



## **Application Form**

## Application Instructions

The Hult International Business School considers applications on a rolling basis.

You may complete your application pdf "i kxg"vq"wu"vq"j gr " { qw'cr r n' "qp"hpgo

The date your application is received determines your eligibility for the earliest available scholarship consideration date; it is to your advantage to submit your application as early as possible.

Please type or print all information clearly. It is your responsibility to manage the receipt of required information, such as official transcripts and letters of recommendation.

**To apply, follow these steps :**

### Application Process

The Hult International Business School application requires the following documents:

- Current resume
- Applicant General Information
- Two letters of recommendation
- Statement of purpose
- Official Transcripts
- Official GMAT test result
- Official TOEFL test result (if required)
- Application Fee

### Current Resume

Provide a current resume that outlines your employment and academic history. If you are a non-U.S. applicant, or if you are a U.S. candidate who has attended an institution outside the U.S., you must provide a description of non-U.S. institutions that you attended. This description should include status as a public or private institution and recognition by the government or other accrediting agencies of the appropriate country. Please note that degrees received should be the equivalent of a U.S. bachelor's degree for admission consideration.

### Statement of Purpose

You may complete your Statement of Purpose on the form provided in ink in clear handwriting, or you may provide a typed and printed version. Please answer the question on the personal Statement form and be sure that your name is clearly printed at the top of each page of your statement.

### Application Fee

Please make a check or money order for USD 75, or foreign currency equivalent, payable to the Hult International Business School. Attach your application fee to the front of your resume.

### Official Transcripts

Please include official transcripts from all undergraduate and graduate institutions listed on your resume. If you attended more than one institution, you must include an official transcript from each institutions attended, even if some courses appear on more than one transcript. \*Note: if your transcripts are not in English, please provide certified English translations of all undergraduate and graduate academic records. You can usually order official transcripts on your institution's website or by calling your institution's registrar's office.

### Letters of Recommendation

We require two letters of recommendation. We suggest that these be written by individuals who are able to evaluate your managerial capabilities and potential for completing a graduate business program. We accept letters written in your recommender's native language or English. The recommendations must be signed and sealed by the recommender and mailed directly to the School.

### Graduate Management Admission Test (GMAT) Score Report

Official results of the GMAT must be sent directly to Hult International Business School from the Educational Testing Service (ETS). Since you may submit your application prior to taking the GMAT, we recommend that you have your score reported to Hult School of International Business at the time you take the test. We will accept scores up to five years old. Information and registration forms are available from the Educational Testing Service, CN6103, Princeton, New Jersey 08541-3106 USA. Telephone: (1) 609.771.7330. Our institutional report code is 3015.

### Test of English as a Foreign Language (TOEFL) Score Report

If you are a non-native English speaker and you attended a non-U.S. university, you must submit your score from the Test of English as a Foreign Language (TOEFL). Official results of the TOEFL must be sent directly from the Educational Testing Service (ETS). We will not accept institutional TOEFL results (i.e., those given by language training programs, institutions, or other colleges). We prefer that the TOEFL be taken within one year of the date of your application to the Hult International Business School. We recommend that you request that a score report be sent to the Hult International Business School at the time you take the examination. Information and registration forms are available from TOEFL program, Educational Testing Service, Princeton, New Jersey 08541-3106 USA. Our institutional reporting code is 3015. The department code is 02.

### Additional Information

Feel free to provide the Admission Committee with any additional information that you feel would enhance your candidacy.

### Tuition and living expenses

Please see the estimated budget for tuition and living expenses enclosed.

**Please 'i kxg' { qwt 'complete application to 'wu'bi gpv:**

.....Rt qur gev'u'Gf wecvkqp'Egpvgt 'Nlo kxg' "j vr <llgo dc0wulj wml

Hult International Business School  
j vr <llgo dc0wulj wml"

## Applicant General Information

### Contact Information

To be filled out by the Applicant  
Please type or print clearly.

\_\_\_\_\_  
(Mr/Mrs./Ms.) First Name Middle initial Last name

\_\_\_\_\_  
Full Mailing Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Telephone: Country / City code Work Telephone: Country / City code Mobile:

\_\_\_\_\_  
E-mail Alternate Email address (ie. wrk)

\_\_\_\_\_  
Country of Citizenship Country

### General Background Information

\_\_\_\_\_  
Undergraduate School attended

\_\_\_\_\_  
Major and / or specialty

\_\_\_\_\_  
Dates attended (from/to)

\_\_\_\_\_  
Highest degree attained (If you've attained degrees beyond an undergraduate degree, please let us know the highest degree you've attained.)

\_\_\_\_\_  
School attended for highest degree attained

\_\_\_\_\_  
Dates attended Degree

### Exam Questions

Have you taken the GMAT?  Yes  No

\_\_\_\_\_  
What was your score? Date taken or date you plan to take

The TOEFL must be taken unless your native language is English or you hold a degree from a university where the primary language of instruction is English.

Have you taken the TOEFL? Yes  No  Not applicable

\_\_\_\_\_  
What was your score? Date taken or date you plan to take

## General Background Information

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Name of present or most recent employer \_\_\_\_\_ City/Country \_\_\_\_\_

Part-time       Full-time       Summer

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Position/Title \_\_\_\_\_ Responsibilities \_\_\_\_\_

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Location of employer \_\_\_\_\_ Dates employed (month/year to month/year) \_\_\_\_\_

Type of organization       Privately-owned  
 Government-owned  
 Combination

Industry sector (check all that apply)       Agriculture       E-Business       Government       Manufacturing  
 Banking       Energy       Import/Export       Medical/ Pharmaceutical  
 Consulting       Financial Services       Information Systems       Telecommunications

Other (please specify) \_\_\_\_\_

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Name of present or most recent employer \_\_\_\_\_ City/Country \_\_\_\_\_

Part-time       Full-time       Summer

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Position/Title \_\_\_\_\_ Responsibilities \_\_\_\_\_

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Location of employer \_\_\_\_\_ Dates employed (month/year to month/year) \_\_\_\_\_

Type of organization       Privately-owned  
 Government-owned  
 Combination

Industry sector (check all that apply)       Agriculture       E-Business       Government       Manufacturing  
 Banking       Energy       Import/Export       Medical/Pharmaceutical  
 Consulting       Financial Services       Information Systems       Telecommunications

Other (please specify) \_\_\_\_\_

Please select the Professional Specialty which most closely describes your area of expertise:

(check only one)       Accounting       Marketing  
 Administration       Operations/Logistics  
 E-Business       Research  
 Engineering       Sales  
 Finance       Science  
 General Management       Strategy and Planning  
 Human Resources

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## Optional Questions

Date of birth (month/day/year) \_\_\_\_\_

Marital status       Single       Married

Sex       Male       Female

Current Annual Salary (USD) \_\_\_\_\_

## Interest Questions

My primary interest in attending a graduate business school is....

- To make a career change
- Advance with current employer profession
- Move to the US/ Boston
- Learn new skills/ develop personally
- Other: \_\_\_\_\_

I am interested in entering the:

- September co-hort
- January co-hort

Total years of full-time work experience

- 1-2
- 2-3
- 4-5
- 5-7
- 7+

Are you interested in being considered for a partial scholarship?

- Yes
  - No
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## Languages

What is your native language?

\_\_\_\_\_

If not English, describe your proficiency in English?

	Excellent	Good	Elementary
Speaking .....	_____	_____	_____
Listening .....	_____	_____	_____
Writing .....	_____	_____	_____
Reading .....	_____	_____	_____

\_\_\_\_\_

Which other languages do you speak fluently?

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## Sponsorship Information

Who will sponsor your education?

- Employer
- Organization other than your employer
- Self
- Undetermined

Please provide name and contact information if your sponsor is anyone other than yourself.

\_\_\_\_\_

Sponsor employer or organization

\_\_\_\_\_

Contact Person

\_\_\_\_\_

Title

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone: country/city code

\_\_\_\_\_

Fax

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## How did you hear about us?

Please indicate your first point of contact with the Hult International School of Management:

MBA Fair (city and date) \_\_\_\_\_

Presentation/seminar at EF office (city) \_\_\_\_\_

Alumni (name of alumni) \_\_\_\_\_

Educational advisor (please specify name & country) Rtqur gew'Gf wecvkqp'Egpygt'Nko kqf

Directory/Guide book Barron's

Economist Intelligence Unit- Which MBA

Hobson's MBA Case Book

MBA Career Guide

Peterson's

Funding Agency (i.e., Colfuturo, Fulbright, Muskie, USAID, World Bank) (please specify): \_\_\_\_\_

Other Referral (please specify): \_\_\_\_\_

Corporate:

Employer name

Employee

Other \_\_\_\_\_

Internet:

Ad

Search engine

Business Week

Embark

GMAC

MBA Career Guide

Which MBA

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## Recommendation for Admission

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### To the Applicant

Last (Family) Name	First	Middle	Citizenship
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Under the United States Family Education Rights and Privacy Act of 1974, the Hult International Business School participants are entitled to have access to letters of recommendation retained in their permanent educational records. However, as an applicant for admission you may waive this right of access whereby letters of recommendation will be considered confidential and will not be available to you. If you wish to waive your right of access to this letter of recommendation, please indicate by signing your name below the following statement: I waive my right of access to the contents of this completed letter of recommendation and request that the School hold it in confidence from both myself and the public.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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### To the Recommender

The person whose name appears above has applied for admission to our Master of Business Administration Program. The purpose of this program is to provide an opportunity for participants to develop knowledge, abilities, attitudes, and understanding that will constitute a foundation for their growth into competent and responsible managers. Please assist the Admissions Committee in assessing the applicant's qualifications by completing the questions that follow. Feel free to write this letter in your native language or in English. This form, however, is provided for your convenience. We welcome your comments in whatever format you find suitable. Note: If the applicant has signed the statement of waiver above, the Hult International Business School will consider this letter confidential.

How long have you known the Applicant and in what connection?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you consider the Applicant's strengths and weaknesses?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In your opinion, how well thought out are the Applicant's plans for graduate study?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This program is very intensive and students often feel highly pressured. Do you think the Applicant will be successful under these conditions?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Rate the Applicant

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Please give us your appraisal of the applicant in terms of the qualities listed. Rate the Applicant in comparison with other graduate school applicants whom you have known.

	Outstanding top 5%	Superior top third	Average middle third	Poor bottom third	No information
Work experience related to general management .....	_____	_____	_____	_____	_____
Personal motivation .....	_____	_____	_____	_____	_____
Potential for growth .....	_____	_____	_____	_____	_____
Analytical ability .....	_____	_____	_____	_____	_____

Please comment on the Applicant as to relevant intellectual and administrative competence, ability to work with others, capacity in oral expression, imagination and probable creativity, and other personal qualities that you believe would be helpful to the Admissions Committee in considering this individual's application.

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Please provide your appraisal of the Applicant's ability to read, write, understand, and speak English.

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Your signature

Date

## Recommender's Data

Thank you for your cooperation in providing this information.

\_\_\_\_\_  
Your name (please print)

\_\_\_\_\_  
Position or Title

\_\_\_\_\_  
School or Firm

\_\_\_\_\_  
Address: Street/City/State/Country

**Please send this completed recommendation in the enclosed envelope to the Applicant. Alternatively, You may send the recommendation directly to:**



# Transcript Request

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To be filled out by the Applicant

Note to the Applicant: Please fill out the information requested below and give this form to the school registrar of the institutions you attended. The institution may send transcripts directly to the Hult International Business School or to you. (NOTE: The policy of some institutions prohibits the release of official transcripts directly to the applicant.) If you have attended more than one college or university, undergraduate or graduate, please photocopy this form as necessary.

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Name

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Current Address

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College/University

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Date of enrollment:      From month/year      To month/year      Degree and date received (month/year)

## To: Registrar

I hereby request that my transcript be sent

- To me for submission to the Hult International Business School  
 Directly to the:

Director of Admissions  
Hult International Business School  
1 Education Street  
Cambridge, Massachusetts 02141 USA

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Applicant's signature

Date

Note to the Registrar: Please provide the information requested below and attach the applicant's transcript to the back of this form.

- Transcript sent directly to the Applicant  
 Transcript sent directly to the Director of Admissions

Check as appropriate:

- Applicant is currently enrolled  
 Degree conferred: \_\_\_\_\_

Other information:

\_\_\_\_\_ out of \_\_\_\_\_  
Applicant's cumulative grade point average

If this is not on a 4.0 scale, please attach an explanation of the grading system.

\_\_\_\_\_ out of \_\_\_\_\_  
Applicant's class rank

Please check if rank is not available.

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If institution is located outside of the United States, please indicate language of instruction.

## Personal Statement

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To be filled out by the Applicant

### Required signature:

I attest that the information I have provided to the Hult International Business School is true, and hereby apply for admission to the School. Enclosed is a (nonrefundable) check for US \$75.00 (or foreign currency equivalent) to cover the application fee. I agree to abide by the rules and regulations of the school and to meet all financial obligations.

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Signature

Date

### Personal Statement:

All candidates are required to complete a personal statement as part of the application process. This essay is an important factor in the Admission Committee's decision. As a guideline, we suggest a personal statement of two to three pages in length. When you complete your statement, please staple it to this signed sheet.

Please describe your short-term (within five years) and long-term professional goals. How will your current professional experience contribute to these plans? What skill set will you need to achieve these goals? How will the Hult International School of Management help you attain these goals?