

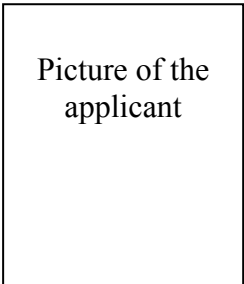
المعهد الفرنسي للدراسات الإدارية والتجارية
 المعهد الفرنسي للإدارة والتجارة

**FRENCH ARABIAN SCHOOL
 OF MANAGEMENT AND FINANCE**

**APPLICATION FORM
 Executive MBA**



**Chambre de commerce
 et d'industrie de Paris**



Picture of the
 applicant

Personal Information

Mr.

Ms.

Last Name: _____

First Name: _____

Nationality: _____

Date of birth: _____

Personal Address

Address: _____

Zip Code: _____

Province/City: _____

Phone: _____

Fax: _____

Mobile: _____

E-mail: _____

Professional Address

Company Name: _____

Address: _____

Zip Code: _____

Province/City: _____

Phone: _____

Fax: _____

E-Mail: _____

Education

Academic Background

Institution, country	Degree	Dates (from/to)	Field of study

Other Training

Programme's title	Institution	Length	Dates

Work Experience

Total professional experience (in years): _____

Company Name:

Sector of activity: _____

Size of firm or organization (turnover in BHD, and number of employees):

Country/Province of operation:

Title/Position:

Number of employees under your supervision: _____

Description of your organization:

Description of your activity:

Motivation / Expectations

Your main expectations from this programme:

Your professional plans for the next 3 years:

Previous Work Experience (start with the most recent position)

From _____ to _____

Company Name: _____

Sector of activity: _____

Size of firm or organization (turnover and number of employees): _____

Your title/position: _____

From _____ to _____

Company Name: _____

Sector of activity: _____

Size of firm or organization (turnover and number of employees): _____

Your title/position: _____

From _____ to _____

Company Name: _____

Sector of activity: _____

Size of firm or organization (turnover and number of employees): _____

Your title/position: _____

From _____ to _____

Company Name: _____

Sector of activity: _____

Size of firm or organization (turnover and number of employees): _____

Your title/position: _____

Person in charge of executive training / development within your company

Mr.

Ms.

Last Name: _____

First Name: _____

Job Title: _____

Phone: _____ Fax: _____

E-Mail: _____

Language Skills

Please indicate your mother tongue: _____

Language	Excellent	Good	Fair	Years of experience

English Language

(Tick the appropriate answer)

TOEFL (please provide score): _____

TOEIC (please provide score): _____

Other Test (please indicate type and score) : _____

Not applicable because: _____

Invoicing

The definitive invoicing form will be enclosed in the registration pack sent after admission.

Tuition for this 18-month programme is BHD 10,000 net of tax, **payable in several instalments**.

SPONSOR	TUITION FEES
To be paid by the company (tick)	
To be paid by a financing institution (tick)	
To be paid by the participant (tick)	
Total	BHD 10,000
Date and signature of the participant	Date, seal, and signature of the company representative*

* We remind you that your employer must be informed and approve your application to the French Arabian School of Management and Finance Executive MBA.

Date: _____

Signature of Applicant:

APPLICATION FORM SHALL BE ADDRESSED
WITH ALL COMPLEMENTARY DOCUMENTS

and administrative BHD 80 fee

to

info.fas@agu.edu.bh

Tel: (973) 17 239 455

Fax: (973) 17 239 457

Arabian Gulf University Campus

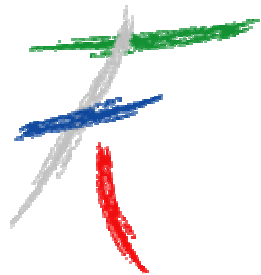
P.O. Box 26671

Manama

Kingdom of Bahrain

www.agu.edu.bh

French Arabian School of Management and Finance



المعهد العربي
للمنارة الإدارية والمالية
**FRENCH ARABIAN SCHOOL
OF MANAGEMENT AND FINANCE**

Admission Procedure

Candidates applying for the French Arabian School of Management and Finance Executive MBA shall submit the following documents in English:

- Completed application form:

The Admission Committee will not review incomplete applications until all supporting documentation has been provided.

Applications are processed in order of receipt, and should be submitted as early as possible. After the Admission Committee has reviewed the application package, the candidate is notified whether he/she is invited for an interview. The interview plays an important role in assessing the candidate's abilities (i.e. English proficiency, professional project, etc.). Interviews are organised on a rolling basis. The Admissions Jury, composed of the Director of the French Arabian School of Management and Finance, a professor of CCIP educational institutions, and a Business Executive representing companies in the Gulf Region, makes the final admission decision.

- Resume:

An updated version of your resume should be included with full details of your current position.

- Essays:

The 3 essay topics listed below must be written. Please use separate sheets of paper, and staple them together.

All documents shall be typed and written in English. Please indicate your first and last names at the bottom of each page, and answer with a minimum of 50 words for each question.

1 - Choose an achievement from your professional life, and describe why you see it as such.

2 - Please give three reasons why you feel you should be admitted to the French Arabian

School of Management and Finance Executive MBA Programme.

3 - What are your career objectives, and how do you expect the E-MBA to help you reach them?

- Two letters of recommendation (in sealed envelopes):

Your current manager or director should be asked to complete one of the recommendation letters. A former manager can complete the other.

- Certified copies of diplomas and transcripts:

A complete application form must include an official, certified transcript from each university or college you have attended, and a copy of all diplomas corresponding to the transcripts. If possible, the information should contain records showing courses, grades, class rank, and should include an explanation of the grade scales used. If your transcript is in a language other than English, please have it translated into English, and submit both the certified copy of your transcript, and a certified translation.

- English language test results:

If your native language is not English, you should demonstrate your proficiency in written and spoken English (to be tested at AGU). For your information, materials for the TOEFL or TOEIC tests can be obtained from:

www.toefl.org & www.toeic.org

- A non-refundable application fee of BHD 75:

An application fee of BHD 75 is required to cover processing of the application. All tuition and administration fees shall be paid by cheque under the beneficiary name of AGU. Please do not send cash. Tuition fees are payable in several instalments.

Please return the complete application package to:
French Arabian School of Management and Finance
Arabian Gulf University Campus,
Manama, Kingdom of Bahrain

IMPORTANT: Staple your business card here

Recommendation letter

To the recommender:

We would be grateful if you could provide us with an assessment of the applicant by completing this form. The assessment will be used solely for admission purposes. The candidate will not have access to the information provided.

Please return this form filled out in English to the candidate in an envelope (signed across the seal).

Your name:

Mr. Ms.

Last Name: _____ First Name: _____

Job Title: _____

Company name & address: _____

Phone: _____ Fax: _____

E-Mail: _____

Applicant's name: _____

Candidate for the French Arabian School of Management and Finance Executive MBA:

- How long have you known the candidate and in what connection?

- What do you consider to be the candidate's strengths and weaknesses? Please comment on the possible distinctions that the candidate would have in comparison with other individuals:

- Comment on the candidate's career progress to date and his/her career focus:

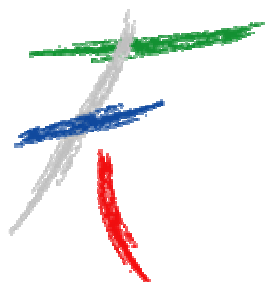
Please comment the candidate's abilities with regard to the criteria listed below

	Exceptional	Excellent/above average	Average	Below average	Unable to rate
Analytical skills					
Practical Orientation					
Creative innovative approach					
Oral communication skills					
Written communication skills					
Perseverance					
Organisational Ability					
Aptitude for team work					
Maturity					
Ability to operate in an international environment					
Leadership potential					

- Do you have any additional comments concerning this applicant that you believe to be relevant?

Date:

Signature:



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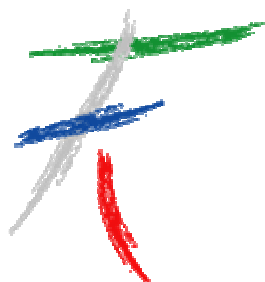
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Leadership potential					

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Date:

Signature:



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لدراسات الإدارة والاقتصاد
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