



## LSBF MBA & MASTERS PROGRAMMES APPLICATION FORMS

Last Name:

First Name:

PLEASE AFFIX  
1 PHOTO HERE  
AND ATTACH  
2 MORE

Programme:

- MBA
- MSc in Finance
- MSc in Marketing

Mode of Study:

- Full Time
- Part Time
- On-Line

Intake:

- October '09
- January '10
- April '10
- July '10

### FOR INTERNAL USE ONLY

Date Received:

Admissions Reference Number:

Email Reply Sent:

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London School of Business & Finance. Registered in England. Reg. 04977611



## PROGRAMME TUITION FEES

Programme	Tuition Fees LSBF London Campus	Tuition Fees Birmingham or Manchester Campuses	Tuition Fees On-Line (InterActive)
MBA	£14, 500	£7, 250	£6, 500
Masters in Finance	£13, 750	£6, 750	£6, 250
Masters in Marketing	£10, 500	£6, 750	£6, 250

MBA Specialisations	Please Note
<input type="checkbox"/> General Track	<p>Upon acceptance onto one of the programmes, all students are required to pay the holding deposit of £1,500. Please note that all accepted students will be required to pay full tuition fees prior to course start date.</p> <p>Fees &amp; tuition are subject to change. Please verify programme fees each year before commencement. The LSBF policy concerning the refund of tuition fees paid may be obtained upon request.</p> <p><b>Expenses information:</b> Students should expect to spend between £750 and £950 per month for living, transport, food, etc. Average rent in London can start from £75 to £250 per week for a single room in a shared house. Expenses will be higher at the beginning of the stay in London (deposit for rent - usually 1 month). There are <b>compulsory</b> books required some of the programmes. The budget for them is approximately £200. Please note that there are no extra charges for the study materials as they are covered by the tuition fees.</p> <p>For more information, you can visit our website: <a href="http://www.lsbf.org.uk">www.lsbf.org.uk</a>.</p>
Elective I _____	
Elective II _____	
<input type="checkbox"/> Finance	
<input type="checkbox"/> Accounting	
<input type="checkbox"/> Marketing	
<input type="checkbox"/> HR Management	
<input type="checkbox"/> Project Management	
<input type="checkbox"/> E-Business	
<input type="checkbox"/> International Business	
<input type="checkbox"/> Sales Management	
<input type="checkbox"/> Travel & Hospitality Management	
<input type="checkbox"/> IT Management	
<input type="checkbox"/> Islamic Banking & Finance	
<input type="checkbox"/> PR & Reputation Management	

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## INSTRUCTIONS FOR APPLICANTS

Thank you for your interest in LSBF's Masters programmes. Please return the application form together with certified copies of your diplomas. Application process is **free of charge**.

### APPLICATION DEADLINES

The programmes commence four times per year, in **October, January, April** and **July**. Applications will be reviewed on a first-come, first served basis. You are strongly encouraged to apply early. For your information, the application form can also be downloaded from the LSBF website ([www.lsbf.org.uk](http://www.lsbf.org.uk)). You may return it as an attachment.

### English Language Proficiency

If you are not a native English speaker, you must prove your level of English with one of the following:

- **IELTS: 6.5** average score
- **TOEFL:** minimum score of **240** (computer based), or **600** (paper based), or **94-95** (internet-based testing (IBT)).
- **TOEIC:** minimum score of **800**
- Candidates who studied in English at undergraduate level, or who have at least 2 years' experience working in English in an English speaking country, will not need to provide any further proof of English proficiency.

Candidates with no independent proof of language proficiency can either enrol on LSBF's English Language Programme or take the LSBF School of English Proficiency Test (free of charge).

For information and registration forms concerning the above tests, you may consult:

### REFERENCES

Two letters of recommendation are required and **must** be submitted on the forms provided. Please request each referee (employer or tutor for instance) to complete the form and sign it. Your two references should be returned to us **under separate cover by your referees and with a business card**.

### TERMS AND CONDITIONS

1. All fees must be paid 30 days before the start of the programme. Students who have not paid on time will not be granted access to the School.
2. The student agrees that he/she cannot change, defer or withdraw from the programme, without prior permission from LSBF.
3. LSBF refund policy is set out below:
  - a) In case of overseas students in the event of visa refusal, tuition fee will be refunded on presentation of the original Visa Refusal Letter and other documentation (see below)\* on condition that LSBF is notified 30 days prior to the commencement date of the program originally offered but £300 for Administrative Costs are deducted from the tuition fee.
  - \*The following documents should be presented to the School: (1) Copy of the VISA refusal letter (2) Copy of the student's passport showing both a photograph and signature and (3) where the payee was not the student, an original authority letter from the student authorizing the repayment to the payee.
  - b) In the event of a visa refusal due to false documents, no refund will be given.
  - c) No tuition fees will be refunded should the student decide to withdraw from the programme
  - d) If a student wishes to leave the programme on or after the first day of the first semester, no tuition fees will be refunded.
  - e) If a student intends to postpone his/her place until the following intake, he/she needs to pay the full tuition fee. Student will be permitted to do so only at the discretion of the School. If the student does not want to do the programme after deferring his course, no refunds will be made.
  - f) In the event that a student does not attend a programme through serious unforeseen circumstances (death, accident, or serious illness) a specific committee will examine each case on an individual basis.
4. Attendance is compulsory. An attendance rate of less than 90% will lead to failure in the course and may result in termination from the programme.
5. The School reserves the right to change the contents of the programme from time to time.
6. Any failure to start the course as scheduled without prior notification of the School's authorities will lead to termination from the course. No refunds will be given.
7. The School reserves the right to disclose students' details, including academic progress and attendance rates to the Home Office authorities.
8. By signing this application form, the Student agrees to all the terms and conditions set out by LSBF.

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## APPLICATION CHECKLIST

I, \_\_\_\_\_

confirm that the following documents are all included in my application (please tick the boxes below):

- Application Form
- Passport Copy
- 3 passport size Photos  
(with my name written on the back)
- Professional and/or academic references
- CV / Résumé (in English)
- Certified copies of my degree certificates  
(with translation when needed)
- Certified copies of my transcripts  
(with translation when needed)
- A valid e-mail address

### English Language Proficiency

- Native speaker
- TOEFL or TOEIC or IELTS results certificate
- Higher Education in English  
(please provide written proof)
- Results of LSBF English Language School  
Proficiency Test
- Other \_\_\_\_\_

An e-mail address where we may contact you is compulsory; please check that the address is valid.

**Please note that no application will be processed without specified documents.**

**Please send your application to:**  
London School of Business & Finance  
Postgraduate Admissions Department  
8/9 Holborn  
London  
EC1N 2LL  
UK  
Phone: +44 (0) 207 823 2303  
Fax: +44 (0) 207 823 2302  
Email: admissions@lsbf.org.uk  
www.lsbf.org.uk

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## STUDENT DETAILS

1. Last name

2. First name(s)

3. Sex - Male/Female

4. Date of birth (day/month/year)

5. Place of birth

6. Country of permanent residence

7. Nationality

8. Mother tongue and other languages

9. Family status - single/married/other

10. Professional Status

Working   
  Student   
  Unemployed

11. Permanent address

Phone number (country/area code)

Fax

E-mail address

Current address

Valid until

12. Person to contact in an emergency

Address and phone number

## I. HIGHER EDUCATION STUDIES

Indicate any institutions of higher education that you have attended (post high-school).

PLEASE ENCLOSE CERTIFIED AND TRANSLATED COPIES OF YOUR DIPLOMAS.

Institution	Dates (month & year)	Diploma awarded	Date awarded	Number of ECTS* Credits (if known)

Total years of study:

\* European Credit Transfer System

## II. PROFESSIONAL QUALIFICATION

Indicate any professional qualifications that you have achieved.

PLEASE ENCLOSE CERTIFIED AND TRANSLATED COPIES OF YOUR DIPLOMAS.

Professional Body	Level Awarded	Dates (month & year)

## III. CONTENT OF THE PROGRAMMES MENTIONED PREVIOUSLY

(PLEASE ATTACH AN ADDITIONAL SHEET OF PAPER IF NECESSARY)

Institution	Programme content	GPA - Grade Point Average & Scale (i.e. 18/20)

## IV. PROFESSIONAL EXPERIENCE, IF ANY

(Please fill out the table and attach your curriculum vitae/résumé)

PLEASE SPECIFY THE CONTACT DETAILS OF YOUR SUPERVISOR (NAME, EMAIL ADDRESS, PHONE NUMBER AND FAX NUMBER), WE MIGHT CONTACT HIM/HER TO CONFIRM YOUR INFORMATION PROVIDED

Date	Duration	Employer	Function(s)/Position	Full time / Part time

Total in months:  Current salary range (for programme ranking statistics):

## V. INTERNATIONAL EXPOSURE

Please list your most significant experiences growing up, living, studying, working or travelling outside your own country.

Activity (travels, study, etc.)	Duration From.....to	Country / Region

## VI. ACTIVITIES & INTERESTS

Activities, club memberships, performing arts, sports, hobbies

Activity	Duration from.....to	Position held

## VII. FOREIGN LANGUAGES

Language	Self-Assessed Level	Means of Assessment *	Score where relevant
English			

\* i.e. Native language, Degree (in language), University Education, TOEFL, TOEIC or IELTS

## VIII. REFERENCES

Please indicate below the names of **two people** who will complete the enclosed letters of recommendation.  
**Your application cannot be considered until we have your referees' reports**

Title    Name

  

Institution/Company

Address

Phone

E-mail address

Title    Name

  

Institution/Company

Address

Phone

E-mail address

## OTHER APPLICATIONS

Please indicate any other institutions to which you are applying:

Institution / Location	Programme

What are the reasons for applying to the above-mentioned institutions? (type of program, cost, location, ranking, etc.)

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## SOURCE

Please indicate **where** and **when** you first heard about LSBF's programmes:

<input type="checkbox"/> Guide	name:	
<input type="checkbox"/> Press advertisement and/or poster	name:	
<input type="checkbox"/> Newspaper article	name:	
<input type="checkbox"/> LSBF Alumni	name:	
<input type="checkbox"/> Education Fair	location/date:	
<input type="checkbox"/> Internet	website:	
<input type="checkbox"/> LSBF website	search engine:	
<input type="checkbox"/> Friend, family, professor, colleague	name:	

## HOW WILL YOU BE FINANCING YOUR PROGRAMME?

<input type="checkbox"/> Self-sponsored	<input type="checkbox"/> Company sponsored
<input type="checkbox"/> Grant	<input type="checkbox"/> Bank loan
<input type="checkbox"/> Other: <input type="text"/>	(please specify)

## DECLARATION:

I certify that the answers and other information given in this application are correct and complete. If my application is accepted I undertake to observe London School of Business & Finance regulations and to ensure payment of fees and other liabilities (please see the Terms and Conditions section above).

Signature of applicant

Date

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