



APPLICATION FORM



- **BBA (AAE)**
- **BBA (3 Years)**
- **MBA**
- **MSc-HCM**
- **DBA**



APPLICATION FOR ENROLMENT

PERSONAL DETAILS

PLEASE PRINT

Salutation* Mr / Mrs / Miss / Ms / Dr / Other

First name*

Family name*

Date of birth*

Gender*

 Male Female

Place of birth (town, country)*

Nationality*

Marital Status

I am applying for*

Major*

Preferred start date*

RESIDENCE ADDRESS

Address (Street, Number)*

Postal Code

City*

Country*

Phone 1*

Phone 2*

E-mail 1*

E-mail 2*

BUSINESS ADDRESS (if applicable)

Name of employer

Title or position

Department

Address (Street, Number)

Postal Code

City

Country

Phone

E-mail

Please mail all future correspondence to my*

APPLICATION FOR ENROLMENT

EDUCATION PATH

High School attended*

Diploma obtained*

City*

Country*

Year attended*

University attended*

City*

Country*

Major*

Degree obtained*

Is English your first language?* Yes No

What are your long-term career goals?*

EMPLOYMENT

Current employer*

Initial position*

Department*

Time period*

Current position*

Department*

full-time part-time

APPLICATION DOCUMENTS TO BE SUBMITTED

In order to complete your application, we kindly ask you to send in the following required documents:

1. Complete CV
2. Copies of Degrees
3. Official Transcripts
4. Work Experience Letter
5. Passport Picture
6. Copy of passport and UAE full residence permit.

APPLICATION FOR ENROLMENT

OTHER INFORMATION

How did you first learn about SBS Swiss Business School?*

APPLICATION FEE PAYMENT METHOD

Please specify your preferred payment method for the application fee:*

Credit Card Bank Transfer Cash

SBS RULES AND REGULATIONS

By submitting your application you agree to the rules and regulations of SBS Swiss Business School as follows:

I, _____, hereby apply for admission to the _____ program at SBS Swiss Business School. I understand and accept the conditions, rules and regulations of the School that govern the admission procedure. I certify that all the above information is correct to the best of my knowledge.

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

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, 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.

PRIVACY STATEMENT

Swiss Business School respects your privacy and strictly controls use of personal information. The information you provided on your enrolment will be used in administering the Swiss Business School program, which involves the use of external service providers. Where it is necessary to involve a third party service provider, SBS will ensure that a confidentiality agreement is in place to protect your personal details, and will only supply details which are necessary to provide the agreed service. Your enrolment will be an indication of your consent to utilize any necessary information to administer the program by SBS and these third party service providers. You may obtain details of your personal information held by SBS or our detailed privacy statement by contacting our office on +971 7 2433055.

DECLARATION

I declare that to the best of my knowledge the information I have supplied in this application for admission to the SBS program is correct and complete. I have read the relevant admission requirements, privacy statement and course structure information. I acknowledge that it is my responsibility to ensure that I seek advice on re-enrolment and variances to my re-enrolment that I may require. I agree to pay any fees and charges up front each study period for any units to enroll in. I acknowledge that while I am enrolled in an SBS program I am subject to the legislation, policies and procedures of that program.

Signature

Print Name

Date