



# AMERICAN CITY UNIVERSITY

## *Application for Admission*

Please submit this form together with all relevant academic transcripts / certificates, and resume

*Please complete in BLOCK LETTERS or TYPE*

### **PART I**      **PERSONAL DETAILS**

Mr. \_\_\_ Ms. \_\_\_ Mrs. \_\_\_ Dr. \_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Identification # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (m/d/y) Age \_\_\_\_\_  
Telephone: Business (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State / Province \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
Country of Citizenship \_\_\_\_\_ Marital Status \_\_\_\_\_  
Ethnic Affiliation (Optional):    \_\_\_ White / Non-Hispanic    \_\_\_ Black / Non-Hispanic    \_\_\_ American Indian  
   \_\_\_ Asian / Pacific Islander    \_\_\_ Hispanic    \_\_\_ Other  
Present Employer \_\_\_\_\_ Position \_\_\_\_\_  
Years of Work Experience \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Business Address \_\_\_\_\_  
City \_\_\_\_\_ State / Province \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

### **PART II**      **DEGREE PROGRAM APPLYING**

- Bachelor of Business Administration  
 Master of Business Administration: Concentration: \_\_\_\_\_  
 Doctoral of Business Administration

**INDICATE STATUS:**

- First-Time Degree  
 Certificate-Seeking Student  
 Transfer Student  
 Returning Student

**PART III****EDUCATION BACKGROUND**

*Please print full details of your previous education and attach copies of relevant certificates*

College / University Name	Qualifications / Degree Earned	Concentration	Date Graduated or Expected Date of Award

**OTHER PROFESSIONAL QUALIFICATIONS / CERTIFICATIONS / TRAINING PROGRAMS**

Name of Awarding Institution / Body	Qualifications / Certifications Obtained	How to Obtained (e.g. by exemption or by examination)	Date of Award

**PART IV****WORK EXPERIENCE**

*Please print your experience in chronological order*

Name of Employer	Position Held	Date	
		From	To

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**PART V****STATISTICAL INFORMATION**

Through which source did you learn of American City University?

- Internet Search *(please specify name of search engine, such as google, msn, or other)* \_\_\_\_\_
- Website Ad or Link
- Ad in Publication, Radio, TV or Billboard *(please specify the source)* \_\_\_\_\_
- Conference or Tradeshow
- Catalogue, Flyer or Poster
- E-mail or Direct Mail
- Referral from Friend or Co-worker
- Other \_\_\_\_\_

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**PART VI****EXPRESSION OF INTEREST**

What is your motivation for seeking admission into this program? Any other information that you wish to be taken into account in support of your application? (use a separate sheet if necessary)

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**PART VII****APPLICATION SUBMISSION**

I certify that to the best of my knowledge the information provided in this application is accurate and complete. I understand that if this information or any other information upon which my admissions is based is found to be inaccurate or incomplete, the school may rescind my degree. If I am approved for admission and decide to enroll at American City University, I agree to abide by the rules and regulations of the University. I acknowledge that all official transcripts that I submit to the school will become the property of the University and will not be forwarded to another institution or returned to me.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# Mail Order Form

TEL: (852) 3111 7111      FAX: (852) 3188 5035

OUR REF NO: \_\_\_\_\_  
 APPLICATION DATE: \_\_\_\_\_ TEL NO: \_\_\_\_\_  
 CANDIDATE NAME: \_\_\_\_\_ FAX NO: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ MOBILE NO: \_\_\_\_\_  
 \_\_\_\_\_ EMAIL: \_\_\_\_\_

■ **PROGRAM APPLIED**

PROGRAM APPLIED	PAYMENT DESCRIPTION	AMOUNT (HKD)
American City University <input type="checkbox"/> DBA / <input type="checkbox"/> MBA	Application Fee Processing Fee	HKD 700.00 HKD5,000.00
<b>Total Fees</b>		<b>HKD5,700.00</b>

■ **PAYMENT INFORMATION**

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Credit Card No. _____ Expiry Date: ____ / ____ Month      Year Security Code (last 3 digits at the back of the card) _____ Cardholder Name: _____	<b>For Internal Use Only:</b> Approval Code: _____ Date: ____ / ____ / ____ Date      Month      Year
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■ **REFUND POLICIES**

1. Application fee is non-refundable under any conditions
2. Processing fee is refundable ONLY when the application is declined by the University. Processing fee is NOT refundable if applicants voluntarily withdraw from the application process by not submitting transcripts or work proof documents stated on the application form, or any other reasons. For accepted candidates, the sum is not refundable.
3. Program tuition is calculated and paid on instalment basis. Students who have enrolled in the program are registered for the whole program, not individual courses. Tuition instalments are non-refundable and failure for any instalment payment means voluntarily withdrawal from the program.

**Authorised Client Signature**  
 (same as your credit card's signature): ..... **Date:** .....

***Please fax the completed form to (852) 3188-5035***

**For questions, please call (852) 3111-7111**

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**PART VIII****APPLICATION CHECKLIST**

The application package must contain the following items:

1. A completed application form
2. Copy of personal identification
3. Relevant academic transcripts or certificates
4. Proof of work experience and/or resume
5. One passport-sized photo
6. An application and processing fee of HKD5,700 by crossed check or money order payable to "International Management Association". The application fee of HKD700 is non refundable under any condition, and the processing fee of HKD5,000 is refundable ONLY when the application is not accepted by the University.

The completed application package should be returned to:

**American City University HK Office  
International Management Association  
Unit 505, 5/F, Tower 1, South Seas Center  
75 Mody Road, Tsimshatsui East, Kowloon, HONG KONG**

**Tel: (852) 3111 7111**

**Fax: (852)3188 5035**

**information@ima.hk**