

The below is a checklist of what will be required to complete the 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](mailto: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 and keep related images/copies in order and to one document (PDF or Word)

## 2. Curriculum Vitae (CV/Resume)

- CVs must include information specified in the CV Writing Guidelines
- Keep it focused – 2-3 pages maximum

## 3. Personal Statement

- No more than one page
- Please make sure to answer the below
  - *Why do you want to do the Surrey MBA?*
  - *How will the Surrey MBA benefit you?*
  - *What can you offer the Surrey MBA?*

## 4. Two References

- At least one employer reference o 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