

# Application Form

## Mannheim Part-Time MBA

### Intake in September

### Checklist for a Complete Application

- Application form
- Photo
- CV
- Personal Statement (one page only)
- Self-presentation (a creative presentation to introduce your personality and your motivation for the MBA program, either in PowerPoint with a maximum of 10 slides or in audio/video format, maximum of 5 minutes; or a combination of both)
- Certified transcripts of all given grades, studies and activities (translated into English or German)
- GMAT/GRE
- TOEFL with a minimum score of 95 or equivalent
- One reference letter (use Mannheim MBA reference form)
- APS for applicants from China only
- Company support form
- Evidence of the payment of the application fee: bank transfer via Flywire, bank transfer or check of EUR 130. For payment options, please check our [Payment Information](#) on our website. Please note that your application will only be processed once the application fee has been received.

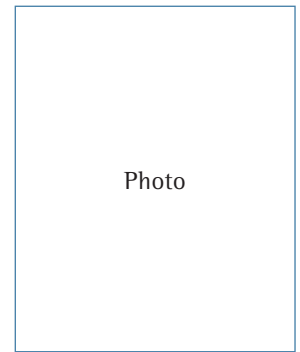
**Please send your application documents via e-mail to:** [siebler@mannheim-business-school.com](mailto:siebler@mannheim-business-school.com)

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

Phone: +49 (0) 621 181 37 56

## 01 Personal Information

Title
First Name
Last Name



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

Date of birth	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	D	D	M	M	Y	Y							Place of birth	Country
D	D	M	M	Y	Y										
Nationality	Other citizenship														

## 02 Permanent Address

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

## 03 Current Address Please only provide a current address if it differs from your permanent address.

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

How would you prefer us to communicate with you?

By post  
  By e-mail  
  By telephone

## 04 Academic Background\*

Please list all academic achievements at the post-secondary education level in reverse chronological order.

Duration		Name of University or College	Field	Major	Degree received	Results (GPA, Grades, Rank, Class)	Full-/ Part-Time																								
From	To																														
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\* Certified copies for all given information are mandatory.

## 05 Major Field of 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
- Kinesology
- 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?

## 06 Professional Background\*

Please list each full-salaried position after your first degree in reverse chronological order – without internships.

Could you please indicate the industry for each job you list and choose from one of the following categories:

- |                                      |   |                                |
|--------------------------------------|---|--------------------------------|
| A Consulting/Auditing/Tax            | B Consumer Products/Professional Services | C Financial Services/Insurance |
| D Government                         | E Manufacturing (incl. Chemicals)         | F Media/Entertainment          |
| G Non Profit/Environmental/Education | H Petroleum/Energy/Utilities/Waste        | I Pharma/BioTech/Healthcare    |
| J Technology/Telecommunications      | K Logistics                               |                                |

### Current Position

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

### Gross annual salary

Salary in local currency	Currency	Converted into €
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Briefly summarize your most recent job responsibilities and indicate if you are responsible for subordinates (No.)

No. employees locally	No. employees worldwide
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### Previous work experience

Duration From	To	Company	City, Country of Work	Position	Industry
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				
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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 duration in months of full-time positions held (by the beginning of the MBA program)
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\* 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		

## 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 GMAT/GRE\* (Graduate Management Admission Test)

GMAT scores should be sent to Mannheim Business School: VLC-95-96 MBA, Part-Time. The minimum GMAT score is 600 (or, as an alternative, the equivalent GRE score). Mannheim Business School will grant you a benefit of € 200 to reimburse your GMAT fee if your score is 650 or higher and you submit your test result with your application package by the end of the deadline.

GMAT	Location	Score
Date taken/to be taken		

GRE	Location	GRE Verbal Reasoning Score	GRE Quantitative Reasoning Score	GMAT equivalent
Date taken/to be taken				

## 09 Languages\*

To be admitted to the Mannheim Part-Time MBA 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 other languages you speak, along with the level at which you situate your proficiency and include copies of certifications, if available. 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

## 10 Extra-curricular Activities

Please specify your extra-curricular and leisure-time activities in order of importance to you.

1
2
3
4

## 11 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 			

Please explain any period(s) of time since you left high school for which you have not accounted.

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\* Certified copies for all given information are mandatory.

## 12 Financing

How will you fund your tuition fees, if you are admitted to the Mannheim Part-Time MBA program?

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

Please indicate if you are currently a recipient of a scholarship or other funding  Yes  No

If yes, from which institution and for which purpose:

Duration From	To	Institution	Purpose																								
<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	D	D	M	M	Y	Y	D	D	M	M	Y	Y															
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## 13 Personal Statement

Your personal statement should not exceed one page (on a separate sheet of paper, approx. 600 words, 12 font, Times New Roman) and has to be in English. Your full name must be stated clearly in the headline.

Please write your personal statement and include the answers to the following questions.

1. What is your career strategy for the next five years?
2. How do you feel the Mannheim Part-Time MBA can assist you in reaching your objectives?

## 14 References

Please send us one reference from someone who can assess your personality and work, preferably a superior. For the evaluation, the referee should use the [Mannheim Part-Time MBA reference form](#). References have to be sent directly by the referee in a sealed envelope or via e-mail to admissions: siebler@mannheim-business-school.com. Please provide us with the following details about the referee:

Title, Last Name, First name	
Organisation	Street
Town	Postal code Country
E-mail	Phone

## 15 How did you first learn about the Mannheim Part-Time MBA?

Please be as precise as possible and name your sources.

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

**e)** MBS website

**b)** Rankings

**f)** Print media article

**c)** Advertisement (print or online)

**g)** Online Platform/other website

**d)** Current employer

**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

## 16 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	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Potential to network	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
To open new career opportunities	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Personal development	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
To increase salary	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Educational experience	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Company advice or requirement	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Friend's recommendation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other: _____			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## 17 Why did you choose the Mannheim Part-Time 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"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Location	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
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"/>

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

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

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

1

2

3

## 21 Have you previously applied to the Mannheim Part-Time MBA program?

No  Yes In what year? \_\_\_\_\_ Were you admitted?  Yes  No

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**