publication) _____

Professor / lecturer (name and university) _____

Investment bank / employer (please detail) _____

Careers office (where) _____

Exhibition (please detail) _____

Guidance notes

These guidance notes are to be used as a generic guide to the ICMA Centre postgraduate programmes. Applicants to the distance and flexible learning versions of our MSc programmes should apply online via our website at www.icmacentre.ac.uk.

You should ensure that you complete all required information on the application form. Note you are required to send copies of relevant certificates or test scores with your application. Only include a CV or career resumé as extra information and after completing all sections of the application form.

Section 1: Special needs/disability

If you have special needs or a disability, please tick the box on the application form, and give details in a covering letter. We need to know the nature of your needs if we are to provide you with the best possible support. The information you supply will not affect the academic judgements about your suitability for our programmes.

Section 2: Proposed programme and year of study

Normally, applications are for study to commence in the following September. However, we are always pleased to offer a place for commencement in the following year to any applicant who meets the entry requirements.

Section 3: Undergraduate and postgraduate qualifications

Please ensure you include an official transcript and, if available, a degree certificate with your application. The transcript should detail individual course units and grades obtained. If you are currently studying for a degree but have not yet received your final grade, a conditional offer may be made on the basis of a minimum required grade. Such a conditional offer will then be confirmed (or otherwise) when the applicant sends an official copy of the appropriate transcript and confirmation of the final degree result to the Admissions Office after successful completion of final examinations. If you have completed more than one degree, you are required to send a transcript and degree certificate for each one. If your transcripts and certificates are not in English please provide official translations.

Section 4: Financial support for your period of study

Please note that if you are offered a place on one of our degree programmes you will be required to sign an offer acceptance form, whereby you will be asked to personally confirm your liability for the tuition fees and associated living costs for the programme. This will be sent to you by the Admissions Office once you have been offered a place.

Section 5: English language qualifications

Applicants whose first language is not English will normally be expected to take, or to have taken, the British Council International English Language Test (IELTS). An average score of 6.5, with no significant weakness in any component of the test, is essential. You should not delay sending in your application if you have not yet taken the IELTS test or received your result. In this event, please indicate on the checklist when you will be taking the test and expect to have the result. We also accept TOEFL 570 (IB 88).

Section 6: Professional/other qualifications

Success in professional examinations which have involved extensive study over a number of years may be a useful indicator of ability and interest in the area studied. Details of any professional qualifications (and photocopies of certificates) should be included with your application. Applications from candidates with professional qualifications other than a degree will be considered on their individual merits.

Section 7: Graduate Management Admissions Test

In our view, a good indicator of ability to succeed in the programmes is a high score in the quantitative section of the GMAT test and we recommend that applicants consider submitting a GMAT score, particularly if they have been out of education for more than a few years. We may ask you to submit a GMAT score before considering your application if we think it appropriate in your individual case. Please note that the GMAT may be assigned as a condition attached to an offer.

Pearson VUE will forward the result to us provided you enter the ICMA Centre code SH0-BR-04, on your application. Please visit www.mba.com/mba/takethegmat for further information on GMAT.

Section 8: School leaving qualifications

Please enter your qualifications gained prior to university in this section.

Section 9: Names and addresses of two academic referees

You are asked to include with your application two references from academics who have taught you. It is important that these are academic references since they provide evidence of your likely success in completing the course. You should ensure, in advance, that your proposed referees are currently available and are willing to provide a reference for you.

Request your referees to provide you with a standard letter of recommendation on official letterhead, with special reference to your level of numeracy and facility for postgraduate study. Ensure they seal the reference in an envelope and sign over the seal, then ask them to return the completed references to you. Ideally, therefore, you should include your two references with your application. If you are unable to do so, you should indicate this on the checklist and state when you expect to forward the references.

Consideration by the admissions committee of your application will be delayed if your referees do not promptly return references. Referees may send references direct to the ICMA Centre if this would expedite the progress of your application. Please indicate on your checklist if this is the case.

If you have been out of education for at least five years you may provide professional references in lieu of academic references.

Section 10: Additional statement in support of your application

Academic achievements are important. However, you should also demonstrate your enthusiasm and motivation for your intended area of study and future career. Please write on a separate sheet, the answer to this question in no more than 200 words.

Section 11: Relevant work experience

Please enter only relevant work experience in this section. You may include your CV with your application.

Section 12: ICMA Centre MSc Ambassador Scholarships

All applicants for any of the ICMA Centre's full-time MSc programmes who meet the criteria below will automatically be considered for the Ambassador Scholarship:

- Achieved or expect to achieve excellent results at undergraduate level from a UK institution or the equivalent international qualification
- Be of UK or EU nationality with an excellent level of spoken English (those whose first language is not English will require an IELTS score of 7 overall with no significant weaknesses in any component of the test).

For further details please visit the ICMA Centre website: www.icmacentre.ac.uk/ambassador-scholarship.

Section 13: How did you hear about the programme?

Please indicate where you heard about the ICMA Centre and our degree programmes. Please give details as required.

Doctoral Programme Research Proposal

All applicants to the doctoral programme are required to submit a full research proposal of approximately 1,000 words. Please refer to the doctoral section of our website for a list of topics we are currently seeking to supervise. Your proposal should give some indication that you know how to structure a research proposal, you can identify the main contributions to the chosen area, you know how to critically analyse the existing literature, you can define goals, objectives and methodologies, and if you need data, you are aware of the sources where you can find it. If accepted, you will be assigned a supervisor with whom you will further define your research agenda.

Application checklist

Return this completed application form to:

Postgraduate Admissions Office
Henley Business School
University of Reading
PO Box 218
Reading RG6 6AA
United Kingdom

Enclosed (please tick boxes)

- Full transcript of all degree courses taken to date*
- Copy of degree certificate
- Copies of professional certificates
- GMAT score certificate (if taken)
- IELTS/TOEFL certificate
- Reference one*
- Reference two*
- Additional information statement
- ICMA Centre MSc Scholarship statement
- Doctoral Programme Research Proposal
- Admissions administrative charge of £30*

Compulsory / indication of date to be provided

Must be enclosed

Or will send by ____ / ____ / ____ (dd/mm/yy)

Must be enclosed if appropriate

Or, will be sent direct by GMAT please tick (Centre code SH0-BR-04)

Or will send by ____ / ____ / ____ (dd/mm/yy)

Or will send by ____ / ____ / ____ (dd/mm/yy)

Or will send by ____ / ____ / ____ (dd/mm/yy)

Must be enclosed if appropriate

Must be enclosed if appropriate

Non-refundable and only applicable to MSc applications

Those items marked with an asterisk* are mandatory to make a decision on your application.

- I wish to pay by credit/debit card. Please debit my **Visa / Mastercard / Access / Eurocard** to the amount of £30 (Please circle your card type).
- I enclose a sterling cheque payable to 'The University of Reading'

Cardholder name and initials as shown on card _____ Signature _____

Card number _____

Valid From ____ / ____ Expiry Date ____ / ____ Issue Number (Switch & Solo cards only)

Security number (last 3 digits on reverse of card) ____ ____ ____

To the best of my knowledge and belief, all the questions in this form have been correctly answered

Signature _____ Date _____

If you have any further questions regarding your application, please do not hesitate to contact the Admissions Officer.

Tel: +44 (0)118 378 8239 Email: admissions@icmacentre.ac.uk



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