



# MBA

## • • • APPLICATION FORM FOR THE MBA PROGRAM



LEIPZIG GRADUATE SCHOOL OF MANAGEMENT

**YOUR PATH TO SUCCESS**



## INSTRUCTIONS TO THOSE INTERESTED IN APPLYING FOR THE MBA AT HHL

Please answer all sections that are applicable. Send the completed application along with all supporting materials (your university transcript, university degree/diploma, supporting letters of recommendation, etc.) by regular post to:

Handelshochschule Leipzig  
MBA Program  
Petra Spanka  
Jahnallee 59  
04109 Leipzig  
Germany

When your application documents arrive, we will acknowledge receipt by e-mail.

If you have any questions, please feel free to contact Petra Spanka either by e-mail (petra.spanka@hhl.de) or phone +49 (0)341 / 98 51 730

## CHECKLIST MATERIALS TO BE SUBMITTED TO THE MBA-PROGRAM AT HHL

- Completed application form
- Official university transcripts and translation if not in English or German
- Transcripts of the GMAT-score (if not sent directly by ETS)
- Transcripts of the TOEFL-score (if not sent directly by ETS)
- Personal Resume
- Two letters of recommendation or two completed evaluation forms
- Information about your financial assets and needs  
(only for applicants of the Full-Time MBA Program requesting financial assistance)

### HOW DID YOU FIND OUT ABOUT HHL'S MBA PROGRAM ?

- |  |   |
|--|---|
| <input type="checkbox"/> <b>ADVERTISEMENTS</b><br>WHERE: _____ | <input type="checkbox"/> <b>NEWS/ARTICLES</b><br>WHERE: _____ |
| <input type="checkbox"/> <b>FRIENDS AND ACQUAINTANCES</b>      | <input type="checkbox"/> <b>INTERNET</b>                      |
| <input type="checkbox"/> <b>PROFESSORS</b>                     | <input type="checkbox"/> <b>OTHERS</b> _____                  |
| <input type="checkbox"/> <b>FAIRS, WHERE:</b> _____            |   |

## PERSONAL DATA

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LAST NAME

---

FIRST NAME(S)

---

DATE OF BIRTH

---

SEX

MARITAL STATUS

---

PLACE OF BIRTH

NATIONALITY

### HOME ADDRESS

---

STREET

---

ZIP CODE

CITY AND STATE

COUNTRY

---

TELEPHONE

TELEFAX

E-MAIL

### POSTAL ADDRESS (IF DIFFERENT FROM HOME ADDRESS)

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STREET

---

ZIP CODE

CITY AND STATE

COUNTRY

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TELEPHONE

TELEFAX

E-MAIL

I AM APPLYING FOR THE:

FULL-TIME MBA PROGRAM

PART-TIME MBA PROGRAM

THE YEAR YOU WISH TO BEGIN YOUR MBA-STUDIES: \_\_\_\_\_

**HIGH SCHOOL EDUCATION**

NAME AND LOCATION OF SCHOOL	FROM	TO
_____	_____	_____
_____	_____	_____

FINAL GRADE AND/OR CLASS RANK IF AVAILABLE

\_\_\_\_\_

**COLLEGE EDUCATION**

UNIVERSITY	FIELD OF STUDY	FROM/TO	FINAL GRADE OR RANK	TITLE OF DEGREE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**DISTINCTIONS / AWARDS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FOREIGN LANGUAGE SKILLS

### SELF-ASSESSMENT:

1 = NATIVE SPEAKER

2 = FLUENT

3 = ADVANCED

4 = BASIC KNOWLEDGE

OTHERS

ENGLISH

\_\_\_\_\_

GERMAN

\_\_\_\_\_

FRENCH

\_\_\_\_\_

SPANISH

\_\_\_\_\_

### GMAT TEST (MANDATORY)

### TOEFL TEST (OR COMPARABLE QUALIFICATIONS)

TEST DATE \_\_\_\_\_

TEST DATE \_\_\_\_\_

VERBAL \_\_\_\_\_

QUANTITATIVE \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

### REGISTRATION FOR GMAT TEST:

[HTTP://WWW.GMAT.ORG](http://www.gmat.org)

GMAT AND TOEFL SCORES SHOULD BE MAILED DIRECTLY BY THE TESTING AGENCY:

THE GMAT CODE FOR HHL IS:

-FULL-TIME MBA APPLICANTS: ZCB-P6-01

-PART-TIME MBA APPLICANTS: ZCB-P6-25

### REGISTRATION FOR TOEFL TEST:

[HTTP://WWW.TOEFL.ORG](http://www.toefl.org)

THE TOEFL CODE FOR HHL FOR BOTH PROGRAMS IS: 0404.

### SCHOLARSHIP (FOR FULL-TIME APPLICANTS ONLY)

HHL has limited funds for outstanding students with financial needs.

Do you require/desire financial aid

Yes

No

If yes, please provide a detailed explanation of your financial circumstances on a separate sheet of paper

**WORK EXPERIENCES**

**INTERNSHIP**

EMPLOYER	PRINCIPAL RESPONSIBILITIES	FROM / TO
_____	_____	_____
_____	_____	_____

**PART TIME AND TEMPORARY EMPLOYMENT**

EMPLOYER	PRINCIPAL RESPONSIBILITIES	FROM / TO
_____	_____	_____
_____	_____	_____
_____	_____	_____

**FULL-TIME EMPLOYMENT**

COMPANY / INSTITUTION	JOB TITLE	PRINCIPAL RESPONSIBILITIES	FROM/ TO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**NAME AND ADDRESS OF CURRENT EMPLOYER OR UNIVERSITY (IF APPLICABLE)**

\_\_\_\_\_  
NAME OF COMPANY DEPARTMENT

\_\_\_\_\_  
STREET

\_\_\_\_\_  
ZIP CODE CITY COUNTRY

\_\_\_\_\_  
TELEPHONE TELEFAX E-MAIL

**PLEASE TELL US WHY YOU WISH TO PERSUE AN MBA DEGREE AT HHL AND WHAT YOUR PROFESSIONAL GOALS FOR THE NEXT FIVE YEARS ARE (YOU MAY TYPE THIS ON A SEPARATE SHEET OF PAPER).**

**ADDITIONAL REMARKS OR COMMENTS:**

**I HEREBY CONFIRM THAT THE INFORMATION SUPPLIED ABOVE IS CORRECT AND COMPLETE.**

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**PLACE / DATE** **SIGNATURE**



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<http://www.hhl.de> · [info@hhl.de](mailto:info@hhl.de)