



UPBS, Uniport

UNIVERSITY OF PORT HARCOURT BUSINESS SCHOOL

...Empowering leaders for emerging challenges

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Passport
Photograph

APPLICATION FOR ADMISSION TO A HIGHER DEGREE / GRADUATE DIPLOMA

Session: /.....

SURNAME (BLOCK CAPITALS):

FIRST NAME:

MIDDLE NAMES:

SCHOOL OR UNIVERSITY:

LAST ATTENDED (NAME IN FULL)

UNIVERSITY DEGREE:

(CURRENTLY BEING HELD)

STUDY PROGRAMME:

(APPLYING FOR)

Submit this form to The Secretary, UPBS

Deadline for submission of form:

Form Number	
Form issued by	
Receipt Number	

The information requested is treated as confidential. Only the information contained on pages 2 to 4 will be computerized for Admissions Committee purposes. The information is kept until the start of the academic year. The application form and the accompanying documents remain the property of the School.

1. SURNAME NAME AND USUAL FIRST NAME: _____

2. DATE OF BIRTH: _____ PLACE OF BIRTH: _____

COUNTRY: _____

3. NATIONALITY: _____

4. SEX: Male Female

5. MARITAL STATUS Single Married Other

No. of Children: _____ Ages of Children: _____

6. NATIONAL YOUTH SERVICE/MILITARY SERVICE

Deferred Service completed Exempt Other

7. PERMANENT HOME ADDRESS: (See instructions):

Town: _____ Zip code: _____ Country: _____

Tel: _____ Fax: _____

E-mail (please print clearly): _____

8. SOURCES OF FUNDING?

Personal Organization Company None

Please give details _____

9. CURRENT STATUS (EDUCATIONAL OR PROFESSIONAL)

Student Employed Other Please give details

10. EMPLOYMENT HISTORY (if employed)

11.

Year	Company	Position Held	Job Function

12. SECONDARY EDUCATION

Year	Secondary	Qualification/GRADE	Secondary School Subjects passed and Grades

13. UNIVERSITY EDUCATION

Year	University	Qualification	CGPA	Class of Degree

14. PRIZES/AWARDS

Year	Prizes/Awards	Awarded by

14. LANGUAGES (see instructions):

	Spoken	Read	Written	Diploma/score/date
English				
French				
Other(s)				
.....				

Have you lived/stayed in other English-speaking countries: Yes No

Place(s) _____

Date(s) _____

Duration _____

15. PROFICIENCY IN ENGLISH (for non-native speakers):

School/university (indicate place, date, duration, qualification):

Have you lived/stayed in other English-speaking countries Yes No

Place(s) _____
Date(s) _____
Duration _____

16. INTERESTS AND MOTIVATION:

What professional, cultural, sports and community activities do you participate in and what other interests do you have?

Have you held a position of responsibility? Under what circumstance

What type of career are you aiming at?

What future do you envisage of the business industry?

If your application is not successful what other plans do you have?

17. NAMES AND ADDRESSES OF TWO REFEREES (see instructions):

Name	_____	_____
Position	_____	_____
Company/Organization	_____	_____
Tel. No.	_____	_____
Fax:	_____	_____

I certify that to the best of my knowledge the facts stated on this form are correct.

Signature and Date: _____

NOTES FOR COMPLETING THE APPLICATION FORM

You have decided to apply for admission to the MBA EMBA PGD Programmes of UPBS
Please submit the documents listed below.

- a) An application form completed using the instructions herein provided. Please write CLEARLY and use BLACK INK OR TYPE.
- b) A handwritten letter stating your reasons for applying.
- c) Curriculum vitae of ONE PAGE ONLY.
- d) E-mail address may be used to contact applicants
- e) Copies of the Credentials i.e. WAEC, GCE & University degrees, etc and, if applicable, an attestation of attendance at an educational establishment.
- f) Detailed records of results (class of degree, final CGPA) attained in higher education. In the case of pending awards, results (even partial) should be sent as soon as possible.
- g) Two recent identity photographs with your last name and first name on the back.

PERMANENT ADDRESS:

Indicate the address to which you wish to receive correspondence (further information, decision on Admission, etc.)

NOTE: Please note that registration and payment of fees is expected to be completed within two weeks of receipt of admission letter. Failure to do so will attract late registration.

LANGUAGES: Indicate the level of proficiency using the following codes:

A: fluent B: Good C: Average D: Poor

NAMES AND ADDRESSES OF TWO REFEREES:

If possible:

- An academic (Lecturer, Head of Department, Professor)
- A corporate officer (employer, training period supervisor, etc.).

NB: 2 letters of recommendation may be sent to the Secretary,

Please submit form with your CV and other requirements on or before ...