

NOTES ON HOW TO APPLY

1. **Application Form:** Every section must be completed by you in full. Please note that it is Henley policy to issue degree/diploma certificates in a student's full name. Please ensure you give your full name in Section 2 of the Application Form.
2. **Reference Forms:** Two referees are required for MBA applicants, one academic and one business. Postgraduate Diploma and Certificate applicants need only supply one business reference. Each referee should complete, in full, the Henley reference forms located on our website. Where candidates have been away from academic study for some considerable time a second business reference will be accepted. Each referee should enclose the reference in an envelope, seal and sign across the envelope seal, and return the envelope to you. When you receive the sealed envelopes **DO NOT OPEN**, but forward them to us together with your application form. Please note that the Henley will not accept references from Henley staff or staff of partner offices, immediate family including relations by marriage, parents, brothers, sisters, uncles, aunts or childhood friends. Also, peers who are applying for the same intake to a programme cannot supply a reference for each other.

We would also ask that you choose referees who have known you well enough to vouch for the depth and breadth of your experience and who will have first hand experience of your managerial and intellectual capabilities. The Henley reserves the right to follow up written references with a telephone call should we feel that we have not been given enough information to make a decision.

3. **Education Certificates:** Please enclose certified copies of higher education certificates which support your application. 'Certified Copy' means a photocopy that a witness dates and signs on the reverse to indicate that it is a true copy of an original. **DO NOT SEND ORIGINALS.** Postgraduate Diploma applicants do not need to supply certificates.
4. **Transcripts:** If your higher education was undertaken outside the UK, please include an English transcript of your studies.
5. **English Test:** If your native language is not English, or if the medium of instruction of your first degree or equivalent was not English, it will be necessary to supply a recognised test of English as a foreign or second language e.g. IELTS OR TOEFL. Details are available from your local British Council Office or our website www.henley.reading.ac.uk/management/mba/mgmt-mbaapply.asp.
6. **Employment Details:** To be considered for a place on your chosen Programme, you must be in employment and have access to company data.
7. **Outcome of your Application:** Once we receive your completed application the Admissions Panel will assess your suitability for the programme and you will be informed as soon as possible, in writing, of the Panel's decision. **PLEASE NOTE THAT IF YOUR APPLICATION IS INCOMPLETE THIS WILL INEVITABLY DELAY CONSIDERATION.**

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8. **Application checklist:** Have you enclosed:
- Completed application form
 - Certified copies of certificates (and English transcript if applicable)
 - English Language Proficiency Test (if applicable)
 - Two completed reference forms in sealed envelopes (one for Postgraduate Diploma applicants)
 - Two passport sized photographs – with your name printed on the back. Please attach one to the form. **Please note that the photograph you are supplying will be used for programme administration purposes.**
 - A copy of your current resumé/CV
9. **Data Protection:** Personal data provided by respondents will be processed in compliance with the 1998 Data Protection Act. For more information see <http://www.reading.ac.uk/internal/imps/DataProtection/imps-data-protection.asp>

Please send all of the above to: **Admissions & Re-registration Services,**
Henley - Købmagergade 19, 5. - 1150 København K.