



Application Form

Please read the guidance notes on page three before completing the form. Then complete all sections of the form in full. Special attention should be paid to Section 9.

Please type or use black ink as the form will be photocopied.

Admissions Office use only

Faculty number: _____

Student number: _____

1 Personal details

Family name _____	Other names in full _____
Title (Mr, Miss, Mrs, Ms) _____ Sex (M or F) _____	Date of birth (dd/mm/yy) ____/____/____
Nationality _____	Marital Status _____
Permanent Country of Residence _____	Special needs? _____
Current address _____ _____ _____	Home address (if different) _____ _____ _____
Postcode/Zip _____ Country _____	Postcode/Zip _____ Country _____
Email (Mandatory) _____	Email (Mandatory) _____
Telephone _____	Telephone _____
Fax _____	Fax _____
Date after which no longer current (dd/mm/yy) ____/____/____	Date after which no longer current (dd/mm/yy) ____/____/____

Please notify us of any change to either address immediately

2 Proposed programme and year of study

Please note that applicants to distance and flexible learning programmes should apply ONLINE at www.icmacentre.ac.uk.

- | | |
|--|---|
| <input type="checkbox"/> MSc Capital Markets Regulation and Compliance | <input type="checkbox"/> MSc Financial Risk Management |
| <input type="checkbox"/> MSc Corporate Finance | <input type="checkbox"/> MSc International Securities, Investment and Banking |
| <input type="checkbox"/> MSc Finance and Real Estate | <input type="checkbox"/> MSc Investment Banking and Islamic Finance |
| <input type="checkbox"/> MSc Financial Engineering | <input type="checkbox"/> MSc Investment Management |
| <input type="checkbox"/> Doctoral Programme | |

What year do you plan to start attending the ICMA Centre? September 2_ _ _ _

3 Undergraduate and postgraduate qualifications - include your current course if not yet completed

From (mm/yy) e.g. 09/05	To (mm/yy) e.g. 06/08	Institution e.g. Reading University	Level e.g. BSc	Subject e.g. Economics	Grade (or expected)

4 Financial support for your period of study

Source _____ Amount _____

5 Language qualification(s) Please include certification

Is English your first language? Yes No

If 'No' IELTS or TOEFL taken/to be taken on _____ Score if taken _____

Proficiency in other languages (show level thus: **R** = Reasonable; **G** = Good; **E** = Excellent) _____

6 Professional/other qualifications

7 Graduate Management Admissions Test (GMAT) if taken

Date of test (dd/mm/yy) _____ Verbal score _____ Quantitative Score _____ Total _____

8 School leaving qualifications (e.g. 'A' level or equivalent)

Qualification	Subject	Institution	Date taken	Grade

9 Names and addresses of two academic referees

Name _____	Name _____
Address _____	Address _____
Postcode/Zip _____ Country _____	Postcode/Zip _____ Country _____
Telephone _____ Fax _____	Telephone _____ Fax _____
Email _____	Email _____

10 Additional statement in support of your application

Describe on a separate sheet (no more than 200 words) your motives for wishing to complete this programme and include how the programme will help you achieve your personal objectives.

11 Relevant employment and work experience if any (enclose curriculum vitae if desired)

Brief description of work and responsibility	Name of employer	Dates of employment

12 ICMA Scholarship (please review guidance note 12 for additional conditions)

Do you wish to be considered? Yes No

13 How did you hear about this programme (information for marketing purposes only)

- Website / search engine (please detail) _____
- ICMA Centre current / former student (please detail) _____
- Advertisement (publication) _____
- Friend / family (please detail) _____
- Professor / lecturer (name and university) _____
- Investment bank / employer (please detail) _____
- Careers office (where) _____
- Exhibition (please detail) _____

Guidance notes

These guidance notes are to be used as a generic guide to the ICMA Centre postgraduate programmes. Applicants to the distance and flexible learning versions of our MSc programmes should apply online via our website at www.icmacentre.ac.uk.

Note 1: filling in the application form

You should ensure that you complete all required information on the application form. Note you are required to send copies of relevant certificates or test scores with your application. Only include a CV or career resumé as extra information and after completing all sections of the application form.

Note 2: special needs/disability

If you have special needs or a disability, please tick the box on the application form, and give details in a covering letter. We need to know the nature of your needs if we are to provide you with the best possible support. The information you supply will not affect the academic judgements about your suitability for our programmes.

Note 3: university or college education

Please ensure you include an official transcript with your application. This should detail individual course units and grades obtained. If you are currently studying for a degree but have not yet received your final grade, a conditional offer may be made on the basis of a minimum required grade. Such a conditional offer will then be confirmed (or otherwise) when the applicant sends an official copy of the appropriate transcript and confirmation of the final degree result to the Admissions Office after successful completion of final examinations. If you have completed more than one degree, you are required to send a transcript for each one.

Note 4: financial support for your period of study

Please note that if you are offered a place on one of our degree programmes you will be required to sign a "responsibility of financial undertaking" form, whereby you will be asked to personally confirm your liability for the tuition fees and associated living costs for the programme. This will be sent to you by the Admissions Office once you have been offered a place.

Note 5: english language qualifications

Applicants whose first language is not English will normally be expected to take, or to have taken, the British Council International English Language Test (IELTS). An average score of 6.5, with no significant weakness in any component of the test, is essential. You should not delay sending in your application if you have not yet taken the IELTS test or received your result. In this event, please indicate on the checklist when you will be taking the test and expect to have the result. We also accept TOEFL 570 (IB 88).

Note 6: intended date of commencement

Normally, applications are for study to commence in the following September. However, we are always pleased to offer a place for commencement in the following year to any applicant who meets the entry requirements.

Note 7: professional/other qualifications

Success in professional examinations which have involved extensive study over a number of years may be a useful indicator of ability and interest in the area studied. Details of any professional qualifications (and photocopies of certificates) should be included with your application. Applications from candidates with professional qualifications other than a degree will be considered on their individual merits.

Note 8: Graduate Management Admissions Test

In our view, a good indicator of ability to succeed in the programmes is a high score in the quantitative section of the GMAT test and we recommend that applicants consider submitting a GMAT score, particularly if they have been out of education for more than a few years. We may ask you to submit a GMAT score before considering your application if we think it appropriate in your individual case. Pearson VUE will forward the result to us provided you enter the ICMA Centre code SH0-BR-04, on your application.

Please visit www.mba.com/mba/takethegmat for further information on GMAT.

Please note that the GMAT may be assigned as a condition attached to an offer.

Note 9: school leaving qualifications

Please enter your qualifications gained prior to university in this section.

Note 10: names and addresses of two academic referees

You are asked to include with your application two references from academics who have taught you. It is important that these are academic references since they provide evidence of your likely success in completing the course. You should ensure, in advance, that your proposed referees are currently available and are willing to provide a reference for you.

Request your referees to provide you with a standard letter of recommendation, with special reference to your level of numeracy and facility for postgraduate study. Ensure they seal the reference in an envelope and sign over the seal, then ask them to return the completed references to you. Ideally, therefore, you should include your two references with your application. If you are unable to do so, you should indicate this on the checklist and state when you expect to forward the references.

Consideration by the admissions committee of your application will be delayed if your referees do not promptly return references. Referees may send references direct to the ICMA Centre if this would expedite the progress of your application. Please indicate on your checklist if this is the case.

If you have been out of education for at least five years you may provide professional references in lieu of academic references.

Note 11: additional statement in support of your application

Academic achievements are important. However, you should also demonstrate your enthusiasm and motivation for your intended area of study and future career. Please write on a separate sheet, the answer to this question in no more than 200 words. This is an important aspect of the application process and therefore you should ensure that a full answer is given. Failure to answer this section could lessen your chances of an offer being made.

Note 12: ICMA Scholarship

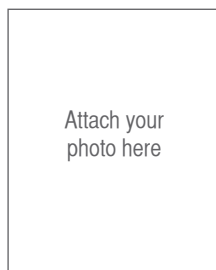
Scholarships from the International Capital Market Association (ICMA), Zurich, are available to candidates who achieved or expect to achieve excellent results at undergraduate level from a UK Institution or the equivalent international qualification.

You need to have a good GMAT score and should submit a statement (no more than 250 words) detailing why ICMA should make this contribution to your education and how it may benefit you and the international securities markets. These scholarships are awarded on a competitive basis and at the discretion of a panel of staff from the ICMA Centre. The results of the panel are final and no discussion will be entered into with the candidate. For further details please view the ICMA Centre website: www.icmacentre.ac.uk/msc_scholarships.

Note 13: Doctoral Programme

All applicants to the doctoral programme are required to submit a full research proposal of approximately 1,000 words. Please refer to the doctoral section of our website for a list of topics we are currently seeking to supervise. Your proposal should give some indication that you know how to structure a research proposal, you can identify the main contributions to the chosen area, you know how to critically analyse the existing literature, you can define goals, objectives and methodologies, and if you need data, you are aware of the sources where you can find it. If accepted, you will be assigned a supervisor with whom you will further define your research agenda.

Application checklist



Return this completed application form to:

Postgraduate Admissions Office
Henley Business School
University of Reading
PO Box 218
Reading RG6 6AA
United Kingdom

Enclosed (please tick boxes)

- Full transcript of all degree courses taken to date*
- Copy of degree certificate
- Copies of professional certificates
- GMAT score certificate (if taken)
- IELTS/TOEFL certificate
- Reference one*
- Reference two*
- Additional information statement*
- ICMA Scholarship statement
- Admissions administrative charge of £30*
(Please note that this is non-refundable and is only applicable to the MSc programmes)

Compulsory / indication of date to be provided

- Must be enclosed
- Or will send by ____ / ____ / ____ (dd/mm/yy)
- Must be enclosed if appropriate
- Or, will be sent direct by GMAT please tick (Centre code SH0-BR-04)
- Or will send by ____ / ____ / ____ (dd/mm/yy)
- Or will send by ____ / ____ / ____ (dd/mm/yy)
- Or will send by ____ / ____ / ____ (dd/mm/yy)
- Must be enclosed
- Must be enclosed if appropriate

Those items marked with an asterisk* are mandatory to make a decision on your application

- I wish to pay by credit/debit card. Please debit my **Visa / Mastercard / Access / Eurocard** to the amount of £30 (Please circle your card type).
- I enclose a sterling cheque payable to 'The University of Reading'

Cardholder name and initials as shown on card _____ Signature _____

Card number _____

Valid From ____ / ____ Expiry Date ____ / ____ Issue Number (Switch & Solo cards only) ____

Security number (last 3 digits on reverse of card) ____ _ _

To the best of my knowledge and belief, all the questions in this form have been correctly answered

Signature _____ Date _____

If you have any further questions regarding your application, please do not hesitate to contact the Admissions Officer.

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