

**EXECUTIVE DIPLOMA / DIPLOMA
APPLICATION GUIDELINES**
THE ASIA-PACIFIC INSTITUTE OF BUSINESS &
FACULTY OF BUSINESS ADMINISTRATION, CUHK



Application Fee

Applicants are required to pay a non-refundable application fee of HK\$150 for each program by crossed cheque or bank order payable to “The Chinese University of Hong Kong”.

Application Procedure

The following documents should reach *Admissions Office, The Asia-Pacific Institute of Business, 2/F, Academic Building No. 1, The Chinese University of Hong Kong, Shatin, N.T.* by July 31, 2009.

- i. A duly completed application form;
- ii. An application fee of HK\$150;
- iii. Copies of academic certificates / transcripts and professional qualifications;
- iv. A photocopy of Hong Kong identity card or passport;
- v. 1 recent photograph in the size of 1.5 X 2 inches;
- vi. Photocopies of testimonial(s) listing your current and past working experience and job responsibilities;
- vii. Confidential recommendation form posted directly from the referee(s); and
- viii. *Optional:*

The program director welcomes all applicants to submit a one-page essay to illustrate his/her motivations for the application, academic or career plans and potential contributions to the program.

* Your application may not be processed if attachments required are not enclosed.

Admission Procedure

Applicants will be advised of the selection result by mid August by email followed by written notification. Tuition fee for the entire program must be paid within ten days from the date of issue of official notice of admission. The full tuition fee must be paid regardless of the number of subjects exempted.

Enquiry

Ms. Lorinda Leung / Mr. Eric Yu
Tel: 2609-7423 / 2609-8772 / 2603-5119
Fax: 2603-5136
E-mail: exdip@cuhk.edu.hk

Remarks

The information we collected from your application form will be used for the following purposes:

1. As a basis for application selection and other relevant or related purposes; and
2. For information verification of the applicant's candidature for public examinations and studies from the relevant institutions in Hong Kong and elsewhere;
3. For identifying records of previous studies as a student in the University and other institutions; and
4. As part of the applicant's student records upon registration of the APIB program, which will be used for all purposes relating to his/her study in accordance with the regulations of the University.



The Asia-Pacific Institute of Business &
The Faculty of Business Administration,
The Chinese University of Hong Kong



OFFICE USE ONLY	
<input type="checkbox"/>	Accepted
<input type="checkbox"/>	Waiting List
<input type="checkbox"/>	Rejected
Application No.:	
<input type="checkbox"/>	Cheque
<input type="checkbox"/>	Acad. Qual.
<input type="checkbox"/>	ID Copy
<input type="checkbox"/>	Photo
<input type="checkbox"/>	Work Exp.
<input type="checkbox"/>	Conf. Recomm.
<input type="checkbox"/>	Essay

APPLICATION for admission to EDABM [] / EDFIN [] / DBM [] *
(* Please tick as appropriate)

Note:

1. Each form can apply for ONLY ONE of the above-mentioned courses.
2. Please carefully study "Notes for Applicants" before completing the form.
3. Please complete every item in BLOCK letters; attach sheets if there is not enough space.
4. Please make photocopies if necessary.

Personal Particulars	
Name in English (surname first)	<input type="text"/>
(Please write your full name as printed on H.K.I.D. Card / Passport)	
Name in Chinese:	<input type="text"/> Title: *Dr. /Mr. /Mrs. /Miss /Ms. (* Please delete as appropriate)
Date of Birth: DD <input type="text"/> MM <input type="text"/> YY <input type="text"/>	H.K.I.D./Passport No. <input type="text"/> ()
Nationality: <input type="text"/>	E-Mail Address: <input type="text"/>
Mobile No. <input type="text"/>	Fax No. <input type="text"/>
Home Tel. <input type="text"/>	
Residential Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Correspondence Address	<input type="text"/>
(if different from above)	<input type="text"/>
	<input type="text"/>

IMPORTANT: Should there be any change of data after submission of this form, the applicant must inform the Admissions Office as soon as possible.

Education Background (latest qualification first)				
Institution	Location	Deg./Dip./Cert./Other qualifications	Date of Award (MM/YYYY)	Mode of Study [#]
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[#] Mode of Study: Full-time / Part-time / Distance Learning

Professional Qualification (latest qualification first)		
Professional Qualification	Abbreviations	Qualified Date (MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Working Experience (most recent position first)				
Organization	Position & Major Responsibilities	From - To (MM/YYYY)		Office Use
Please specify your exact years and months of full-time working experience up to the application closing date. _____ years and _____ months				

How do you learn about this course?

- Brochures at Outlets
 Newspaper Adv. (pls. specify) _____
 Newspaper Columns
 Direct Mailing to Company
 Mass Mail to CUHK Students
 Mass Mail to CUHK/APIB Alumni
 Web Site
 Friends/Relatives
 Others _____

Declaration

- I understand that I may receive course information from The Chinese University of Hong Kong (the University) in future. I will write to APIB if I do not wish to receive information of this kind.
- I understand that, upon my registration in the course, the data will become a part of my student record and may be used for all purposes relating to my studies in accordance with the regulations of the University.
- Photocopy of Hong Kong Identity Card/Passport will only be used for verification purpose and will be removed from my file after the said purpose has been completed.

Date: _____

Signature: _____

Please mail this application form with the following documents:

- An application fee of \$150 payable by crossed cheque or bank order to "The Chinese University of Hong Kong";
- Copies of academic certificates / transcripts and professional qualifications;
- A photocopy of Hong Kong identity card or passport;
- 1 recent photograph in size 1.5 x 2 inches;
- Photocopies of testimonial(s) listing your current and past working experience and job responsibilities;
- Confidential recommendation form posted directly from the referee(s); and
- One-page essay (optional)

Mailing address:

Admissions Office
The Asia-Pacific Institute of Business
2/F, Academic Building No.1
The Chinese University of HongKong
Shatin, New Territories, Hong Kong

**** Your application may NOT be processed if attachments required are not enclosed.**

You will receive our email acknowledgement within 7 working days after your postage of application documents.
 Telephone number for general enquiries: 2609-7423 or 2603-5119.



**The Asia-Pacific Institute of Business
&
The Faculty of Business Administration
The Chinese University of Hong Kong**



CONFIDENTIAL RECOMMENDATION

Section I (To be completed by the applicant)

Name of Applicant (in Chinese) _____ (in English) _____

Program Applied*: EDABM / EDFIN / DBM

** Please delete as appropriate.*

Section II (To be completed by the referee)

1. For how long and in what capacity have you known the applicant?

2. What are considered the applicant's strong points?

3. What are considered the applicant's weak points?

4. How would you rank the applicant in the following characteristics in comparison with other students you have taught or other employees you have worked with or supervised?

	Excellent	Good	Satisfactory	Average or below	Low	No Basis for Judgment
Intellectual Ability						
Breadth of General Knowledge						
Working Attitude						
Initiative						
Perseverance						
Judgment						

