

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@yorkeuropecampus.eu or upload them using the on-line application form on our website. Remember that you may be required to submit the 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.

We request the names of the applicant's father and mother for administrative and regulatory purposes. This information may be used to ensure accurate identity matching, support official documentation and recognition procedures (such as graduation certificates or submissions to national authorities), and comply with relevant regulations in the applicant's or host country (e.g., for visa applications).

B. Contact details

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

C. Programme of study details - MBA

Please indicate the mode of attendance by which you wish to study.

D. Funding details

In order to be informed about tuition fees, you may contact the York Europe Campus directly.

E. Previous education details

Our minimum entry requirements are listed 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). Our reference code for the TOEFL test is 7234. All copies of English language qualifications should be certified and verifiable if appropriate.

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 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 email to: admissions@yorkeuropecampus.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 MBA 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 Reference Form for MBA Study, 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/MBA 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. As soon as we get your application, it is processed and assessed by the Admissions Office and the relevant academic department.
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 online application form on our website. You may be required to submit hard copies of the above documents, and this may be done via airmail, 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

University of York Europe Campus, CITY U.L.E.

www.yorkeuropecampus.eu

Thessaloniki Campus:

Admissions Office

24, Proxenou Koromila st.

546 22, Thessaloniki, Greece

Email: admissions@yorkeuropecampus.eu

Athens Campus:

3, Sofias Sliman st.

115 26 Athens, Greece

Email: athenscampus@yorkeuropecampus.eu



For Admissions Office use:

Registration no:

Registration status:

Université			
	de Strasbourg		

Affix a current photograph and provide three more

MBA Application Form

Use this application form to apply for a 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.

- Surname / Family name:** _____
- Forename(s):** _____
- Title: (Mr, Ms, Miss, Mrs, Mx)** _____
- Father's name:** _____
Mother's name: _____
- Date of birth:** _____
Place of birth: _____
- Gender: (Male, Female)** _____
- Marital Status: (Married, Single)** _____
- Nationality:** _____
- ID card No (for Greek applicants):** _____
Date of Issue: _____

Issued by:

Passport No (for non-Greek applicants):

Date of Issue:

Valid until:

Issued by:

10. Tuition fee payer/sponsor details:

Please complete this section with the details of the person or company responsible for paying the tuition fees.

This information is required under Greek tax legislation for issuing invoices and receipts.

a. If the payer/sponsor is an individual:

Full Name (Name & Surname):

Tax Identification Number (VAT Number):

Tax Office:

b. If the payer/sponsor is a company:

Company Name:

VAT Number:

Tax Office:

Section B: Contact details

Unless dates are specified, the Europe Campus will use this correspondence address for all correspondence.

11. Permanent (home) address:

Post Code:

Tel. No.

Mobile phone no.:

Email:

Dates when contactable at this address:

From:

To:

12. Correspondence address (if different):

Post Code:

Tel. No.

Mobile phone no.:

Email:

Dates when contactable at this address:

From:

To:

Please notify the Europe Campus of any change of address as soon as possible, to ensure that any correspondence reaches you.

13. Alternative Contact (Emergency Contact)

Please provide the details of an alternative person we can contact if we cannot reach you or in case of an emergency.

Full Name:

Relationship to Applicant (e.g., parent, sibling, friend):

Alternative Contact Number (with country code):

Alternative email address:

Section C: Programme of study details - MBA

14. Title of the course:

15. Department in which you wish to study:

16. How do you wish to study?

- Executive Mode (face-to-face delivery)
- Executive Mode Blended (synchronous online delivery plus study trips)

17. Location of studies:

Please note that all modes of attendance (full time, part time, online, etc.) may not be available for all courses.

18. In which month and year do you wish to start your studies? (MM/YYYY):

Please note that most MBA Programmes start in Autumn every year. For details, please check the academic calendar on our website.

Section D: Funding details

19. Please indicate how you intend to finance your studies.

- 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.

20. Is this funding definite or proposed?

- Definite
- Proposed

Section E: Previous education details

21. 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.

- 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.

22. Is English your first language?

- Yes
 No

23. Was your previous education undertaken in English?

- Yes
 No

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

25. 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:

Qualification:

Awarding body:

Overall grade/score:

Date of Award:

Please give details of Certificates to be acquired or for which you are awaiting results*:

The reference code for the TOEFL test is 7234

Qualification:

Awarding body:

Section G: Employment details (if applicable)

26. Please provide details of employment:

- From:

To:

Position held:

Name and address of employer:

Key Responsibilities:

- From:

To:

Position held:

Name and address of employer:

Key Responsibilities:

- From:

To:

Position held:

Name and address of employer:

Key Responsibilities:

Section H: Referee details

27. MBA applicants should supply two references. Please provide the name(s) and address(es) of your referee(s) below. Please enclose your references with this application form where possible, or ensure that they are supplied to us at the earliest opportunity. We may not be able to deal with your application until we receive them.

Name:

Name:

Title: Prof. Dr Mr Ms Mrs Miss

Title: Prof. Dr Mr Ms Mrs Miss

Address:

Address:

Tel.No:

Tel.No:

Email:

Email:

Length of time known:

Length of time known:

Capacity known to you:

Capacity known to you:

Section I: Marketing Information

28. It would be helpful if you could indicate where you heard about the University of York Europe Campus by ticking the appropriate box:

- Advertisement (please specify):
- Educational Fair (please specify):
- Internet search (please specify):
- Personal recommendation by friends/alumni /other (please specify):

I am a University of York Europe Campus alumnus/a

- Yes
- No
- Other (please specify):

29. It would be helpful if you could let us know which other Universities/ Colleges /Institutions you have applied to:

University / College /Institution:

Course title:

Section J: Supporting statement

30. Please write a statement in support of your application.

We will not be able to make a decision on your application without it.

Among the things you may wish to include are:

- Why are you applying for this course
- how your previous education and experience relate to this course of study
- how this course fits into your long-term academic or career plans

Section K: Checklist

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

Certified Copy of the University Degree	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):
Certified Translation of the University Degree	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):
Certified Copy of the Transcript	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):
Certified Translation of the Transcript	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):
Supporting Statement (if not included in the Application Form)	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):
English Language Test Scores OR Certificate	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):
Recommendation Letter 1	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):
Recommendation Letter 2	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):
Copy of passport or ID	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):
Photograph	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):
Registration Fee Payment Slip	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):
Any supporting document	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):
Any supporting document	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):
Any supporting document	<input type="checkbox"/>	Enclosed	<input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by (DD/MM):

Section L: Equal Opportunities Monitoring Form

University of York Europe Campus, CITY U.L.E. 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.

University of York Europe Campus is committed to a policy of equal opportunities. To enable the York Europe Campus 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).

32. 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				

33. Applicants with additional support needs

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 Europe Campus offers. Disability awareness training is offered to all staff. Therefore, the University 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 York Europe Campus 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 sensitivity.

Certain disabilities may preclude entry to certain programmes. Where the adjustments needed to provide the required support are not considered reasonable, Europe Campus 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				

Section M: Declaration

34. All decisions by the University of York Europe Campus, CITY U.L.E., 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 the University of York Europe Campus, CITY U.L.E. 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 University of York Europe Campus, CITY U.L.E. to use photographs taken from social or other university activities, in which I might appear, for communication promotional purposes

Yes

No

Signed: _____

Date (DD/MM/YY). _____

Please return the completed form to:

University of York Europe Campus, CITY U.L.E.

www.yorkeuropecampus.eu

Thessaloniki Campus:

Admissions Office

24, Proxenou Koromila st.

546 22, Thessaloniki, Greece

Email: admissions@yorkeuropecampus.eu

Athens Campus:

3, Sofias Sliman st.

115 26 Athens, Greece

Email: athenscampus@yorkeuropecampus.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:	
9. Department in which you wish to study:	
10. Proposed programme of study:	

Section 2: To be completed by the referee

The above-named candidate is applying for graduate study at the University of York Europe Campus, CITY U.L.E. 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 MBA study, either by completing the form overleaf or by submitting a letter of reference. If you choose to submit a letter, please use headed letter 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:

Relationship to applicant:

Length of time known:

The reference form should be sent by post or email to:

Thessaloniki Campus:

Admissions Office

24, Proxenou Koromila st.

546 22, Thessaloniki

Greece

Email: admissions@yorkeuropecampus.eu

Section 3: Additional Information

Please give your opinion on the applicant's ability and suitability to undertake MBA study in particular his/her previous academic achievements, particularly in comparison to those of his/her peers, as well as any distinct strengths and weaknesses (e.g. motivation, commitment, independence, ability to work under sustained pressure).

Where the applicant's first language is not English, please give your opinion on his/her standard of proficiency in written and oral English.

Please mark with an official stamp of your university, college or organisation. Additional copies of this form are available from www.yorkeuropecampus.eu, or you are welcome to photocopy it.