



CONFIDENTIAL

Reference Number:

Student Photo (2 Copies) Full name printed on back, & certified

Application form for Admission to:



Doctor of Business Administration (DBA)

You must fill in the form digitally. We do not accept handwritten applications.

CLOSING DATE

1. CHECKLIST Before submitting this application, please ensure that you have enclosed all the following items

Table with 2 columns: Item description and status. Items include: Certified copies of any degrees, diplomas, certificates or official transcripts; Certified copies of TOEFL Test Report Form where applicable; Two passport sized photos; Area of Research Interest Outline (1000 words); A detailed curriculum vitae (CV); Application fee in the amount of CHF 150.-

The completed application package should be returned to: SBS Swiss Business School, Balz-Zimmermannstrasse 34 - 38, Building C, CH-8302 Kloten - Zurich, Switzerland

2. PERSONAL DETAILS (please tick where applicable)

Form for personal details including Title, Family Name, Given Names, and a question about family name placement on documents.

Gender	Male	Female
Date of Birth	____/____/____ Date Month Year	
Country of Birth		
Citizenship		
Mailing Address	(Home)	
	(Business)	
Telephone Numbers	(Home)	
	(Business)	(Mobile)
Fax Number	(Home)	
	(Business)	
Email Address	(Business)	
	(Other, if applicable)	
Please send all correspondence to	Home	Business

3. ENGLISH LANGUAGE PROFICIENCY *(please tick where applicable)*

TOEFL Test Report Form must be attached to application where applicable

Is English your first language? (tick one)	Yes	No
TOEFL overall score (academic) _____ TOEFL sub-score (written) _____ Examination Date: _____		

4. EDUCATION DETAILS *(please tick where applicable)*

List all tertiary, secondary or professional courses attempted, and attach Official Certified Transcripts

Name of Institution	Country of Institution (ie. Hong Kong)	Name of Qualification	Language of instruction	Completed (Yes/No)	Transcript attached (Yes/No)
				/	/
				/	/
				/	/
				/	/
Have you ever been precluded from further study at this University or any other tertiary institution?					/
If Yes, please give details _____					

5. EMPLOYMENT & WORK EXPERIENCE *(please tick where applicable)*

Details of relevant employment or work experience

Current Employer	Current Position	Dates From To		Full / Part Time (Check one)
				/
Brief Description of duties and responsibilities:				
				/
				/

6. STATISTICAL INFORMATION *(please tick where applicable)*

(This section is a requirement of the SBS enrolment process and must be completed)

Do you have Permanent Resident status for Switzerland?

- Yes
 No

Do you speak a language other than English at your permanent home residence?

- No, English only
 Yes (tick box below)
 German French Russian Italian Serbian Polish Other

If you answered 'Other', please provide non-English language that is spoken most often: _____

Do you have a disability, impairment or long-term medical condition, which may affect your studies?

- Yes (tick box below) No
 Hearing Learning Mobility Vision Medical Other

If you have ticked 'Other' please provide details disability, impairment or long-term medical condition: _____

What education had you completed before your current program?

Your application cannot be processed unless all questions are answered.

POST-GRADUATE program of any type (Higher Doctorate, Ph.D., Master's Preliminary or Qualifying, PG Certificate, etc)

- (1) Never Commenced
(2) Commenced but not all requirements completed
(3) Completed all the requirements for the award

If you answered 2 or 3, please provide: Start Year _____ End Year _____

Office
Use
Only
Line 1

BACHELOR'S DEGREE

- (1) Never Commenced
(2) Commenced but not all requirements completed
(3) Completed all the requirements for the award

If you answered 2 or 3, please provide: Start Year _____ End Year _____

Line 2

FINAL YEAR OF SECONDARY EDUCATION at a High School, Technical High School, Secondary School or College:

- (1) Did not do final year
(2) Did final year

If you answered 2, please provide:

The year in which you completed the final year of secondary education _____

Line 7

OTHER QUALIFICATION or certificate of attainment or competence

- (1) Do not have

Line 8

(2) Do have

If you answered 2, please provide:

The year you completed the qualification or certification _____

7. MARKETING INFORMATION *(please tick where applicable)*

How did you learn about the program?

<input type="checkbox"/>	SBS academic staff member	<input type="checkbox"/>	Website/Internet
<input type="checkbox"/>	Exhibition / Information Seminar	<input type="checkbox"/>	Newspaper or magazine advertisement
<input type="checkbox"/>	Friend or relative studying at SBS Student Name: _____ Program: _____		
<input type="checkbox"/>	Brochure	<input type="checkbox"/>	Other:

8. DECLARATION *(please print clearly and tick where applicable)*

I hereby apply for admission into the Doctor of Business Administration program.

I understand that I must satisfactorily meet the admission requirements to be accepted for enrolment into the DBA program.

- I agree to meet my financial obligations to SBS Swiss Business School in full and by the due date provided to me by invoice and understand that I will not be permitted to enrol or graduate if I fail to do so.
I understand that if I fail to withdraw from a course by the relevant advised withdrawal dates I will incur the full fees for that course.
I understand that if I fail a course and are required to re-enrol in order to meet the requirements of the award, I will incur fees for that course re-enrolment.
I understand that if I exceed the minimum candidature period prescribed by SBS, I will incur candidature extension fees, subject to my making satisfactory progress during the course of my candidature, and commitment to progress milestones.
I understand that policy, procedures, and financial obligations may be amended at the discretion of the University.
- I am responsible for ensuring that the courses I am enrolled in meet the requirements of the program.
- SBS's preferred method of communication with students is by email and I will be responsible for checking my student email account on a regular basis, as well as any other accounts provided with this application form. I will be responsible for advising of any revisions to my email address.
- I am responsible for familiarising myself with and abiding by all SBS student policies.
- I am responsible for familiarising myself with and abiding by all SBS student policies, and administrative procedures.
- I consent to the release of personal and academic information by SBS in accordance with the Confidentiality of Students' Personal Information policy.

Signature: _____ Date: _____

9. AREA OF RESEARCH INTEREST OUTLINE

Please submit a typed outline of approximately 1000 words which provides information on your area of research interest. The format is outlined below. Please attach your typed outline to this application.

The purpose of this request is to establish the extent to which your research interests fit within the business and management research concentrations of SBS Swiss Business School. We also wish to judge your ability to communicate your understanding of an initial research topic in a logical and coherent way.

SECTION 1

Family Name

Given Names

SECTION 2

What is the area of your research interest? For example, Cross-Cultural Mgt, People Mgt, Mgt Accounting, Strategic Mgt.

SECTION 3

Your 1000 word outline should address the following questions.

- What is the research area or topic?
- What are you interested in finding out (or what you want to discover)?
- What is the significance of the research and how do you believe it will contribute to the knowledge of the area?

OFFICE USE ONLY *(please tick where applicable)*

Date of application		Program		Doctoral Foundation		Doctor of Business Admin
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Candidate Name

Admission Criteria

Education Criteria

<input type="checkbox"/>	An MBA degree, or equivalent, from an approved University or equivalent
<input type="checkbox"/>	A Masters degree, from an approved University or equivalent
<input type="checkbox"/>	An appropriate honours or bachelor degree with honours of at least 2A standard from an approved University or equivalent higher education institution

Experience Criteria

Ref:

Substantial (no less than five years) experience at executive/management level

Substantial (no less than five years) experience in a teaching /research position within an approved university or equivalent higher education institution

English Language Criteria

Evidence of having completed their previous masters or honours degree in English

Evidence of having achieved an acceptable TOEFL overall test score

Research Criteria

Acceptable 1000 word research interest outline

Assessor 1

Recommend

Provide any comments

Request more information

Provide specific details

Reject

Provide detailed reason

Assessor 2

Recommend

Provide any comments

Request more information

Provide specific details

Reject

Provide detailed reason

Rejected

Accepted

Accepted, conditional on: