

# Application Form

## Mannheim MBA

First Name

Last Name

### Intake in September

Year

### Checklist for a Complete Application

- ☐ Application form
- ☐ Photo
- ☐ CV
- ☐ Letter of motivation (professional and personal reasons for wanting to participate in the Mannheim MBA program; one page only)
- ☐ 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
- ☐ Two reference letters (use Mannheim MBA reference form)
- ☐ APS for applicants from China only
- ☐ Evidence of the payment of the application fee: bank transfer via Flywire, bank transfer or check of EUR 130. For bank information, 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:** [info@mannheim-mba.com](mailto:info@mannheim-mba.com)

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

Phone: +49 (0) 621 181 37 24

01 Personal Information

Title

First Name

Last Name

Photo

☐ Male

☐ Female

☐ Single

☐ Married

Your Age (in years)

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)

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 Preference of Program Track

Please indicate your preferred program duration (12 versus 15 months). If you opt for 15 months, please state whether you aim for an international exchange or an internship for the last three months of your program.

☐ 12 months

☐ 15 months

☐ international exchange\*

☐ internship

\* Acceptance for an international exchange (visa may be required) depends upon the respective partner school and could also be subject to change. Please note that the final and binding decision whether you want to prolong for an international exchange or an internship will be requested by MBS after detailed information sessions at the end of Term 1.

05 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						
<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div>						
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\* Certified copies for all given information are mandatory.

Last updated: 02-15-2019

06 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?

07 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
<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div></div>	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div></div>				

Gross annual salary

Salary in local currency

Currency

Converted into €

Briefly summarize your most recent job responsibilities and indicate if you are responsible for subordinates (No.)

No. employees locally

No. employees worldwide

Previous work experience

Duration From	To	Company	City, Country of Work	Position	Industry
<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div></div>	<div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div></div>				

Salary in local currency

Currency

Converted into €

Salary in local currency

Currency

Converted into €

Salary in local currency

Currency

Converted into €

Salary in local currency

Currency

Converted into €

Total duration in months of full-time positions held (by the beginning of the MBA program)

08 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		

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

GMAT scores should be sent to Mannheim Business School: VLC-95-96 MBA, Full-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.

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

10 Languages

To be admitted to the Mannheim 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

Some applicants (e.g. from India) may need to submit a TOEFL/IELTS score due to German visa regulations. Please check with the relevant visa authorities.

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

\* Certified copies for all given information are mandatory.

11 Extra-curricular Activities

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

1
2
3
4

12 Awards, Honors, etc...

Please list any honors, distinctions, awards you have received in your academic, professional or extracurricular activities and include copies (if available).

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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13 Financing

Please let us know how you plan to finance your MBA degree.

	Amount in EUR	in %
Private Savings		
Personal Loan (family etc.)		
Company Funding		
Bank Loan		
Scholarship – MBS*		
Scholarship – external, please specify:		
Other – please specify:		
TOTAL		

\*Please check on our website whether you would be eligible for a scholarship.

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
D D M M Y Y	D D M M Y Y		

14 References

Please send us two references from people who can assess your personality and work or academic experience. For their evaluation, the referees should use the **Mannheim MBA reference form** (available on our website). References have to be sent directly by the referee in a sealed envelope or via e-mail to admissions. Please provide us with the following details about the referees:

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

  

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

15 How did you first learn about the Mannheim MBA?

Please be as precise as possible and name your sources.

<input type="checkbox"/> a) Through an MBS alumnus/aluma or current participant(s)	<input type="checkbox"/> e) MBS website
<input type="checkbox"/> b) Rankings	<input type="checkbox"/> f) Print media article
<input type="checkbox"/> c) Advertisement (print or online)	<input type="checkbox"/> g) Online Platform/other website
<input type="checkbox"/> d) Current employer	<input type="checkbox"/> 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?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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	1 2 3	Potential to network	1 2 3
To open new career opportunities		Personal development	
To increase salary		Educational experience	
Company advice or requirement		Friend's recommendation	
Other:			

17 Why did you choose the Mannheim Full-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	<div>123</div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>	Location	<div>123</div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>
Quality of teaching faculty	<div></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>	Published ranking position	<div></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>
Content of program	<div></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>	Published guides	<div></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>
Teaching methods	<div></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>	Tuition and living costs	<div></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>
Career services record	<div></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>	Company advise	<div></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>
Advertising	<div></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>	Colleague's/friend's recommendation	<div></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>
Other:			<div></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>

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	4
2	5
3	6

21 Have you previously applied to the Mannheim 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" 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](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