



UNIVERSITY COLLEGE DUBLIN

Master in Management
(Part - Time)

CHECK LIST

1. Application Form
2. Application Fee
3. Two passport photos signed on the reverse.
4. Certified evidence of educational attainment
5. Curriculum Vitae
6. Any other supporting documentation

Note: Your application cannot be processed unless all the required documentation is included.



UCD Michael Smurfit Graduate School of Business

**MASTER IN MANAGEMENT (MIM)
Part Time**

Application for Admission
Confidential

Important:

- Please return your completed application form along with 1) two signed passport photographs and 2) your non-refundable, application fee of €35 (cheque or bank draft made payable to UCD) to: MiM (Part-Time) Programme, Centre for Distance Learning, UCD School of Business, Belfield, Dublin 4, Ireland.
- Please attach official or certified copy of your final degree transcripts (must show an overall percentage mark). Applicants who have previously attended UCD need not provide this documentation for those programmes undertaken at University College Dublin.

UCD student number _____
(if applicable)

Personal details
(USE BLOCK CAPITALS)

1. Surname _____ First names _____

Maiden name _____ Mother's maiden name _____
(if applicable) (for verification of ID)

2. Contact Details

Permanent Address: _____ Term Address: _____

Tel: _____ Tel: _____

Fax: _____ Fax: _____

Mobile _____ Mobile _____

Email _____ Email _____

3.

Date of Birth			Age	Gender	Nationality	Country of Birth
Day	Month	Year				

4. Please Indicate where you learned about this programme

- Newspaper
- Internet
- Current UCD Student/Graduate
- Employer
- Other Please State: _____

EDUCATIONAL DETAILS

5. Please attach official transcripts/examination judgements of all undergraduate examinations and qualifications to date. The final degree transcripts must show an overall percentage mark/grade.

Name and Address of Awarding Institution	Qualification and Course	Dates		Full or Part-time	Result
		From	To		

6. Postgraduate and professional qualifications (if applicable).

Name and Address of Awarding Institution	Qualification and Course	Dates		Full or Part-time	Result
		From	To		

7 a). Have you applied for any other programme at UCD? Yes No
 If yes, please state which

b). Have you applied to any other institution for a postgraduate programme? Yes No
 If yes, please state which

LANGUAGES

8. If English is not your native language, please provide the following information by ticking an appropriate box:

- a) The medium of instruction in my undergraduate degree was English. Yes No
- b) I have taken an English Language Test and I am enclosing an official certificate detailing my results.
 Yes No
 Name of the Test:
 Test score/result:
- c) I am presently studying for the test or awaiting the results. Yes No

EMPLOYMENT AND WORK EXPERIENCE (if applicable)

9. Please list your work experience to date including any summer work experience (attach a separate sheet if necessary). Please provide a copy of your CV also.

Dates From / To	Name of Organisation	Type of work and experience gained

ACHIEVEMENTS AND CAREER PLAN

10. Please state your reasons for wishing to undertake this programme and why you should be selected in a maximum of 500 words (attach a separate sheet if necessary).

11. What are the challenges you might face in undertaking the Master in Management (part-time) programme? Please state in a maximum of 500 words (attach a separate sheet if necessary).

REFERENCES

12. Please state the names and addresses of two referees. Do NOT send references. UCD may contact referees below if necessary.

1.	2.

I hereby declare that the information I have provided is true to the best of my knowledge. Any deliberate misrepresentation may be grounds for refusing admission.

Candidate's Signature: _____ Date: _____