

CEIBS Executive MBA
**APPLICATION
FOR ADMISSION**



CHINA EUROPE INTERNATIONAL BUSINESS SCHOOL

中欧国际工商学院



Instructions

Application requirements for International Class

- Demonstrated intellectual ability through both your undergraduate university degree and the CEIBS Written Test/GMAT (Graduate Management Admission Test)
- A minimum of ten year's work experience with at least seven years in managerial positions
- A strong command of both written and spoken English
- Be able to demonstrate your international outlook by highlighting your cross-cultural experiences and the international scope of your career
- A high commitment from your organisation by allowing you two working days off each month to attend classes, although financial sponsorship is not obligatory

Two options for applying for the admission of the CEIBS EMBA Programme

Online application

Keep it simple and easy! Applying online also allows you to update your contact information, track your application status and make reservations for school events. The online application can be completed in several sessions, so you don't need to do it all at once.

Please access Applicant Service Centre from CEIBS website: www.ceibs.edu/emba

or login directly from <http://emba.ceibs.edu>

After you have submitted your application online, please prepare offline documentation. All offline documentation and other supplementary materials should be sent together to the EMBA Office (please see the checklist on page 2).

Paper application

Please print out this file, fill it in and send it together with other offline documentation according to the checklist on page 2. To expedite review of your application, it is highly suggested that you submit your mailed materials in ONE package.

Admission Procedure and Dates

Applicants need to take either CEIBS written test or GMAT. The interview is offered by invitation after the EMBA Admissions Committee reviews the complete application package and exam score.

2011	Campus	Enrollment	Apply Before	Written Exam	Interview	Decision by
Spring	Shanghai	1 International Class	November 22, 2010	December 4, 2010	December, 2010 - January, 2011	January 20, 2011

* You can take the written test and attend your interview in Shanghai, Beijing or Shenzhen, no matter which class you apply to.

* Please submit your application as early as possible.

Instructions

Applications will only be reviewed when all necessary materials are submitted. All the information you provide in this application package will be regarded as strictly confidential.

Your application package checklist:

1. Photos, business cards and copy of ID card

Page 3

- ① Three recent photos (1"x1"). Attach one photo to the Application Form in the required space; ; and staple the other two. Please write your name on the back of photos with a pencil.
- ② Two business cards. Please attach one to the Application Form in the required space and staple the other.
- ③ A clear copy of your ID/Passport attached to the Application Form in the required space.

2. Application Form (including Essay)

Page 4-8

- ① Please type or clearly print in ink all the information required from Pages 4-8. Please photocopy the completed Application Form for your own record.
- ② Please remember to read and sign the declaration letter on page 7.

3. Organisation Sponsorship Letter

Page 9

Please refer to the sample of the Organisation Sponsorship Letter.

4. Two Recommendation Letters

Page 10-17

To submit recommendation letters, please use one of the following ways:

- ① Download a separate copy of recommendation letters [HERE](#). Send it to your recommenders, and ask them to send it back to i.emba@ceibs.edu from their verified email addresses after filling it in.
- ② If your recommenders prefer handwriting, please print it out, ask them to fill it in, sign and then seal it in an envelope. Then they can either give it back to you, or send it directly to CEIBS EMBA Office.

5. Degree Certificates

Please provide one of the following for degree certification:

- ① Provide clear copies of all your degree certificates at the application stage and get ready to bring original certificates at the interview. For non-English ones, a certified copy in English or Chinese translation is also required. Or,
- ② Provide official transcripts of grades and degrees at the application stage. This must be with certified translation in English or Chinese - where applicable. Photocopies are not acceptable unless officially certified.

6. Organisational Chart

Please provide your organisational chart with your company seal affixed. The name of the person in each position is not needed, but mark yourself on the chart. Should you have problems getting a chart affixed with your company seal before application, you can first submit a chart without a seal at application and bring one with the seal to the interview.

7. Company Brochure

Please enclose your company brochure or any other printed materials introducing your company.

8. Application Fee RMB 1,200

Please refer to Page 18 for bank details.

The EMBA office will send you a letter acknowledging the receipt of your application package.

Please do not hesitate to contact the EMBA Office for assistance with the application.

CEIBS EXECUTIVE MBA

Attach a clear copy of your ID/Passport

Staple two recent
2" x 2" photos
and a business card

Attach one recent
2" x 2" photo

Attach one business card

Programme Preference

1. I wish to apply for

International EMBA Programme

3. I wish to take the written test by CEIBS in*

Shanghai Beijing Shenzhen

2. I wish to take

CEIBS Written Exam GMAT by GMAC

4. I wish to be interviewed in

Shanghai Beijing Shenzhen

* You can take the CEIBS written test and the interview in Shanghai, Beijing or Shenzhen, no matter which class you apply to.

Application Form

Please type or print

Personal Data

Name _____ | _____ | _____ | Name you are known by _____
First name Middle name Last name

ID/ Passport No. _____ Chinese Name (if any) _____

Gender Male Female Nationality _____

Date of Birth _____ | _____ | _____ | Place of Birth _____ Country _____
Day Month Year

Please choose your preferred contact address Business Home

Business Address _____ *street line*

_____ | _____ | _____
city state / province country

ZIP Code _____ Office Phone _____ Office Fax _____

Home Address _____ *street line*

_____ | _____ | _____
city state / province country

ZIP Code _____ Home Phone _____ Home Fax _____

Email Address _____ Mobile _____

If I'm not available, please contact (Mr. / Ms.) _____ Tel/ Mobile _____

Work Experience

Full-time work experience*: _____ years and _____ months; Management experience: _____ years and _____ months

**Until the start of the Programme in March next year*

Work Experience-Current

If you have had several positions within your current organisation, it is only necessary to give information for your current position here.

Employer _____

Please categorise your employer's main industry from the following list (check the one that most applies; if subsidiary, please categorise for the subsidiary):

- | | | | | |
|--|---|--|--|--|
| <input type="checkbox"/> Agriculture/Forestry/Fishing/Animal Husbandry | <input type="checkbox"/> Construction/Real Estate | <input type="checkbox"/> Consulting Services | <input type="checkbox"/> Education/Research/Sports | |
| <input type="checkbox"/> Electric Power/Gas/Tap Water | <input type="checkbox"/> Finance/Insurance | <input type="checkbox"/> Hotel/Tourism/Entertainment | <input type="checkbox"/> Information Technology | |
| <input type="checkbox"/> Manufacturing- Food/Beverage | <input type="checkbox"/> Manufacturing- Textiles/Garments/Leather | <input type="checkbox"/> Manufacturing- Timber/Furniture | | |
| <input type="checkbox"/> Manufacturing- Paper Making/Printing | <input type="checkbox"/> Manufacturing- Petroleum/Chemical/Rubber/Plastic | | <input type="checkbox"/> Manufacturing- Electric Equipment | |
| <input type="checkbox"/> Manufacturing- Instruments/Meters | <input type="checkbox"/> Manufacturing- Metal Production | <input type="checkbox"/> Manufacturing- Medical, Pharmaceutical, Biologic Products | | |
| <input type="checkbox"/> Media/Culture | <input type="checkbox"/> Mining | <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Other Manufacturing | <input type="checkbox"/> Public Administration/Parties/Organisations |
| <input type="checkbox"/> Transportation/Warehousing | <input type="checkbox"/> Wholesale/Retail/Trade | <input type="checkbox"/> Other, please specify _____ | | |

Please categorise your employer status from the following list:

- | | | |
|--|--|---|
| <input type="checkbox"/> Government/Public Institution | <input type="checkbox"/> Chinese State-owned or State Holding | <input type="checkbox"/> Chinese Private or Private Holding |
| <input type="checkbox"/> Foreign Wholly Owned or Foreign Holding | <input type="checkbox"/> HK, Macao or Taiwan Wholly Owned or Holding | <input type="checkbox"/> Other, please specify _____ |

Is your organisation a listed company? No Yes, listed in _____ ; Stock Code: _____

Is your organisation a subsidiary? No Yes, the parent company is _____

Number of employees locally: _____ ; Number of employees worldwide: _____

Application Form

Please type or print

The following financial figures are in RMB EURO USD

	Total Assets (in million)	Annual Sales Revenue (in million)	Annual Income (in million)
Your organisation			
Parent company (if subsidiary)			

Job Title _____ Number of Subordinates _____

Length of Time in Position _____ years and _____ months Dates of Employment: From _____ (To _____, if resigned)
(mm/yyyy) (mm/yyyy)

Please categorise your main function area from the following list (check the one that most applies):

- Administration Consulting Engineering and Project Management Environmental Health & Safety
 Finance, Accounting and auditing General Management Human Resource Information Technology
 Marketing, Sales and Business Development Operation, Production and Supply Chain Management
 Research and Development Other, please specify _____

Please categorise your job level from the following list:

- Top Management (such as Chairperson of the Board, President, Senior VP Level, General Manager, Vice General Manager, C-level etc.)
 Senior Management (such as Board Members, Regional General Manager, Divisional General Manager etc.)
 Middle Management (such as Divisional Manager, Department Head, Consultant etc.) Other, please specify _____

Your annual salary and bonus: _____ (RMB EURO USD) (Please do not include any commissions or benefits.)

Will your organisation sponsor your tuition fee? Full In Part (_____ % of the total tuition) Self-sponsored

What's your company's sponsorship policy?

Work Experience-Past

Please list your full-time employment experience in reverse chronological order. Do not leave any unexplained gaps in your work history. If you had several positions within the same organisation (including your current organisation), it is only necessary to give all positions in one field.

Employer	Position	Job Responsibility	Period (mm/yyyy - mm/yyyy)

Application Form

Please type or print

Social Activities

In order of importance, please list any social organisations and any activities for the public good in which you have participated.

Social Activities	Position Held (If any)	Date of Participation (mm/yyyy)

International Experience

Please list any significant experiences you have had living, working or studying outside your own country.

International Experience	Country/Region	Period (mm/yyyy - mm/yyyy)

Additional Information

1. Have you applied for the CEIBS EMBA before?

No Yes, I applied for (Shanghai Class Beijing Class Shenzhen Class) in the year of _____

2. Have you ever been convicted of, or pled guilty to, a felony or a misdemeanour in any country?

No Yes. Please explain the circumstances _____

3. Are you applying for EMBA programmes at other schools?

No Yes. Please give the names of the schools and programmes _____

4. How did you first hear about the CEIBS EMBA programme? (Please choose one.)

Print advertisement Online advertisement Mention in business publication My own Internet research
 Financial Times ranking Employer Co-worker/Friend Former or current student
 CEIBS promotional materials CEIBS Executive Education programmes MBA Tour Other, please specify _____

5. Please prioritize the following media according to their importance to your information acquirement.

A. Internet B. Newspaper C. Magazine D. TV E. Radio F. Other, please specify _____
① _____ ② _____ ③ _____ ④ _____ ⑤ _____ ⑥ _____

Declaration Letter

I hereby declare that all the information given in this application, including that in the supplementary documents, is, to the best of my knowledge, accurate and complete; and I agree to provide original certificate(s) for verification when required. I further certify that all the essays are entirely and exclusively my own work and that no documents have been falsified. I am aware that any misrepresentation or material omission in my application will result in the denial of admission or the cancellation of student status, and no refund of fees paid. I understand that materials received by China Europe International Business School (CEIBS) in connection with this application become the property of CEIBS; as such, none of the materials are returnable. I authorize CEIBS to check on records of my previous studies at other institutions.

Signature: _____ Date: _____

Application Form

Please type or print

ESSAY

The Admissions Committee advises you to spend a significant amount of time and energy on the essay. It is the best opportunity for you to elaborate on your strengths, achievements and anything else that distinguishes you from the other applicants. The essay is not meant to be an academic article or business memo, but rather your personal stories.

Please respond to the following questions with legible handwriting or type your responses **on additional A4 paper** and attach them to the Application Form. Answers should be no more than 500 words for each question.

1. Please describe the organizational unit for which you are responsible and relate it to the total organization in terms of size, scope, and autonomy of responsibility. What human resources, budget, and capital investment are you responsible for? To what position(s) do you report? Please enclose a description of your position.
2. What are the most challenging managerial problems you are facing at present? Please describe a particular instance where you demonstrated your leadership abilities.
3. Please describe a situation at work in recent three years, where you were faced with great frustration or difficulty. What was the outcome and what did you learn from the experience? What are the most challenging managerial problems you are facing at present?
4. Please describe an ethical dilemma that you have faced and how you resolved it.
5. What is your motivation for studying the CEIBS EMBA programme? What would you hope to achieve over the next 5 years, and how could CEIBS EMBA help you in achieving this?
6. Is there anything that you would like to add that would help us in evaluating your candidacy?

Organisation Sponsorship Letter

All applicants, whether they receive corporate financial support or are self-sponsored, must submit a signed sponsorship letter from an authorized representative of their respective organisation, briefly stating the terms of support. Financial sponsorship is not required, but the organisation must agree to release the applicant from all job responsibilities on class days. The sponsorship letter can be submitted with your confirmation of enrolment.

所有的申请人，无论是获得单位全额或部分支付学费还是自费，都必须提交一封由所在单位人事部门盖章的同意函。同意函说明单位对申请人攻读中欧EMBA课程的支持情况。申请人是否获得单位的学费支付不是报名的必要条件，但是申请人必须征得单位同意占用部分工作时间来参加学习。单位同意函请在录取确认之前提交。

Sample Letter of Sponsorship

(Organisation Letter Head)

Sponsorship of CEIBS EMBA Programme

EMBA Office, CEIBS
699 Hongfeng Road, Pudong
Shanghai 201206, P. R. C.

Dear Sir/Madam, (Date)
(Name of applicant) is currently employed by (Name of organisation) as (Position). (Name of applicant) has been working in our organisation for (Number of years) years.

I have read the brochure that describes the CEIBS EMBA programme and wish to certify that (Name of organisation) wishes to fully/partially sponsor the study of (Name of applicant). (Name of organisation) agrees to give the time off on class days. The tuition fee of (Name of applicant) will be paid by (the organisation/the applicant/the organisation and the applicant jointly).

(Name of applicant) is a valued employee and we are pleased to provide this support.

Yours sincerely,

单位同意函样本

(请用单位信纸)

有关同意/资助（申请人）参加中欧国际工商学院EMBA课程的函

（申请人）在（单位名称）已工作（年限）年，现任（职务）。

我们已仔细阅读了招生简章和有关材料。本单位同意（申请人）报考中欧国际工商学院EMBA课程，并占用部分工作时间（平均每月约两个工作日）参加学习。（申请人）的学费将由（本公司/申请人/本公司与申请人共同）支付。

此致

敬礼！

（单位名称）
（单位人事部门公章）
（日期）

Recommendation Form Please type or print

Note to recommender:

Confidential

CEIBS EMBA programme is designed for expatriates and Chinese senior executives seeking to gain insights into the political, economic, technological, and cultural factors shaping the business environment in China and beyond. With world-class faculty synthesizing Eastern and Western perspectives, CEIBS is where local knowledge can be acquired with global dimensions. Its current participants have an average work experience of 15 years and management experience of 10 years, 90% of them holding top and senior management positions.

Your recommendation will present a balanced view of the applicant. **When completed, please enclose a name card, sign your name across the seal on the envelope flap, and return it to the applicant.** It is the applicant's responsibility to enclose it in the completed application package and send it back to us. The information you provide will be strictly confidential, and you have no obligation to (nor shall we) release the information to the applicant. We greatly appreciate your time and effort in completing this form.

Applicant Name (Mr. / Ms.) _____
First name Middle name Last name Length of time you have known the applicant _____

Under what circumstances did you know the applicant? _____

Recommender's information:

Are you a student/alumnus as of CEIBS or CEMI? No Yes _____ (Class)

Name (Print) _____ (Mr. / Ms.) Tel _____

Company _____ Position _____

Address _____ Zip Code _____

Signature _____ Date _____
(Please attach a name card)

If you are the applicant's supervisor, please start from question 1; otherwise, please go directly to question 3.

Please provide concrete examples to support your points. If you need to use additional sheets, please attach them to this form.

1. Position of the applicant _____ Level in company _____ Number of persons supervised _____

Please describe the applicant's current job responsibilities:

2. What are your company's plans for the applicant after his/her completion of the EMBA programme?

Recommendation Form Please type or print

3. Please list the most outstanding talents or characteristics of the applicant:

4. In what areas can the applicant improve?

5. If this applicant is admitted, what specific contributions will he/she bring to the EMBA class?

Please give your appraisal of the applicant in regards to the following:

	Excellent	Good	Average	Poor	Unable to judge
Leadership					
Strategic Insights					
Creativity					
Judgement					
Maturity					
Interpersonal Skills					
Motivation					

Please describe the reference group for the above appraisal: _____

If you require further information, please contact:

CEIBS EMBA Office
699 Hongfeng Road, Pudong
Shanghai 201206 P.R.C.
Tel: (86 21) 2890 5699
Fax: (86 21) 2890 5108
E-mail: i.emba@ceibs.edu

Recommendation Form Please type or print

Note to recommender:

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Applicant Name (Mr. / Ms.) _____
First name Middle name Last name | Length of time you have known the applicant _____

Under what circumstances did you know the applicant? _____

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Name (Print) _____ (Mr. / Ms.) Tel _____

Company _____ Position _____

Address _____ Zip Code _____

Signature _____ Date _____
(Please attach a name card)

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Strategic Insights					
Creativity					
Judgement					
Maturity					
Interpersonal Skills					
Motivation					

Please describe the reference group for the above appraisal: _____

If you require further information, please contact:

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Shanghai 201206 P.R.C.
Tel: (86 21) 2890 5699
Fax: (86 21) 2890 5108
E-mail: i.emba@ceibs.edu

推荐信

请工整书写或打印推荐信

致推荐人：

保密

中欧EMBA的教学目标是培养具备国际竞争力，对中国经济发展产生重要影响力的高层管理人士。中欧的学员应该不仅善实战，而且要懂专业、懂管理、懂国际惯例，有思想深度，有人格力量，有比成功更高的追求。目前，中欧EMBA学员平均工作经验15年，平均管理经验10年，高层管理人员比例占90%以上。

推荐人的意见有助于从另一视角评估申请人。**请您完成推荐信后，附上名片，将此推荐信放入信封密封，并在封口处签名并交还给申请人，由申请人将推荐信和其他报名材料一起寄回。**我们将对此推荐信的内容严格保密，并十分感谢您的热忱推荐。

申请人姓名 _____ (先生/女士) 您认识申请人多长时间 _____ 年

您是在何种情况下认识申请人的? _____

推荐人信息

您是否是中欧或CEMI的学生/校友? 否 是 _____ (班级)

姓名 _____ (先生/女士) 电话 _____

单位 _____ 职位 _____

地址 _____ 邮政编码 _____

签名 _____ 日期 _____

(请随信附上您的名片一张)

如果您是申请人的直接领导，请从第1项开始填写；如果不是，请从第3项开始填写。

请注意：具体事例的列举将有力地支持您的观点。若有附页，请随信附上。

1. 申请人职务 _____ 申请人在单位内的级别 _____ 申请人下属员工人数 _____

请描述申请人的现任工作职责：

2. 您对申请人在贵单位今后的发展有何规划？

推荐信

请工整书写或打印推荐信

3. 请您描述申请人的突出特点:

4. 您认为申请人在哪些方面需要进一步提升?

5. 您认为该申请人被录取后, 其哪些优势、特质会对其他EMBA同学特别有帮助?

请就下表所列各项对申请人作评估:

	优秀	良好	一般	较差	无法判断
领导力					
战略洞察力					
创新力					
判断力					
自我掌控力					
影响力					
成功动力					

您作出以上评估的参照群体是: _____

如您需要更多的信息, 请联系:

中欧国际工商学院EMBA办公室

上海市浦东新区红枫路699号

邮编: 201206

电话: 021-2890 5699

传真: 021-2890 5108

电子邮件: i.emba@ceibs.edu

推荐信

请工整书写或打印推荐信

致推荐人：

保密

中欧EMBA的教学目标是培养具备国际竞争力，对中国经济发展产生重要影响力的高层管理人士。中欧的学员应该不仅善实战，而且要懂专业、懂管理、懂国际惯例，有思想深度，有人格力量，有比成功更高的追求。目前，中欧EMBA学员平均工作经验15年，平均管理经验10年，高层管理人员比例占90%以上。

推荐人的意见有助于从另一视角评估申请人。**请您完成推荐信后，附上名片，将此推荐信放入信封密封，并在封口处签名并交还给申请人，由申请人将推荐信和其他报名材料一起寄回。**我们将对此推荐信的内容严格保密，并十分感谢您的热忱推荐。

申请人姓名 _____ (先生/女士) 您认识申请人多长时间 _____ 年

您是在何种情况下认识申请人的? _____

推荐人信息

您是否是中欧或CEMI的学生/校友? 否 是 _____ (班级)

姓名 _____ (先生/女士) 电话 _____

单位 _____ 职位 _____

地址 _____ 邮政编码 _____

签名 _____ 日期 _____

(请随信附上您的名片一张)

如果您是申请人的直接领导，请从第1项开始填写；如果不是，请从第3项开始填写。

请注意：具体事例的列举将有力地支持您的观点。若有附页，请随信附上。

1. 申请人职务 _____ 申请人在单位内的级别 _____ 申请人下属员工人数 _____

请描述申请人的现任工作职责：

2. 您对申请人在贵单位今后的发展有何规划？

推荐信

请工整书写或打印推荐信

3. 请您描述申请人的突出特点:

4. 您认为申请人在哪些方面需要进一步提升?

5. 您认为该申请人被录取后, 其哪些优势、特质会对其他EMBA同学特别有帮助?

请就下表所列各项对申请人作评估:

	优秀	良好	一般	较差	无法判断
领导力					
战略洞察力					
创新力					
判断力					
自我掌控力					
影响力					
成功动力					

您作出以上评估的参照群体是: _____

如您需要更多的信息, 请联系:

中欧国际工商学院EMBA办公室

上海市浦东新区红枫路699号

邮编: 201206

电话: 021-2890 5699

传真: 021-2890 5108

电子邮件: i.emba@ceibs.edu

Application Fee Payment

The application fee for EMBA programme is RMB 1,200.

Application Fee Payment

Please note the applicant's name and the class applied for (Shanghai / Shenzhen / Beijing) in the Sender's Remarks, and send the photocopy of the remittance transfer receipt with the application package to the CEIBS EMBA Office. The application fee is non-refundable.

Bank Transfer

Bank account information (for payment in USD / EURO)

USD / EURO	
Bank	: China Merchants Bank Shanghai Branch, Nan Xi Sub-Branch
Address	: No. 100 Nan Jing Xi Road, Shanghai, 200003, China
Account	: China Europe International Business School
Account Number:	211580425132001 (USD) 211580425135001 (EURO)
Swift Code	: CMBCCNBS051

Bank account information (for payment in RMB)

上海班	
Bank	: 招商银行上海分行南西支行
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Account	: 中欧国际工商学院
Account Number	: 211580425110002 (如果上海地区跨行汇款, 请在此帐号前加“096916”)

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