



## MANNHEIM & TONGJI Executive MBA (EMBA) Application Form

Last name	First name
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### Checklist for a complete application:

- Application form
- One passport-sized photograph
- Copy of your passport (incl. picture and passport number)
- CV
- Two letters of reference (use of MANNHEIM & TONGJI reference form is recommended)
- Three typed personal essays
- Company support form (recommended)
- Transcripts of all given diploma, grades, studies and activities
- TOEFL or equivalent (recommended)
- Evidence of application fee: bank transfer or check of € 50
- Applicants from China, Mongolia and Vietnam have to add a certificate from the "Akademische Prüfstelle (APS) des Kulturreferats der Deutschen Botschaft" to their application material if their primary contact is Mannheim Business School.

Please send your application documents to the school that should be your primary contact:

School of Economics and Management  
Tongji University  
International EMBA Office  
2110 Room, Zhong-He Building  
No. 1239, Siping Road  
Shanghai, China 200092

Mannheim Business School gGmbH  
Admissions Office  
L 5, 6  
68131 Mannheim  
Germany

Phone: +86 21 65980875  
Fax: +86 21 65980695  
info-to@mannheim-tongji.com  
www.mannheim-tongji.com

Phone: +49 621 1813721  
Fax: +49 621 1811278  
info-ma@mannheim-tongji.com  
www.mannheim-tongji.com

## Application Guidelines

### Admission Requirements

Characteristics of the ideal candidate:

- a first undergraduate degree
- significant work experience (ideally 8 years)
- commitment, motivation, and willingness to contribute
- very good English skills (tested in the selection interview, ideally TOEFL)

We highly recommend an early application. You should apply at the latest 3 months before you want to start the EMBA program. You will receive the final acceptance notice within two weeks following the selection interview.

- I have already completed a course/module of the MANNHEIM & TONGJI EMBA program
- in Shanghai
  - in Mannheim

- I would like to start the MANNHEIM & TONGJI EMBA program in

Module	Year
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(For a detailed information on the modules, please visit [www.mannheim-tongji.com/modules](http://www.mannheim-tongji.com/modules))

- I plan to complete the MANNHEIM & TONGJI EMBA program in a timeframe of
- 18 months
  - 2 years
  - 3 years
  - 4 years
  - 5 years

### Application Fee

A non-refundable application fee of € 50 is required from all applicants and must be included with the application materials. Only applications containing the application fee will be processed. The application fee is payable by check or international money order made out to Mannheim Business School or Tongji University, or via bank transfer. Candidates are to ensure that all payments include the candidate's full name and "MANNHEIM & TONGJI EMBA". This fee is non-refundable.

### Bank details:

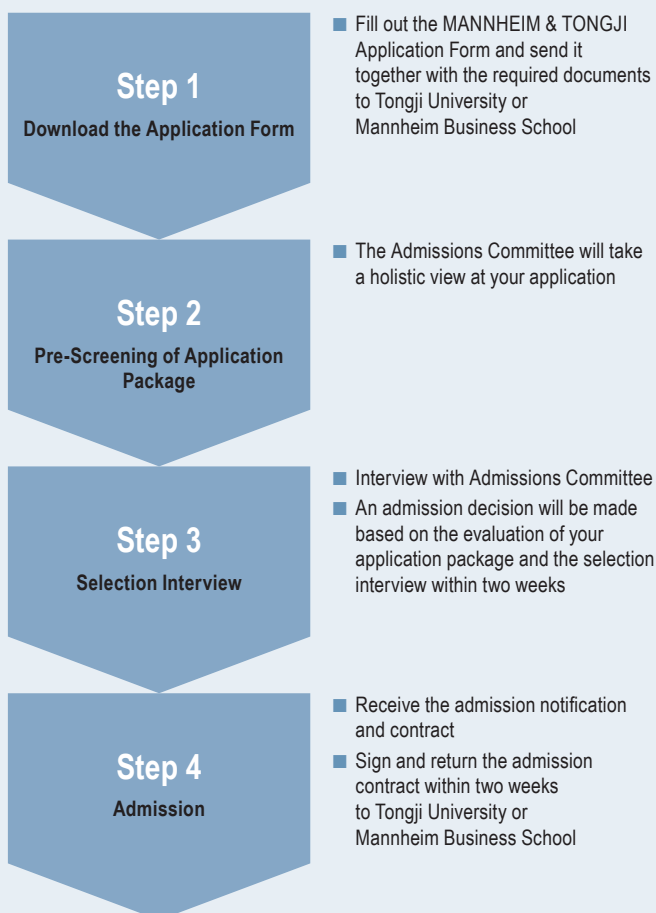
Beneficiary: Tongji University  
1239, Siping Road  
Shanghai, 200092 P.R.China

Beneficiary Bank: Bank of China Shanghai Branch  
23, Zhongshan Road (E.1)  
Shanghai, 200002 P.R. China

Account No.: 044036-8001-00793508093001

SWIFT Code: BKCHCNBJ300

### Application Process



Recipient: Mannheim Business School gGmbH

Name of Bank: Baden-Wuerttembergische Bank AG

Bank Routing No.: 600 501 01

Account No.: 4 293 136

IBAN: DE94 6005 0101 0004 2931 36

SWIFT Code: SOLADEST

Reference: Your name, invoice no. and installment no.

## 01 Personal Information

Title						
Last name						
First name						
<input type="checkbox"/> Male		<input type="checkbox"/> Female		<input type="checkbox"/> Single		<input type="checkbox"/> Married
___ Children						
Date of birth	D	D	M	M	Y	Y
Place of birth					Country	
Nationality				Other citizenship		

## 02 Permanent Address

Street		
Town	Postal code	Country
Home phone	Mobile phone	Fax
E-mail (must be valid until program start)		

Please keep us informed, should your contact information change during the application process.

## 03 Business Address

Street		
Town	Postal code	Country
Business phone	Mobile phone	Fax
E-mail (must be valid until program start)		

Business phone, fax, business e-mail only if you accept to be contacted at this address. Please keep us informed, should your contact information change during the application process.

How would you prefer us to communicate with you?

By post     By e-mail     By telephone     By fax

## 04 Academic Background\*

Please indicate below the three most important and recent degrees you have completed in reverse chronological order.

Level of highest degree obtained:

PhD/ Doctorate     Master's     Undergraduate     Other

Duration	To	Name of University or College	Field	Degree received	Grades	Full/ Part time
From						
M M Y Y Y Y	M M Y Y Y Y					
M M Y Y Y Y	M M Y Y Y Y					
M M Y Y Y Y	M M Y Y Y Y					

\* Copies of all given information are mandatory.

## 05 Major Studies (Please mark one box only)

Science	Health & Medicine	Engineering	Social Sciences, Business & Law	Humanities & Arts	Others
<input type="checkbox"/> Biology	<input type="checkbox"/> Medicine	<input type="checkbox"/> Architecture & Building	<input type="checkbox"/> Business	<input type="checkbox"/> History	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Pharmaceutics	<input type="checkbox"/> Electrical Engineering	<input type="checkbox"/> Economics	<input type="checkbox"/> Languages	<input type="checkbox"/> Education
<input type="checkbox"/> Physics	<input type="checkbox"/> Dentistry	<input type="checkbox"/> Mechanical Engineering	<input type="checkbox"/> Law	<input type="checkbox"/> Arts	<input type="checkbox"/> Media
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Medical Services	<input type="checkbox"/> Industrial Engineering	<input type="checkbox"/> Social Sciences	<input type="checkbox"/> Design	<input type="checkbox"/> Public Administration
<input type="checkbox"/> Informatics	<input type="checkbox"/> Veterinary Medicine	<input type="checkbox"/> Other	<input type="checkbox"/> Political Sciences	<input type="checkbox"/> Philosophy	<input type="checkbox"/> Other
<input type="checkbox"/> Computer Science	<input type="checkbox"/> Other		<input type="checkbox"/> Management Information Systems	<input type="checkbox"/> Other	
<input type="checkbox"/> Other			<input type="checkbox"/> Other		

In which language(s) was your university degree program taught?

What language(s) do you use at work?

## 06 Professional Background\*

Please list each full-salaried position after your first degree obtained in reverse chronological order, starting with your most recent position and accounting for any gaps. Please do not include internships.

### a) Current Position

Duration From	To	Company	City, Country of Work	Position	Gross annual salary €/RMB and most recent bonus
M M Y Y Y Y	M M Y Y Y Y				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Briefly summarize your current job responsibilities.					
No. of employees in subsidiary			Name and no. of employees worldwide of parent company		
No. of direct and total subordinates			Responsible for budget of €/RMB		

Job Function \_\_\_\_\_

### Company Sector

<input type="checkbox"/> Computer/Technology/Internet	<input type="checkbox"/> Banking	<input type="checkbox"/> Media/Entertainment	<input type="checkbox"/> Technology
<input type="checkbox"/> Consumer Products and Services	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Industrial Products and Services	<input type="checkbox"/> Petroleum/Energy	<input type="checkbox"/> Travel and Transportation
<input type="checkbox"/> Energy and Utilities	<input type="checkbox"/> Management Consulting	<input type="checkbox"/> Pharmaceutical/Biotechnology/Healthcare Products and Services	<input type="checkbox"/> Other Professional Services (Accounting, Advertising, etc.)
<input type="checkbox"/> Financial Services/Investment	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Real Estate	<input type="checkbox"/> Other _____

Do you belong to a project team?  Yes  No

If yes, please describe briefly your team's duties, sizes etc. (max. 50 words).

Please draw a simplified organizational chart of your company. Mark your position in the chart with an "X".  
(Use an extra sheet if necessary).

Please indicate the name of the Human Resources Manager in your company (recommended).

Title		
Last name		
First name		
Business phone	Mobile phone	Fax
E-mail		

Please indicate the name of the person in charge of Management Development/Training in your company (recommended).

Title		
Last name		
First name		
Business phone	Mobile phone	Fax
E-mail		

**b) Previous Work Experience (if applicable)**

Duration From	To	Company	City, Country of Work	Position	Gross annual salary €/RMB
M M Y Y Y Y 	M M Y Y Y Y 				
M M Y Y Y Y 	M M Y Y Y Y 				
M M Y Y Y Y 	M M Y Y Y Y 				

Total duration in years of full-time positions held (by the beginning of the EMBA program)

Of which \_\_\_\_\_ years in a leadership position and \_\_\_\_\_ in international assignments

## 07 International Experience (if applicable)

Please list your most significant international experiences growing up, studying or working outside your own country.

Duration		City, Country	Activity
From	To		
M M Y Y Y Y 	M M Y Y Y Y 		
M M Y Y Y Y 	M M Y Y Y Y 		
M M Y Y Y Y 	M M Y Y Y Y 		
M M Y Y Y Y 	M M Y Y Y Y 		

## 08 Languages\*

To be admitted to the MANNHEIM & TONGJI EMBA program, you must be good at English, this will be tested during the selection interview. **TOEFL is recommended.**

Please indicate in the table below languages you speak, along with the level at which you situate your proficiency and include copies of certifications. Use the following for self-assessment.

**Level 1** The ability to participate in a conversation about daily life

**Level 2** The ability to understand, speak and write with structural accuracy, communicate in the language and read newspapers, as well as to give adequate information about future career goals

**Level 3** The ability to conduct business in this language

**Level 4** The ability to interact in a foreign environment in any circumstances with the near-ease of a native speaker

**Level 5** Native language

Further Languages	Self-assessed Level	Certifications	Scores

## 09 Awards, Honors, etc.\*

Please list any honors, distinctions, awards you have received in your academic, professional or extracurricular activities.

From	To	Awards, Honors, etc.	Institution	Explanation
M M Y Y Y Y 	M M Y Y Y Y 			
M M Y Y Y Y 	M M Y Y Y Y 			
M M Y Y Y Y 	M M Y Y Y Y 			

## 10 Financing

If selected for admission to the MANNHEIM & TONGJI program, how will your tuition be funded?

Tuition funded by company \_\_\_\_\_ % Amount \_\_\_\_\_ €

Tuition funded by yourself \_\_\_\_\_ % Amount \_\_\_\_\_ €

Tuition funded by other source(s) \_\_\_\_\_ % Amount \_\_\_\_\_ €

Please indicate the sources of funding (name of institution) \_\_\_\_\_

## 11 Personal Essays

Please complete all three of the personal essay questions in English. Each essay question should be completed on a separate sheet of paper. The question being answered and your full name are to be clearly stated at the top of each page. Each essay should not exceed one page (approx. 600 words) and should be typed (12 font).

1. What are your career objectives for the next five years? How do you feel the Executive MBA can assist you in reaching your objectives?
2. Please describe the extent of your international experience (especially in the Asian or European region). Include extended stays, both professional as well as personal, outside your main country of residence and the frequency and nature of your present work in an international context.
3. What are your major non-professional activities and/or accomplishments?

## 12 How did you learn about the MANNHEIM & TONGJI Executive MBA?

Please be precise if possible.

- |  |  |
|--|--|
| <input type="checkbox"/> Current employer _____                            | <input type="checkbox"/> Advertisement _____             |
| <input type="checkbox"/> Career adviser _____                              | <input type="checkbox"/> MANNHEIM & TONGJI website _____ |
| <input type="checkbox"/> Alumnus/Alumna (please specify)<br>_____          | <input type="checkbox"/> Other website _____             |
| <input type="checkbox"/> Former educational<br>institution/professor _____ | <input type="checkbox"/> Print media article _____       |
| <input type="checkbox"/> Colleague/friend/<br>acquaintance/relative _____  | <input type="checkbox"/> Fair (please specify) _____     |
| <input type="checkbox"/> Online platform _____                             | <input type="checkbox"/> Other _____                     |

## 13 Why do you choose the MANNHEIM & TONGJI Executive MBA?

Please indicate the reasons for applying for the MANNHEIM & TONGJI EMBA program. In your opinion, what differentiates us from other programs?

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Before submitting your application, please use the checklist on the front cover of the application form to ensure that your application is complete and on time. We encourage you to talk to your employer before applying to the program.



### Statement of Accuracy:

I hereby certify that the information contained in this application is complete and correct to the best of my knowledge.

Date	Applicant's signature
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### Market Information

Which other business schools are you applying to?

1	2	3
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Which international business publications do you read?

	Hardcopy	Website	Both	Regularly	Sometimes	Rarely
Name of publication 1 <span style="float: right;">Country of publication</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of publication 2 <span style="float: right;">Country of publication</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of publication 3 <span style="float: right;">Country of publication</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which national publications do you read?

	Hardcopy	Website	Both	Regularly	Sometimes	Rarely
Name of publication 1 <span style="float: right;">Country of publication</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of publication 2 <span style="float: right;">Country of publication</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many months, prior to your application, did you start researching your choice of EMBA? \_\_\_\_\_