Application Form

MANNHEIM & TONGJI Executive MBA (EMBA)

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 (please use the MANNHEIM & TONGJI reference form)
☐ Four typed personal essays
☐ Company support form
☐ Academic degrees and transcripts (documents issued in languages other than German or English must be accompanied by a certified English translation)
☐ TOEFL with a minimum score of 95 or equivalent
☐ Evidence of the payment of the application fee: bank transfer or check of €150

Please send your application documents via e-mail 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

Phone: +86 21 65980875
tjmbsemba@tongji.edu.cn
www.mannheim-tongji.com

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

Phone: +49 (0) 621 181 37 21
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 (minimum of 8 years)
■ commitment, motivation, and willingness to contribute
■ very good English skills (TOEFL with a minimum score of 96 or equivalent)

We highly recommend an early application. You should apply at the latest 3 months before the intake. 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 with the following module
  ☐ May  ☐ September  Year:  
  (For detailed information on the modules, please visit www.mannheim-tongji.com/modules)

☐ I plan to complete the MANNHEIM & TONGJI EMBA program in a timeframe of
  ☐ 18 months  ☐ 2 years
  ☐ 3 years  ☐ > max. 3.5 years

Please note:

For non-Chinese citizens, a further registration process with the Tongji International Office is required. Further information will be provided upon admission. For Chinese citizens, the National Postgraduate Entrance Exam is mandatory. Please contact the admissions office in Mannheim or Tongji for more information.

Application Process

1. Download the Application Form
2. Pre-Screening of Application Package
3. Selection Interview
4. Admission

Fill out the MANNHEIM & TONGJI Application Form and send it together with the required documents to Tongji University or Mannheim Business School

The Admissions Committee will consider your application holistically

Interview with Admissions Committee

An admission decision will be made based on the evaluation of your application package and the selection interview within two weeks

Receive the admission notification and contract

Sign and return the contract within two weeks to Tongji University or Mannheim Business School

Application Fee

A non-refundable application fee of €150 is required from all applicants and evidence of the payment 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. Please make sure to pay your application fee to the school that should be your primary contact.

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

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.
Recipient: Mannheim Business School gGmbH

Last updated: 12-04-2017
01 Personal Information

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<th>Title</th>
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<tr>
<td>Last Name</td>
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<tr>
<td>First Name</td>
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- [ ] Male  - [ ] Female  - [ ] Single  - [ ] Married  - [ ] Children  - [ ] Your Age (in years)

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<thead>
<tr>
<th>Date of birth</th>
<th>Place of birth</th>
<th>Country</th>
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<th>Nationality</th>
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02 Permanent Address

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<td>Postal code</td>
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<td>Country</td>
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Please keep us informed about any changes in your contact details during the application process.

03 Business Address

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<th>Skype name</th>
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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 during the application process.

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  - [ ] Other

<table>
<thead>
<tr>
<th>Duration From</th>
<th>To</th>
<th>Name of University or College</th>
<th>Field</th>
<th>Degree received</th>
<th>Grades</th>
<th>Full-/ Part-Time</th>
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* Certified copies for all given information are mandatory.
05 Major Studies (Please mark one box only)

Science:
- [ ] Biology
- [ ] Chemistry
- [ ] Mathematics
- [ ] Computer Science
- [ ] Other

Health & Medicine:
- [ ] Medicine
- [ ] Pharmaceutics
- [ ] Dentistry
- [ ] Medical services
- [ ] Veterinary Medicine
- [ ] Other

Engineering:
- [ ] Architecture & Building
- [ ] Electrical Engineering
- [ ] Mechanical Engineering
- [ ] Industrial Engineering
- [ ] Other

Social Sciences, Business & Law:
- [ ] Business
- [ ] Economics
- [ ] Law
- [ ] Social Sciences
- [ ] Political Sciences
- [ ] Management Information Systems
- [ ] Other

Humanities & Arts:
- [ ] History
- [ ] Languages
- [ ] Arts
- [ ] Design
- [ ] Philosophy
- [ ] Other

Others:
- [ ] Agriculture
- [ ] Education
- [ ] Media
- [ ] Public Administration
- [ ] Other

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, starting with your most recent position and accounting for any gaps. Please do not include internships.

Current Position

<table>
<thead>
<tr>
<th>Duration</th>
<th>Company</th>
<th>City, Country of Work</th>
<th>Position</th>
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<td>From</td>
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Salary

Currency code | Fixed salary | Variable salary/bonus

Total salary converted into EUR

Briefly summarize your current job responsibilities.

<table>
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<tr>
<th>No. of employees in subsidiary</th>
<th>Name and no. of employees worldwide of parent company</th>
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<tr>
<th>No. of direct and total subordinates</th>
<th>Responsible for budget of €/RMB</th>
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Job Function

Company Sector

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

* Certified copies for all given information are mandatory.
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).

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
06 Previous work experience (if applicable)

<table>
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<th>Duration</th>
<th>Company</th>
<th>City, Country of Work</th>
<th>Position</th>
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<td>From DD-MM-YYYY to DD-MM-YYYY</td>
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Salary in local currency | Currency | Converted into €
| DD-MM-YYYY to DD-MM-YYYY |

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.

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<th>City, Country</th>
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Date taken/to be taken | Location | Score |
|-----------------------|----------|-------|

08 Languages*

To be admitted to the MANNHEIM & TONGJI EMBA program, you are required to have a high level of 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.

**Certified copies for all given information are mandatory.**
**08 (Continued)**

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

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<th>Languages</th>
<th>Self-assessed Level</th>
<th>Certifications</th>
<th>Scores</th>
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**09 Awards, Honors, etc…**

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

<table>
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<tr>
<th>Duration From</th>
<th>To</th>
<th>Awards, Honors, etc.</th>
<th>Institution</th>
<th>Explanation</th>
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**10 Financing**

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

<table>
<thead>
<tr>
<th>Amount in EUR</th>
<th>in %</th>
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<tr>
<td>Tuition funded by company</td>
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<tr>
<td>Tuition funded by yourself</td>
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<tr>
<td>Tuition funded by other source(s) – please specify:</td>
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**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 (especially in Asia or Europe). 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 & TONGJI Executive 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

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.

1   2   3 1   2   3
To further current career ☐ ☐ ☐ Potential to network ☐ ☐ ☐
To open new career opportunities ☐ ☐ ☐ Personal development ☐ ☐ ☐
To increase salary ☐ ☐ ☐ Educational experience ☐ ☐ ☐
Company advice or requirement ☐ ☐ ☐ Friend’s recommendation ☐ ☐ ☐
Other:  ☐ ☐ ☐

14 Why did you choose the MANNHEIM & TONGJI 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 ☐ ☐ ☐ Location ☐ ☐ ☐
Quality of teaching faculty ☐ ☐ ☐ Published ranking position ☐ ☐ ☐
Content of program ☐ ☐ ☐ Published guides ☐ ☐ ☐
Teaching methods ☐ ☐ ☐ Tuition and living costs ☐ ☐ ☐
Career services record ☐ ☐ ☐ Company advise ☐ ☐ ☐
Advertising ☐ ☐ ☐ Colleague’s/friend’s recommendation ☐ ☐ ☐
Other:  ☐ ☐ ☐

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?

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” 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 § 28 paras 1 and 2 of the Federal Data Protection Act (BDSG). 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 BDSG 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, 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 if you no longer wish to receive the newsletter/information about our study programs.

☐ Yes  ☐ No