

# Application Form

## Mannheim Executive MBA

First Name

Surname

### Checklist for a Complete Application

- Application form
- One passport-sized photograph
- CV
- At least two reference letters  
(please use the Mannheim EMBA reference form)
- Four typed personal essays (see page 7)
- Company support form
- Academic degrees and transcript, including the ECTS points or equivalent credit systems  
(translated into English or German)
- TOEFL with a minimum score of 95 or equivalent
- Evidence of the payment of the application fee: bank transfer via Flywire or bank transfer  
For payment options, please check our [Payment Information](#) on our website.

**Please send your application documents via e-mail to:** [info.emba@mannheim-business-school.com](mailto:info.emba@mannheim-business-school.com)

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

Phone: +49 (0) 621 181 37 21

## Application Guidelines

### Admission Requirements

Characteristics of the ideal candidate:

- a first academic degree
- at least eight years of work experience
- significant professional experience, including disciplinary and/or budgetary responsibilities
- experience in an international work environment
- excellent command of the English language
- the support of your employer and his or her permission to attend classes on workdays
- the motivation to invest a substantial amount of time and effort into our highly challenging but also very rewarding Executive MBA program

### Application Fee

An application fee of € 150 is required from all applicants and must be included with the application materials.

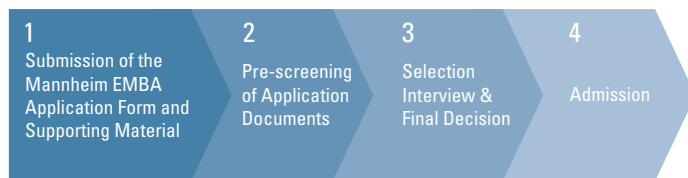
The application fee is payable via Flywire or bank transfer.

Please have a look at the information on the separate sheet for payment details.

All payments should include the candidate's full name and "Mannheim EMBA".

The application fee is non-refundable.

### Application Process



	Mannheim EMBA
TOEFL	As early as possible
Application Deadline	Early Bird Deadline*: Dec 31st (admitted) Final Deadline: Feb 15th
Selection Interview	Held in Mannheim
Final Acceptance Notice	Within one week following the selection interview
*Early admission will result in a reduction of tuition fees by €2,500.	

## 01 Personal Information

Title
Last Name
First Name

Male  Female  Single  Married    \_\_\_ Your Age (in years)    \_\_\_ Children

Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Place of birth	Country
Nationality	Other citizenship		

## 02 Permanent Address

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

Please keep us informed about any changes in your contact details.

### 03 Business Address

Street		
City	Postal code	Country
Business phone	Business mobile	Business fax
E-mail (must be valid until program start)		Skype name

Business phone, business fax and business e-mail only if you accept to be contacted at this address. Please keep us informed about any changes in your contact details.

How would you prefer us to communicate with you?

- By post   
  By e-mail   
  By telephone

### 04 Academic Background\*

Please indicate the three most important and recent degrees you have completed in reverse chronological order. Level of the highest degree obtained:

- PhD/Doctorate   
  Master's   
  Undergraduate

Duration	To	Name of University or College	Field	Degree received	Grades, ECTS	Full-/Part-Time
From						
D D M M Y Y 	D D M M Y Y 					
D D M M Y Y 	D D M M Y Y 					
D D M M Y Y 	D D M M Y Y 					
D D M M Y Y 	D D M M Y Y 					

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

**Business & Management:**

- Accounting
- Finance
- Economics
- Business
- Advertising & Marketing
- Business Administration
- Leadership & Administration
- Healthcare Administration
- Public Administration Management
- Other \_\_\_\_\_

**Life, Physical, & Natural Sciences:**

- Chemistry
- Mathematics
- Biology
- Pre-Clinical Medicine
- Medicine
- Nursing
- Kinesiology
- Sports & Exercise
- Other \_\_\_\_\_

**Engineering & Technology:**

- Civil Engineering
- Mechanical Engineering
- Electrical Engineering
- Computer Science
- Information Systems/Technology
- Other \_\_\_\_\_

**Social Sciences:**

- History
- Sociology
- Political Science
- Law
- Education
- Social Work
- Criminal Justice
- Psychology
- Elementary Education
- Other \_\_\_\_\_

**Liberal Arts & Humanities:**

- Liberal Arts
- General Studies
- English
- Culinary Arts
- Speech Communication & Rhetoric
- Other \_\_\_\_\_

**Others:**

\_\_\_\_\_

\_\_\_\_\_

In which language(s) was your university degree taught?
What language(s) do you use at work?

\* Certified copies for all given information are mandatory.

## 06 Professional Background\*

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

### Current Position

Duration		Company	City, Country of Work	Position
From	To			
D D M M Y Y	D D M M Y Y			

### Salary

Currency code	Fixed salary	Variable salary/bonus
Total salary converted into EUR		
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 €	
Job Function		

### Company Sector

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Computing/IT                   | <input type="checkbox"/> Financial Services & Insurance   | <input type="checkbox"/> Non-Profit  | <input type="checkbox"/> Real Estate                   |
| <input type="checkbox"/> Construction                   | <input type="checkbox"/> Industrial Products and Services | <input type="checkbox"/> Pharmaceutical Industry/ Biotechnology/Healthcare Products and Services | <input type="checkbox"/> Technology                    |
| <input type="checkbox"/> Consulting                     | <input type="checkbox"/> Manufacturing (incl. Chemicals)  | <input type="checkbox"/> Professional Services (Accounting, Legal, Advertising, etc.)            | <input type="checkbox"/> Telecommunications            |
| <input type="checkbox"/> Consumer Products and Services | <input type="checkbox"/> Media/Entertainment              | <input type="checkbox"/> Public Administration & Defence   | <input type="checkbox"/> Transportation/Travel/Storage |
| <input type="checkbox"/> Education                      |   |  | <input type="checkbox"/> Wholesale & Retail Trade      |
| <input type="checkbox"/> Energy/Utilities/Waste         |   |  | <input type="checkbox"/> Other                         |

Do you belong to a project team?  Yes  No If yes, please briefly describe your team's size, duties 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).

\* Certified copies for all given information are mandatory.

## 06 (Continued)

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

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.

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

### Previous work experience

Duration		Company	City, Country of Work	Position
From	To			
D D M M Y Y 	D D M M Y Y 			
Salary in local currency		Currency	Converted into €	
D D M M Y Y 	D D M M Y Y 			
Salary in local currency		Currency	Converted into €	
D D M M Y Y 	D D M M Y Y 			
Salary in local currency		Currency	Converted into €	
Total number of years of full-time work experience (by the beginning of the EMBA program)				
Of which _____ years in a leadership position and _____ in international assignments				

## 07 International Experience\*

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

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

## 08 Languages\*

To be admitted to the Mannheim EMBA program, you must be fluent in English.

### TOEFL or Equivalent

A TOEFL score of 95 (internet-based) is required, the equivalent IELTS score is 7.0. Please use ID number 8860 when sending your scores directly to Mannheim Business School.

If you have an equivalent to the TOEFL, please indicate which: \_\_\_\_\_

Applicants who have completed a degree course (Bachelor, Master, PhD) exclusively in English are exempt from submitting the TOEFL. The same applies to applicants whose mother tongue is English.

Date taken/to be taken	Location	Score

Please indicate in the table below any additional 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

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.

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

## 10 Financing

How will you fund your tuition fees, if you are admitted to the Mannheim EMBA program?

	Amount in EUR	in %
Tuition funded by company		
Tuition funded by yourself		
Tuition funded by other source(s) – please specify:		

\* Certified copies for all given information are mandatory.

## 11 Personal Essays

Please complete all four parts of the personal essay questions in English. Each part 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 be min./max. one page (approx. 600 words) and should be typed (12 font).

1. What are your career objectives for the next five years and how do you feel the EMBA can assist you in reaching your objectives? Upon program completion, what would you like to be able to say has made the program successful for you? (Please, list 3-5 bullet points)
2. Please describe the extent of your international experience. 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. Do you believe you have leadership potential? If yes, why?
4. What are your major non-professional activities and/or accomplishments?

## 12 How did you first learn about the Mannheim Executive MBA?

Please be as precise as possible and name your sources.

a) Through an MBS alumnus/aluma or current participant(s)

b) Rankings

c) Advertisement (print or online)

d) Current employer

e) MBS website

f) Print media article

g) Online Platform/other website

h) Other

If your answer is other than **a)**, did you get in contact with an MBA alumnus/alumna or current participant(s) at a later stage?

Yes

No

## 13 Why did you decide to study for an MBA degree?

Please rank the most important factors in order from 1 to 3, where 1 is the most important consideration.

To further current career  <sup>1</sup>  <sup>2</sup>  <sup>3</sup>

To open new career opportunities  <sup>1</sup>  <sup>2</sup>  <sup>3</sup>

To increase salary  <sup>1</sup>  <sup>2</sup>  <sup>3</sup>

Company advice or requirement  <sup>1</sup>  <sup>2</sup>  <sup>3</sup>

Other: \_\_\_\_\_

Potential to network  <sup>1</sup>  <sup>2</sup>  <sup>3</sup>

Personal development  <sup>1</sup>  <sup>2</sup>  <sup>3</sup>

Educational experience  <sup>1</sup>  <sup>2</sup>  <sup>3</sup>

Friend's recommendation  <sup>1</sup>  <sup>2</sup>  <sup>3</sup>

<sup>1</sup>  <sup>2</sup>  <sup>3</sup>

#### 14 Why did you choose the Mannheim Executive MBA at Mannheim Business School?

Please rank the most important factors in order from 1 to 3, where 1 is the most important consideration.

Reputation of school	<input type="checkbox"/> <sup>1</sup> <input type="checkbox"/> <sup>2</sup> <input type="checkbox"/> <sup>3</sup>	Location	<input type="checkbox"/> <sup>1</sup> <input type="checkbox"/> <sup>2</sup> <input type="checkbox"/> <sup>3</sup>
Quality of teaching faculty	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Published ranking position	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Content of program	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Published guides	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Teaching methods	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Tuition and living costs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Career services record	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Company advise	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Advertising	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Colleague's/friend's recommendation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other: _____			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

#### 15 In your opinion, what differentiates us from other programs?

#### 16 How many months, prior to your application, did you start researching your choice of MBA?

#### 17 Which other business schools are you applying to?

1

2

3

Before submitting your application, please use the checklist on the front cover of the application form to ensure that your application is complete. 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 \_\_\_\_\_



## Data protection information and declaration of consent

When you apply for an MBS study program, we record your personal data (e.g., from your cover letter, résumé, references, application form, interviews, etc.) in our applicant tracking system for the duration of the application process.

MBS collects, processes (in particular stores) and uses this data to contact you in the event of acceptance or, in the event of an initial rejection, to inform you that a place has become available or to seamlessly proceed with the application process should another study program at MBS come into question. If you are accepted for an MBS study program, this data shall continue to be stored for the duration of that program. In addition, MBS shares your data with the University of Mannheim for the purpose of the academic supervision of MBS study programs.

Personal data that is no longer required for these purposes is deleted or blocked, provided that there are no legal retention or storage obligations. In the event that you terminate the application process prematurely or are not accepted for the MBS study program, all personal data, with the exception of information on your acceptance, rejection or withdrawal of your application, shall be deleted.

Applicant data is stored on our file server, located on MBS and University premises. Application documents are also stored in the CRM system "Salesforce", in a data center located in Germany. In addition, MBS uses "Google Apps for Education" as well as products of the Microsoft Office 365 Suite (EU) for various purposes in the admissions process. It cannot be completely excluded that such personal data will also be stored on servers located outside the EU.

Personal data may only be processed and used where permitted by law or subject to the consent of the person concerned. With regard to the procedures described above, it is permitted to collect, store, transmit and use your personal data to the extent described in Article 6(1)(b) General Data Protection Regulation (GDPR). By signing, you confirm that you are aware of these data processing purposes.

In addition, we intend to store your personal data in the manner described for a maximum period of 12 months after termination of the application process. In this case, we require your consent, since there is no legal obligation for this storage. By signing this document, you also give such consent. By way of precaution, we would like to stress that your consent is voluntary, and refusal will have no effect on your chances in the application process. You may therefore refuse to give your consent without stating any reasons, and without having to be concerned about repercussions. You may revoke your consent in writing at any time in the future. Revoking or refusing consent does not affect the scope of the data processing permitted or stipulated by the GDPR or other legal provisions.

Should you have any questions about data protection and how MBS deals with personal data, please contact our data protection officer at: [datenschutz@mannheim-business-school.com](mailto:datenschutz@mannheim-business-school.com), Mannheim Business School, L5, 6, 68131, Germany

Date \_\_\_\_\_ Applicant's signature \_\_\_\_\_

## Newsletter Opt-in

I agree that Mannheim Business School uses my aforementioned e-mail address to send me information about upcoming MBS events, the latest offers regarding MBS study programs and courses, as well as general MBS related news. This information will be delivered through a newsletter with a general monthly cadence and occasional extra issues. You can notify us at any time via e-mail to [info@mannheim-business-school.com](mailto:info@mannheim-business-school.com) if you no longer wish to receive the newsletter/information about our study programs.

Yes  No



[www.mannheim-business-school.com](http://www.mannheim-business-school.com)

**MANNHEIM**  
**BUSINESS SCHOOL**