



## Instructions & Guidelines for Applicants

**Please read through the instructions and guidelines before you start to fill in the online application.**

### Eligibility

Full-time Programme (HKU MBA – London track with London Business School, New York track with Columbia Business School, and Hong Kong/China track):

1. A recognized bachelor's degree or equivalent.
2. A satisfactory GMAT/GRE score.  
Test scores of more than five years old will not be accepted.
3. Applicants with qualification from a university outside Hong Kong where the language of teaching or examination is not in English are required to obtain a minimum TOEFL 550 (paper based)/80 (internet based) or IELTS (academic module) 6.5 band with no subtest lower than 5.5. \*  
Test scores of more than two years old will not be accepted.
4. At least 2 years of postgraduate full-time work experience (as on July 2019).

Part-time Programme (*Weekday/Weekend Mode*):

1. A recognized bachelor's degree or equivalent.
2. A satisfactory GMAT/GRE score.  
Test scores of more than five years old will not be accepted.  
*# Applicants with more than 7 years of postgraduate full-time work experience might be exempted from this requirement. Exemption, if any, will be considered on a case-by-case basis.*
3. Applicants with qualification from a university outside Hong Kong where the language of teaching or examination is not in English are required to obtain a minimum TOEFL 550 (paper based)/80 (internet based) or IELTS (academic module) 6.5 band with no subtest lower than 5.5. \*  
Test scores of more than two years old will not be accepted.
4. At least 2 years of postgraduate full-time work experience (as on September 2019).

### Tests

When you pre-register to take the test (GMAT/GRE and/or TOEFL/IELTS), you should request that the official test scores be sent to The University of Hong Kong, MBA Office.

The HKU MBA code number for GMAT is FS2-WL-61 [Institution: University of Hong Kong – School of Business & Economics – MBA/IMBA]

The HKU MBA code number for GRE is 4136.

The HKU MBA code number for TOEFL is 9671 (institution code) and 02 (department code).

# Paper score report (TOEFL/IELTS [academic module]) should be sent directly to HKU MBA Admissions Office:

Room 204, Block B, Cyberport 4, 100 Cyberport Road, Hong Kong

### Application (Online only)

Please submit your MBA application online at:

Full-time MBA:

<http://www.fbe.hku.hk/mba/fulltime/admissions/requirements>

Part-time MBA:

<http://www.fbe.hku.hk/mba/parttime/admissions/requirements>

or <http://www.aal.hku.hk/tpg/programme/master-business-administration>

### Application Fee

The application fee is **HK\$300 (non-refundable)**, paid by credit card online (Visa or MasterCard)

### Submission of Supporting Documents

A secure link to upload your supporting documents for our preliminary review will be provided after submitting the online application.

For the official academic documents, they should still be submitted to the HKU MBA Office by post:

### MBA Office

**Faculty of Business and Economics  
The University of Hong Kong  
Room 204, Cyberport 4  
100 Cyberport Road, Hong Kong**

# When applying online, please click “Supporting Document” and download the checklist for details



### Transcripts

The official transcript(s) would be required from every college or university you have attended. Transcript request form could be used to request transcripts from additional institutions. The applicant could submit certified true copies instead (copies of the documents that have been duly declared as true copies before a notary office).

### References

The **reference forms** should be given by the applicant to two individuals capable of commenting on your academic and/or professional capabilities. The completed forms are to be sent to the **HKU MBA Office** with your application materials. Your referees may also 1) send their reference letters directly to the **HKU MBA Office**, or 2) email to [mbaadmissions@hku.hk](mailto:mbaadmissions@hku.hk)

### Business School Track Selection (Full-time MBA)

Students may state their preference to study the London track at London Business School, New York track at Columbia Business School, or the Hong Kong/China track when they apply as well as when they are interviewed.

### 2019/20 Admissions: Deadlines:

**First Round: November 22, 2018, 12 noon, Hong Kong time**

**Second Round: December 31, 2018, 12 noon, Hong Kong time**

### Admission Process

Your online application will be reviewed by HKU MBA Admissions Committee along with all the required documents submitted. As it often takes considerable time to gather references and transcripts, we strongly encourage you to apply as early as possible.

Kindly note that limited seats are available every year and candidates are admitted on a continuous and rolling basis. As a result, spaces are filled throughout the admissions period and there is a possibility that the class may be full before the final deadline.

**Not** all applicants will be interviewed. Once suitable candidates have been shortlisted, they will be informed of specific interview arrangement. In general, the admission results will be available in 2 to 4 weeks after the interview; admission offers will be issued to the selected candidates upon receipt of all required supporting documents.

# HKU MBA gives much importance to the interview process rather than essay's, as we believe the best way to judge an applicant is by having close interaction to understand the motivation and personality of our prospective students. Additional interviews may be required in some cases.



**Definition of Non-local students**

For the purpose of admission of non-local students, “non-local students” should be defined as persons entering Hong Kong for the purpose of education with student visa/entry permit issued by the Director of Immigration.

**Student Visa**

Upon successful application, non-local students (including those from Mainland China) will need to arrange for their own student visa.

The Center of Development and Resources for Students (CEDARS) will act as the local sponsor for international students. For Mainland students the China Affairs Office (CAO) will be the sponsor. Both offices will assist students in obtaining visa.

Please note that all non-local students are required by law to obtain student visa to study in Hong Kong. It is the responsibility of individual students to make all necessary visa arrangement before the commencement of their studies.

<b>Industry Codes (for the “Further Information” section of online application form)</b> Please select the industry code that best describes your company.		
01 Commercial banking	12 Consulting	26 Auto and other transportation equipment
02 Venture capital/Private Equity	13 Education	27 Chemicals
03 Insurance	14 Entertainment	28 Electronic Equipment
04 Investment banking/brokerage	15 Restaurant and hotel management	29 Food/Beverage/Tobacco
05 Investment management	16 Government	30 Forest products/Packaging
06 Other financial services	17 Healthcare services	31 Household/Personal Products
07 Accounting	18 Import/Export/Trading companies	32 Machinery
08 Advertising/Marketing services	19 Law	33 Pharmaceutical/ Biotechnology/ Healthcare products
09 Communications services	20 Charitable organizations	34 Printing/Publishing
10 Computer services	21 Real estate	35 Textiles/Clothing
11 Construction	22 Retail	36 Other Manufacturing
	23 Transportation services	
	24 Utilities	
	25 Other non-manufacturing	