

Getting your application right

1. Read this section carefully before you start
2. Fill in all relevant sections of the form. Please write in CAPITALS using BLACK INK.
3. Don't forget to give us your photo in electronic format.
4. Email your completed form and supporting documents to admissions@york.citycollege.eu or upload them using the on-line application form on our website. Remember that you may be required to submit hard copies of your documents.

Remember:

- If you need extra copies of the paper form, you can download them from our website.
Note: General Data Protection Regulation (GDPR) - The information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

Filling in the form

General Instructions

You may find here instructions on how to fill in the various sections of the application form. Not all sections have specific instructions, as most of them are self-explanatory. Please find below the ones that need your attention.

A. Personal details

Please give your name as it appears on your passport or ID Card. If your forename and family name are not clear, your application could be delayed.

B. Contact details

The College will address all correspondence through the address provided in Section B. It is essential that the College is notified of any change of address/email at the earliest opportunity.

C. Programme of study details

Please indicate the mode of attendance by which you wish to study (e.g. executive mode, executive mode blended).

D. Funding details

In order to be informed about tuition fees, you may contact the College directly.

E. Previous education

Our minimum entry requirements are listed in our prospectus and on our website. If you are not sure your qualifications are suitable, contact the Admissions Office before you apply. Applicants are strongly encouraged to supply additional information to support their application. Please use this section to include this information, and continue on a separate sheet if necessary.

F. English language details

We use the information you give us to decide whether or not you meet the English language requirements for your chosen course. A list of the English language qualifications and the minimum grades we accept can be found on our website. If you don't have one of the qualifications listed, we may offer you a place on the condition that you submit an acceptable language certificate before the commencement of the course.

All applicants should attach copies of the results of any English language examinations undertaken (please check our admissions requirements). Please include results of any examinations undertaken during any ongoing studies (e.g. year 1 or year 2 results of a current degree course). Please use the CITY College, University of York Europe Campus reference code for the TOEFL test (CITY College TOEFL test code is 7234). All copies of English language qualifications should be certified.

K. Checklist

It's important that you send your supporting documents with your completed form. We may not be able to process your application without them. If for any reason you can't send your documents with your form, use the checklist in section K to let us know when we can expect to receive them. It's especially important to send copies of transcripts and certificates of your qualifications as soon as possible.

You can scan your documents and send them by e-mail to: admissions@york.citycollege.eu

Make sure you put your full name and the course you're applying for at the top of the e-mail. Remember, if you are offered a place, you may be required to bring the original documents with you when you register.

Reference Form for Postgraduate Study

You can ask your referee to provide a signed and sealed reference (on headed paper from their academic institutions-for MBA applicants) or you can ask them to complete the PG Reference Form, available at the end of this document.

Your referee can then either send the reference to you to attach to your application, or they can send it directly to us.

Supporting statement

In case you need more space, please attach a separate sheet providing information on the reasons for selecting the course you wish to study.

Deadlines

Most postgraduate courses have no deadline for applications, unless you're applying for a specific scholarship. However, entry to all courses is competitive. To increase your chance of an offer, you should apply as early as possible. Applying early gives you more chances to be accepted.

What happens after we receive your application?

1. CITY College, University of York Europe Campus administers the admission process for the dual degree Executive MBA. As soon as we get your application, it is processed and assessed by the Admissions Office and the relevant academic department of CITY College, University of York Europe Campus and the Faculty of Economics and Management of the University of Strasbourg.
2. When the assessment is complete and a recommendation is made, we notify you through email.

How long does it take?

The Admissions Office will try to send you a decision as quickly as possible. The process usually takes up to two weeks. Remember, if you send/email supporting documents separately, this can delay the decision

What can I do to speed things up?

1. Applicants are required to send all documents (application form, supporting documents etc.) through email or upload them using the on-line application form on our website. You may be required to submit hard copies of the above documents and this may be done via airmail or courier or submit them to our representative office in your country.
2. If your postal or email address changes, please let us know straight away. Contact us at the address below.

Admissions contact details

CITY College, University of York Europe Campus

Admissions Office

24, Proxenou Koromila st.

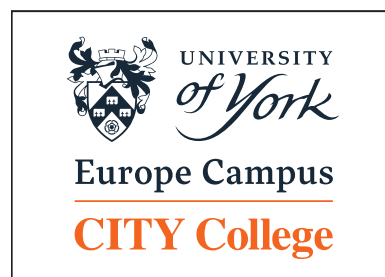
546 22, Thessaloniki

Greece

Email: admissions@york.citycollege.eu

www.york.citycollege.eu

For Admissions Office use:
 Registration no: _____
 Registration status: _____
MBA



MBA Application Form

Affix a current photograph and provide three more

Use this application form to apply for an MBA Course. All sections should be filled in by all applicants.

Section A: Personal details

It is important that you provide these details as they are shown on your ID card / passport.

1. Surname / Family name: _____
2. Forename(s): _____
3. Title: Mr Ms Miss Mrs Dr
4. Father's name: _____
 Mother's name: _____
5. Date of birth: ____/____/____ Place of birth: _____
6. Gender: Male Female
7. Nationality: _____
8. ID card No (for Greek applicants):
 Date of Issue: ____/____/____ Issued by: _____
 Passport No (for non - Greek applicants):
 Date of Issue: ____/____/____ Valid until: ____/____/____ Issued by: _____

Section B: Contact details

Unless dates are specified, CITY College will use this correspondence address for all correspondence.

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>9. Permanent (home) address:</p> <p>_____</p> <p>_____</p> <p>Post Code: _____</p> <p>Tel. No.: _____</p> <p>Mobile phone no. _____</p> <p>Email: _____</p> <p>Dates when contactable at this address: _____</p> <p>From ____/____/____ to ____/____/____</p> | <p>10. Correspondence address (if different):</p> <p>_____</p> <p>_____</p> <p>Post Code: _____</p> <p>Tel. No.: _____</p> <p>Mobile phone no. _____</p> <p>Email: _____</p> <p>Dates when contactable at this address: _____</p> <p>From ____/____/____ to ____/____/____</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Please notify CITY College of any change of address as soon as possible, to ensure that any correspondence reaches you.

Section C: Programme of study details - MBA

11. Title of the course: _____
12. Department in which you wish to study: _____
13. How do you wish to study? _____
Executive Mode (face-to-face delivery)
Executive Mode Blended (synchronous online delivery plus study trips) Location of studies: _____
14. In which month and year do you wish to start your studies? (MM/YYYY) _____
Please note that MBA Programmes start in Autumn every year. For details check the academic calendar on our website.

Section D: Funding details

Please indicate how you intend to finance your studies.

15. Self-funded Scholarship Company Other (please specify) _____

Unless explicitly requested by the candidate, all parties annotated above are by default authorised to be informed about the candidate's academic record and performance.

16. Is this funding definite or proposed? Definite Proposed

Section E: Previous education details

17. Please provide details, including results of all higher education or professional qualifications you have already received, or will be receiving (starting with the most recent) and attach copies of transcripts or certificates where possible. Include results of any examinations taken as part of any current studies (eg. year 1 or year 2 result of an ongoing degree course)

From: ____ / ____ / ____ To: ____ / ____ / ____ University / College / Institution: _____
Award type: (eg. BA, BSc, MA etc.): _____ Subject: _____
_____ Duration of course: _____
Class / score / grade / GPA: _____ Date of award: ____ / ____ / ____

From: ____ / ____ / ____ To: ____ / ____ / ____ University / College / Institution: _____
Award type: (eg. BA, BSc, MA etc.): _____ Subject: _____
_____ Duration of course: _____
Class / score / grade / GPA: _____ Date of award: ____ / ____ / ____

From: ____ / ____ / ____ To: ____ / ____ / ____ University / College / Institution: _____
Award type: (eg. BA, BSc, MA etc.): _____ Subject: _____
_____ Duration of course: _____
Class / score / grade / GPA: _____ Date of award: ____ / ____ / ____

From: ____ / ____ / ____ To: ____ / ____ / ____ University / College / Institution: _____
Award type: (eg. BA, BSc, MA etc.): _____ Subject: _____
_____ Duration of course: _____
Class / score / grade / GPA: _____ Date of award: ____ / ____ / ____

Section F: English language details

This information will be used to determine whether you already meet our minimum English language requirements or whether you will need to take an additional English language test.

18. Is English your first language? Yes No

19. Was your previous education undertaken in English? Yes No

20. If No, please state the language in which you were educated: _____

21. Please state your native language: _____

Please list and attach certificates/transcripts of any English language qualifications you possess:

Qualification	Awarding body	Overall grade/score	Date of Award
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Section G: Employment details

22. Please provide details of employment:

From: ____ / ____ / ____ To: ____ / ____ / ____ Position held: _____

Name and address of employer: _____

Key Responsibilities: _____

Please provide details of employment:

From: ____ / ____ / ____ To: ____ / ____ / ____ Position held: _____

Name and address of employer: _____

Key Responsibilities: _____

Please provide details of employment:

From: ____ / ____ / ____ To: ____ / ____ / ____ Position held: _____

Name and address of employer: _____

Key Responsibilities: _____

Section H: Referee details

23. MBA applicants should supply one reference. Please provide the name and address of your referee below. Please enclose your reference with this application form where possible, or ensure that it is supplied to us at the earliest opportunity. We may not be able to deal with your application until we receive it.

24. Referee

Name: _____

Title: Prof. Dr Mr Ms Mrs Miss

Address: _____

Tel. No.: _____

Email: _____

Length of time known: _____

Capacity known to you: _____

Section K: Checklist

28. Please indicate which of the following items you have sent with your application or plan to send.

Certified Copy of the University Degree	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Certified Translation of the University Degree	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Certified Copy of the Transcript	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Certified Translation of the Transcript	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Supporting Statement	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
(if not included in the Application Form)			
English Language Test Scores OR Certificate	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Recommendation Letter	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Curriculum Vitae	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Copy of passport or ID	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Photograph	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
Registration Fee Payment Slip	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ___ / ___ / ___

Section L: Declaration

29. All decisions by the CITY College, University of York Europe Campus and the Faculty of Economics and Management of the University of Strasbourg are made in good faith on the basis of the information you provide in your application form. If we discover that you have made a false statement or have failed to provide significant and relevant information, we are entitled to withdraw or amend the offer, according to the circumstances. You may even be required to withdraw from the course if you have already started it. In accordance with General Data Protection Regulation (GDPR), the information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

I confirm to the best of my knowledge that the information I have provided in this application is complete and accurate. I understand that any offer of admission as an MBA student that I may receive will be based upon the information given in this form, and that if I am found to have given false information, the offer may be withdrawn.

I understand that the information supplied on this form will be retained by CITY College, University of York Europe Campus and the Faculty of Economics and Management of the University of Strasbourg and will be used for the purpose of processing my application and collecting feedback on the admissions process. In addition, application data may be used for research purposes to better understand general recruitment and admissions administration including the analysis of applicant numbers and trends to improve the student experience and for strategic planning purposes.

Data will not be used in a way that identifies any individual and will be managed in accordance with the General Data Protection Regulation (GDPR). In the event that my application is successful, I understand that the information will form part of my student record. If admitted to the programme, I agree to abide by the Regulations of the institutions.

I authorise the college to use photographs taken from social or other college activities, in which I might appear, for promotional purposes Yes No

Signed: _____

Date: ___ / ___ / ___

Please return the completed form to:

CITY College, University of York Europe Campus

Admissions Office

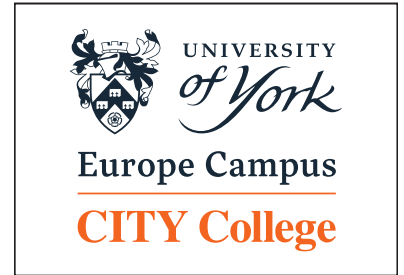
24, Proxenou Koromila st.

546 22, Thessaloniki

Greece

Email: admissions@york.citycollege.eu

www.york.citycollege.eu



Reference Form for MBA Study

Please photocopy this form as necessary.

Section 1 of this form should be completed by the applicant. The form should then be passed to the referee who is asked to complete the remainder of the form and return it.

Section 1: To be completed by the applicant

It is important that you provide these details as they are shown on your ID card or passport.

- 1. Surname / Family name: _____
- 2. Title: Mr Ms Miss Mrs Dr
- 3. Forename(s): _____
- 4. Date of birth: ____/____/____
- 5. Gender: Male Female
- 6. Place of birth: _____
- 7. Nationality: _____
- 8. Department in which you wish to study: _____
- 9. Proposed programme of study: _____

Section 2: To be completed by the referee

The above-named candidate is applying for graduate study at the CITY College, University of York Europe Campus and has named you as a referee. We would be grateful if you could provide us with a reference on the academic and general suitability of the applicant to undertake a programme of postgraduate study, either by completing the form overleaf or by submitting a letter of reference. If you choose to submit a letter, please use letter headed paper and attach it to this form.

Please complete this form as soon as possible, and return it in a sealed envelope, endorsed with your signature over the seal, either to the applicant for return with the application form by mail or, to the return address given in Section 1 above.

Thank you for your assistance.

Name: _____ Tel. No: _____

Title: Prof Dr Mr Ms Mrs Miss Email: _____

Other Relationship to applicant: _____ Length of time known: _____



**APPLICATION FOR STUDY
(Undergraduate or Postgraduate)**

Full Name: _____

Course Applied For: _____

ID Card / Passport Number: _____

Equal Opportunities Monitoring Form

CITY College, University of York Europe Campus values the diversity of its members and is committed to the creation of a positive environment which is fair, welcoming and inclusive and where everyone is treated with dignity and respect. We welcome applicants with varied experiences and different backgrounds, and are committed to ensure that no student with potential is deterred from applying.

CITY College, University of York Europe Campus is committed to a policy of equal opportunities. To enable CITY College to monitor the effectiveness of this policy, applicants are asked to complete a series of Equal Opportunities Monitoring questions. Information provided is used solely for the purpose of monitoring application and admission rates and forms no part of the selection procedure (i.e. this information is not forwarded to assessors).

Educational institutions have a duty under the Equality Act (2010) to advance equality of opportunity between people from different groups. Diversity awareness training is offered to all staff.

All information will be handled in the strictest confidence and in accordance with the General Data Protection Regulation (GDPR).

Ethnic Origin

Please tick the box which you feel best describes your ethnic origin.

Ethnicity					
10	White - British		39	Other Asian background	
14	Irish Traveller		41	Mixed - White and Black Caribbean	
21	Black or Black British - Caribbean		42	Mixed - White and Black African	
22	Black or Black British - African		43	Mixed - White and Asian	
29	Other Black background		49	Other Mixed Background	
31	Asian or Asian British - Indian		80	Other Ethnic Background	
32	Asian or Asian British - Pakistani		90	Not Known	
33	Asian or Asian British - Bangladeshi		98	Information Refused	
34	Chinese				



**APPLICATION FOR STUDY
(Undergraduate or Postgraduate)**

Applicants with additional support needs

CITY College, University of York Europe Campus has an explicit policy of providing support for students with disabilities or long term health conditions and believes that these students should have access to the full range of academic, cultural and social activities the CITY College offers. Disability awareness training is offered to all staff. Therefore, the College will take all reasonable steps to meet both the general need for access and the specific needs of individuals with additional support needs.

Students with disabilities or long term health conditions, as all other students, are accepted by CITY College on the basis of academic attainment and potential to benefit from the programme to which they have applied.

Applicants are encouraged to declare their disability when they apply but this is not taken into account by the staff assessing their application. If an offer is progressed information relating to a candidate’s disability or long term health condition will subsequently be shared with assessors to allow them to engage in further discussion with the applicant and identify appropriate adjustments where applicable. Applicants who choose not to disclose their disability or long term health condition at the point of application will be provided with other opportunities to provide such information later in the process. Any disability disclosure will be dealt with confidentiality and sensitively.

Certain disabilities may preclude entry to certain programmes. Where the adjustments needed to provide the required support are not considered reasonable, CITY College will undertake to support the applicant in considering an alternative programme where appropriate.

If you have a disability, additional needs (including dyslexia or another specific learning difficulty) or a medical condition, please select the most appropriate option from the list. If you do not have a disability, additional needs, or a medical condition, please select 'No disability'.

All information will be handled in the strictest confidence and in accordance with the General Data Protection Regulation (GDPR).

Do you have a disability? Please indicate which applies to you.

Disability					
A	No known disability		G1	Dyspraxia	
B	Asperger's syndrome / other autistic spectrum		H	Wheelchair user / mobility difficulties	
C	Blind / visual impairment		I	Other disability	
D	Deaf / hearing impairment		I1	Personal Care Support	
E	A long standing illness or medical condition		J	Multiple disabilities	
F	A mental health condition				
G	Learning difficulty such as dyslexia, AD(H)D				