Surrey MBA Application Checklist

SURREY
BUSINESS
SCHOOL
UNIVERSITY OF SURRE

Below is a checklist of the requirements for completing the Surrey MBA application form. Failure to provide this information may slow or prevent processing of your application. If you are unable to provide us with any marked in bold, please contact admissions@surrey.ac.uk.

1. Certificates and Transcripts

- These are needed for academic and/or professional qualifications that may be used to assess your suitability for the programme.
- They must be clear colour copies with all information easily readable on a computer monitor
- Try to keep related images/copies in order and in one document (PDF or Word).

2. Curriculum Vitae

- Keep it focused and concise: 2 to 3 pages
- See the CV Writing Guideline for some essential tips

3. Personal Statement

- Your personal statement should be **no longer than 500 words**.
- Please ensure that you address the following questions briefly:
 - O Why do you want to study the Surrey MBA?
 - Tips: show that you understand the programme (modules/pathways/etc); how these align with your interests or career goals; what makes the Surrey MBA stand out for you.
 - O How will the Surrey MBA benefit you?
 - Tips: what skills or knowledge you want to gain; Link the MBA to your short- and long-term career goals; how the Surrey MBA will help you grow professionally and personally.
 - What can you bring to the Surrey MBA?
 - Tips: remember MBA is a two-way learning experience; highlight your teamwork skills, collaborative mindset, qualities such as leadership, curiosity, or adaptability, or unique skills and experiences.

4. Two References

- At least one employer reference must be from your current/most recent employer
- Will be directly requested on receipt of application (automated)

5. Evidence of English Language, if available

- Needed when English is not an applicant's first language
- Must be an accepted qualification by the University

6. Passport Copy

Overseas Applicants only

Any applicants assessed as meeting the entry criteria will be invited to an interview before a final decision is made.