

**2012 Online Application Instructions**

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## 2012 Online Application Instructions

This is a step by step guide to using our online application system.

Please ensure you are aware of the minimum entry requirements for your programme before applying.

### Step 1: Preliminary Question and Home Page

#### Which programme are you applying for?

Before starting your application form you need to choose the programme that you are applying for. The application form will then be tailored to your chosen programme. It is important that you are certain which programme you are going to apply for before you answer this question. If you have any queries about our courses please visit the programme pages on our website at [www.imperial.ac.uk/business-school/programmes](http://www.imperial.ac.uk/business-school/programmes) for further details.

The home page contains further information and a useful summary of the steps you need to take to complete your entire application.

To begin your application you need to go to Step 2: Application Form.

### Step 2: Application Form (page 1 of 10)

#### Proposed Studies

This page of the application form captures information about when, what and how you want to study.

##### *Academic Year of Entry*

Click the **Find academic year of entry** link to choose the year when you want to begin your programme.

NB. The academic year runs from October to the following September (September to September for MSc Finance and MSc Risk Management and Financial Engineering). Please make sure you select the correct year for the start date of your programme, for example programmes beginning in April 2011 fall into the 2010/2011 academic year while programmes beginning in September or October 2012 fall into the 2012/13 academic year.

##### *Proposed start Date*

**Doctoral applicants only** – Please note that the Doctoral programme has one intake each year in October.

##### *First Choice*

You are allowed to apply for **two** programmes of study on one application form. Once you have answered the Preliminary Question, your First Choice Programme Title, Department and Campus fields will automatically be populated.

*Please indicate which pathway you are interested in studying*

**MSc Management applications only**- Please see the [MSc Management Study Programme](http://www3.imperial.ac.uk/business-school/programmes/msc-management/studyprogramme) for more information pertaining to the three pathways; <http://www3.imperial.ac.uk/business-school/programmes/msc-management/studyprogramme>. Please note this information is only used as an expression of interest, and you are still able to choose between any of the pathways once enrolled on the programme.

##### *Second Choice*

Please note - **you will only be considered for your second choice programme if your first choice is unsuccessful**, and you may only hold one offer at any one time (dual registration is not permitted).

##### *Programme Title*

Click on the **Search Programme** link below the Programme Title box. You can then type in a keyword from your course title e.g. MBA/MSc/Finance/Risk then select the correct programme title from the list provided. If you wish to change your selection, press the **clear field** link and start again.

Please note that Imperial College Business School MBA programmes have a higher application fee than the MSc courses.

#### *Proposed Research Topic and Proposed Research Supervisor (if known)*

These two fields are only relevant to those applicants applying for a PhD programme as a second choice. Please visit the [Research](#) and [People](#) sections of our website to for details of potential supervisors and their research interests. If you do not have a supervisor in mind please leave this field blank.

#### *Other Applications Made*

Please provide the names of any other institutions to which you have submitted an application (please separate these with a semi-colon). This is for our records only and will not affect your application in any way.

### **Personal Details**

This section captures your personal details. If any of your details change e.g. your postal or email address, please let us know as soon as possible. The recruitment team contact details for your programme can be found on our website [www.imperial.ac.uk/business-school/programmes](http://www.imperial.ac.uk/business-school/programmes).

#### *Title*

Please choose from the drop-down menu

#### *Surname/Family Name*

Your application will be registered under this name, and you should use this name in all future correspondence with Imperial College. This name should correspond with the name on your first degree certificate, **your passport** and birth certificate. If you had a previous surname please see the next section.

#### *Former Surname/Family Name*

If your current surname/family name is different (for reasons such as marriage/divorce), please enter your former name here and the date of your name change in the box provided.

#### *First/Given Name(s)*

Please enter your first and all given names in the order in which they appear on official documents such as your birth certificate or **passport**.

#### *Preferred Name (Known as)*

Please provide the name you are usually known by if different to your given name stated above e.g. if you abbreviate your full name.

#### *Date of Birth*

Please enter your date of birth in the following order Day/Month/Year giving the full year e.g. 1976.

#### *Previous Imperial College Affiliation*

If you have previously been an employee or student at Imperial College please tick the box provided. The College Identification (CID) numbers were introduced at the College in 1998. If you were a staff member or student at Imperial College before this time, or cannot remember your CID number, please leave this blank.

#### *E-mail*

Please provide an email address which you check on a regular basis. If you change your email address please contact the recruitment team for your programme immediately. Please note that free email accounts e.g. Hotmail/Yahoo can sometimes block College emails therefore you should check your mail filters.

## Contact Addresses

### *Postal Address*

This is the address that we will use to contact you. If you change your postal address please contact the recruitment team for your programme immediately.

### *Permanent Address*

You only need to fill in a permanent address in this section if you live at a different address to where you have your post sent e.g. if you are studying at university in term-time but your permanent address is elsewhere.

## Contact Numbers

Please enter all of your contact numbers in this section, making sure that country and area codes are correctly entered.

If you have provided more than one number please indicate at the bottom of the section which is your primary contact number.

If you change your contact number please contact the recruitment team for your programme immediately.

### *Skype ID*

***MSc Management/MSc Strategic Marketing/MSc Innovation Entrepreneurship and Management/MSc Economics and Strategy for Business applications only - Interviews will be conducted via Skype as the final stage of the application process.***

## Nationality

### *Country of birth*

Use the drop down list to choose the country of your birth

### *Primary Country of Nationality*

Use the drop down list to choose the country of your nationality. If you have dual nationalities please specify the second country of your dual nationality using the second drop down list.

### *Nationality/Citizenship from – to*

Please enter these dates if you have altered your nationality or citizenship at any time. Please enter in the following order: (Day/Month/Year).

### *Country of Permanent Residence*

Use the drop-down list to choose the country (UK or other country) in which you are normally resident except on periods of temporary absence (time spent studying away is classed as temporary).

### *UK area of residence*

If you selected UK as your Country of Permanent Residence, you MUST also enter a UK Area of Residence e.g. UK: London (Westminster)

### *Date of arrival in UK if overseas*

If you currently reside in the UK and are a non-EU/UK national please enter your UK arrival date.

## Step 2: Application Form (page 2 of 10)

## Education

## Higher Education Institutions

There are three sections (First, Second and Third Higher Education Institutions) for you to enter all your undergraduate and postgraduate degrees, giving your most recent qualification first.

### *Institution*

Click on the institution link to conduct a keyword search for the institution you studied at. If you cannot find the name of your institution please enter it in the field below.

### *Dates of Attendance*

Please enter the date from which you commenced the specified programme, and the date in which it was completed in the following order Day/Month/Year giving the full year e.g. 2008.

### *Title of Qualification*

Use the drop down list to choose the title of your qualification. If you studied a multi-disciplinary qualification please enter the most relevant subject.

If your qualification is not listed for reasons such as you studied overseas, please select Overseas, European or Other Qualification and then specify in the box below.

### *Subject/Course Title*

Click on the **Search Subject/ Course Title** link below the Subject/ Course Title box. You can then type in a keyword from your course title e.g. Finance/Risk/Marketing then select the correct subject/course title from the list provided. If you cannot find your subject/course please specify in the box below.

### *Final Grades/Class*

If you have not yet received your final grade do not enter a predicted/ projected grade.

### *Award Date*

Please enter the date in which you received the award, or your expected award date.

*Are you currently completing the final year of your degree?*

***MSc Management/MSc Strategic Marketing/MSc Innovation Entrepreneurship and Management/MSc Economics and Strategy for Business applications only- Underneath the Third Higher Education Institution section, you are required to identify whether or not you are currently completing the final year of your most current degree by selecting the Yes or No radio button.***

*If you have selected 'Yes', you are required to list your final year modules in the space provided.*

## Highest Achieved Secondary/High School Education

Please enter details of your highest examination results in this section e.g. A-Level or equivalent.

## Professional Qualifications

Enter any professionally accredited courses that you have taken, listing your most recent qualification first. If you are waiting to hear the outcome of a membership application, enter "pending" in the Type of Membership field and the expected award date.

## English Language Requirement

All applicants are required to hold an English language qualification prior to admission to Imperial College.

You are required to respond Yes or No using the radio buttons to indicate whether you have taken an English Language Test or GCSE/IB English before.

\*Acceptable qualifications include:

- GCSE, IGCSE, GCE 'O' Level English or equivalent at grade B
- Cambridge Certificate of Proficiency in English (CPE) at grade B
- IELTS (academic): A minimum score of 7.0 with a minimum score of 6.5 in writing and speaking. For details of IELTS test centres, visit the IELTS website. Alternatively, contact your nearest British Council office if you are not a UK resident.
- TOEFL (internet based): A minimum overall score of 100, with a minimum score of 24 in writing and 24 in speaking
- For details of TOEFL test centres, visit the TOEFL website.

*Date of Test/Exam*- If you have not yet taken a test but have a test date booked, please enter the date.

*English Language Test or Qualification*

**If you taken a English Language Test or GCSE/IB English before, please enter your highest test result to date, even if taken more than two years ago.** Use the drop down list to choose the title of the qualification.

*Score/Grade*

Use the available fields to enter your test results. If you have taken TOEFL or IELTS please enter both the overall result and the written, spoken, reading and listening scores using the links provided. Please note that you will not be able to enter data in this field until the English Language Test or Qualification field has been completed. If you wish to amend the grade you have entered please use the Clear Result/Score link.

***\*Please note that this requirement is equally applicable to native speakers of English. Therefore you must complete this section even if you have studied in the UK or another English-speaking country. Please look at the drop down list to select the qualification you have taken.***

Note for MBA and Doctoral Applicants:

The following exceptions apply. Full-Time and Executive MBA and Doctoral Programme applicants who have a degree taught in English within the following countries meet the English requirement automatically:

- Australia
- Canada
- Guyana
- Ireland
- New Zealand
- South Africa
- United Kingdom
- United States of America
- West Indies.

This applies only to degrees that were studied entirely in the relevant country. For all other programmes, it may be possible to waive the Business School English language requirement under exceptional circumstances.

Please note – you can submit your application before taking an English Language test, however if you are offered a place on your chosen programme you will be asked to provide original documentation to confirm that you have a satisfactory test result before you will be allowed to start the programme.

Candidates who have passed an IELTS test in the last two years need to provide their Test Report Form number as test results can be checked online. However, if you would also like to include a copy of a test result please upload in the additional information (step 3, pages 8 or 9) section of the online application process.

Students who have not taken an appropriate English Language qualification and have not been informed by the Imperial College, Registry, Business School Team that they are exempt from doing so will not be permitted to start their programme of study or register with the College.

### **Language skills**

Use the dropdown lists to enter any languages other than English in which you are fluent.

## GMAT/GRE

GMAT is required for the **Full-time MBA** programme. Please note it is possible to submit your Full-time MBA application form before you have taken the GMAT, however if you are made an offer for a place on the MBA programme, successful completion of the GMAT would be made a condition of your offer.

A GMAT or GRE score is normally required for **Doctoral applications** and your application will not be considered until a score is submitted. Either GMAT or GRE will be accepted, but the Finance Research Group would prefer a GRE score and the Organisation and Management group would prefer GMAT.

If, however, you are applying for another programme and have taken the GMAT, please feel free to enter your results if you wish.

*Date of GMAT (actual or planned)*

If you have not yet taken the GMAT please indicate your intended test date here.

To submit a GMAT score, you must request for it to be sent through ETS to Imperial College Business School using the code S22-7S-16. If you have taken the GMAT more than once please provide your highest overall test result.

Please be aware that from April 2012 the GMAT test will also include a new **Integrated Reasoning (IR)** section. You are **not** required to provide us the result of the **Integrated Reasoning (IR)** section on your application.

## GRE

*Date of GRE (actual or planned)*

If you have not yet taken the GRE please indicate your intended test date here.

## Industrial/ Professional Experience

**Please detail how many years and/or months of industrial/professional experience you have.** Student vacation/placement work may be included. There are three sections as detailed below for you to provide details of previous experience.

### **Current or Most Recent Employer, Second Employer and Third employer**

Please provide details of your three most recent employment roles entering your most recent employer first (professional experience gained pre-graduation may be included).

NB. If you have professional experience you should also provide your full Curriculum Vitae (CV) or Resume on page 6 in the Additional Information section (Step 3).

All applicants should familiarise themselves with the requirements regarding professional experience for their chosen programme before submitting their application.

## Step 2: Application Form (page 3 of 10)

### **Financial Support**

Please indicate whether you have, or plan to have, any sponsorships or scholarships (full details of Imperial College Business School tuition fees are provided on our website in each of the individual programme sections).

The details you enter here are not binding and will not affect your application. However if you are made an offer of a place on your chosen programme, you will be required to provide official confirmation of any financial support (e.g. scholarship or sponsorship by a specific person or business) before you are able to register with the College.

The Confirmed Award sections are for details of Sponsorship/Scholarships already awarded to you in respect of your proposed studies, whereas the Applied for Award sections are for details of Sponsorship/Scholarships for which you have applied and still await a decision.

### *Name of Awarding Body*

Enter the company name of the professional body awarding you financial support.

### *Value of the Award (if Known)*

Please use the check-boxes to confirm what the award will cover and the amount you will receive; the amount may cover only your tuition fees or your maintenance costs whilst studying or possibly both (full details of Imperial College Business School tuition fees are provided on our website under each programme section).

### *Date Decision Expected*

Please enter the date in the following order Day/Month/Year.

## **Scholarships**

*If you do not have sponsorship or scholarship support will you still be able to support your studies?*

Please select from the options provided. This is for our records only and will not affect your application.

*Do you wish to be considered for any College related scholarships appropriate to your circumstances and agree for us to pass your references to relevant committees deciding awards?*

Please tick yes if you wish to be considered for any College related scholarships. Often we do not require applicants to complete a separate application form to be considered for sponsorship opportunities. Therefore we require your consent at this stage to pass your references on to relevant committees for consideration.

## **Referees**

There are two sections in the online application system relating to your references. This first section, contained within the Application Form, requires you to list your referee contact details. Please note that the reference requirements vary according to your chosen programme:

### *Doctoral applicants:*

We require 2 academic references, one of which should be from your Master's thesis supervisor.

### *MBA applicants:*

One academic reference, plus a second reference from your employer commenting on your professional experience, or two professional references.

### *MSc Actuarial Finance applicants:*

One academic reference, plus a second reference from your employer commenting on your professional experience, or two professional references.

### *MSc Management, MSc Strategic Marketing, MSc Innovation Entrepreneurship and Management, MSc Economics and Strategy for Business, and MSc International Health Applicants:*

Two academic references OR one academic reference plus second reference from your employer commenting on your professional experiences.

### *MSc Finance and MSc Risk Management & Financial Engineering Applicants:*

Two academic references. (If you have been out of academia for a number of years and are unable to contact a relevant academic referee, we are able to accept professional references).

The second reference section is located in Step 4 of the online application system and enables you to manage, view and amend your .Once you have completed the reference section in Step 4, your referees will automatically receive an electronic reference request from the system.

Please note that references received from personal accounts (yahoo, hotmail, gmail) will not be accepted.



## Personal Record

### *Criminal convictions*

To help universities and colleges reduce the risk of harm and injury to their students caused by the criminal behaviour of other students, they must know about any relevant criminal convictions that an applicant has.

Relevant criminal convictions are only those convictions for offences against a person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

If you have a relevant criminal conviction, please indicate this by using the radio buttons.

For programmes in health and those programmes involving work with children or vulnerable adults, you must tell us (by using the radio buttons) about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bindover orders. For these programmes you may need an "enhanced disclosure document" from the Criminal Records Bureau - we will send you the appropriate documents to fill in if that is the case.

Applicants who enter a Yes for this question will not be automatically excluded from the application process. However, we may ask for more information before making a decision.

### *Disability*

The College welcomes applications from people with disabilities. If you have a disability please use the drop down menu to select your disability code.

It is helpful for us to be aware at this stage of any likely requirements you may have during your period of study (for example this will help us when making arrangements for the beginning of term and the registration process).

## Declaration

Please read the declaration carefully before accepting the terms of the application and entering the date.

By signing the declaration you are confirming that:

- The statements you have provided are correct and that no material information has been omitted. and that you understand that the College reserves the right to withdraw any offer or cancel a registration made on the basis of information which proves to be false or misleading.
- You understand that if you are admitted to the College, you will be subject to the regulations and discipline code of the College and that you agree to abide by them.
- You understand it is your responsibility, if admitted, to ensure that the tuition fees are paid in accordance with the regulations.
- You permit any thesis, dissertation, essay or project arising from your work at the College to be consulted, borrowed or copied in accordance with College regulations.
- You have no undisclosed obligations or commitments to any current or former sponsors or employers.
- You give the College the right under the Data Protection Act 1998 to process the information you have given, including data of a sensitive nature, for standard university administrative processes that have been notified to the Office of the Information Commissioner, including the administration of applications, education and training provision, student awards and fees, and student support services.

You are also advised that some of the information on the application form will be included in the data sent to the Higher Education Statistics Agency (HESA) for use in statistical analysis, and to Government Education Departments and Funding Councils to enable them to carry out their statutory duties under the Education Acts; also to other authorised users of the HESA data. **None of these bodies will be able to use the data to contact you.**

## Step 2: Application Form (page 4 of 10)

Please be aware that this section of the application will vary according to your chosen programme.

### MSc Finance and MSc Risk Management applicants only- Mathematics Experience Statement

MSc Finance and MSc Risk Management applicants are required to complete a Mathematics Experience Statement.

Please complete each of the four sections of the Mathematics Experience Statement, listing a maximum of five mathematics topics in each with which you are familiar and giving an example of why each topic is useful wherever possible. If you are unable to provide any topics or examples please enter "no experience of this topic" rather than leaving it blank.

Please see some examples below:

a) Mathematics

e.g. "matrix algebra - useful in the solution of simultaneous linear equations"

b) Probability theory

e.g. "distribution theory - useful in drawing inferences from data"

c) Econometrics

e.g. "ordinary least squares - useful in the development of linear economic models"

d) Computer packages and languages

e.g. "Excel - useful in the presentation and analysis of data"

If you have not yet completed your studies, you should list any academic courses still being studied (it is important to the selection committee that this section is completed as such courses are not normally listed on transcripts).

Failure to complete the Maths experience statement and list any courses not taken will delay the processing of your application.

### Career planning

We ask the following questions as we know that the more pro-active you are in relation to your career the more chance of success you will have.

Each answer box has a character limit so you will not be able to include more text than the line limit shown immediately above each answer box ("Please do not exceed X lines"). **Only** the text within the limit will be included in your completed application. Please make sure you use the **Preview** button to see how your answer will display in the completed form; the **Preview** button can be found at the top and bottom of each page on the right.

Please note that there are different questions for MBA and MSc applications. MSc Actuarial Finance applicants are not required to answer the Career questions. Please note that this section is not relevant to Doctoral applications.

**Applicants to all MSc programmes (except MSc Actuarial Finance):**

**Please describe your short term (3 year) career goals**

***(Please do not exceed 200 words)***

For this question think about where you want to be three years after completing the MSc course and how this links into one of the following questions – your long term goals. If you are interested in joining a graduate scheme, think about how long it will be, and the type of role you will be doing on completion of it. Think about the type of promotion you might achieve after a graduate scheme – will you be looking after your own projects, clients or research? You might want to look at [www.prospects.ac.uk](http://www.prospects.ac.uk) and “jobs and work” for more information. Another resource to consider is [www.milkround.com](http://www.milkround.com) which has lots of information about a broad range of graduate schemes.

**Please outline the challenges you think you will face in achieving these short term career goals and how you will overcome them?**

***(Please do not exceed 200 words)***

For this question we would like you to think about the current trends in the market and how they may affect your career path. Think about what things you could do to increase your employment potential.

For example, this might be a better understanding of how Financial Institutions work or an appreciation of the different, interlocking areas of business. Consider how the core courses, the electives you can choose, or the individual research report and how these can be applied to the career you are looking for. You should think about not only the knowledge you will be acquiring, but the interpersonal and technical skills that you will develop on your MSc course.

**Please describe your long term career goals or, if these are not clear, please outline the industry sectors that are of particular interest to you and why.**

***(Please do not exceed 200 words)***

Building on the previous questions you should think about your future and where you see yourself, for example, in five years time. Think about the sector you want to be working in, the type of position or business you want to have and which geographic location you want to be in. Use these two questions to identify your career goals. If you have no clear goals think about the resources you have used, such as websites, meetings with the career service at your university, presentations you have attended (employer presentations, university presentations) or talks with your friends or family that have helped you to form your ideas for your future career.

For example, from your previous degree you might have begun to be interested in the world of finance, and then talks with you family might have convinced you to study abroad. You might have also attended recruitment presentations which together with your research using [www.efinancialcareers.co.uk](http://www.efinancialcareers.co.uk) or [www.prospects.ac.uk](http://www.prospects.ac.uk) helped to you decide on the type of course to study and the type of role you are interested in.

**What skills do you think are important in the career that interests you, how would you demonstrate that you have been developing these skills so far?**

***(Please do not exceed 300 words)***

For this question think about the skills your future employer might wish you to have, for example communication, team work, analytical or interpersonal skills and how you can demonstrate that you have them.

For advice on the types of skills that employers commonly look for go to [www.prospects.ac.uk](http://www.prospects.ac.uk) and for the Graduate Recruiters perspective see [www.agr.org.uk](http://www.agr.org.uk)

Think about how your key achievements link to your future career – did you learn something about yourself or your skills or career interests that has since informed your career thinking?

## **MBA programme applicants:**

For guidance on completing the MBA Career Planning questions please contact the Recruitment Team at [mba@imperial.ac.uk](mailto:mba@imperial.ac.uk).

**Please outline your current thoughts on your future career goals. How have you arrived at these goals? How does your previous education and experience equip you to achieve them?**

*(Please do not exceed 700 words)*

**How will the Imperial MBA contribute to the achievement of these goals?**

*(Please do not exceed 200 words)*

**In what way, other than the content of the Programme itself, will the Imperial MBA be of value?**

*(Please do not exceed 200 words)*

**Please provide an example of a situation when you have demonstrated leadership, either in your professional or personal life. How will you bring these qualities to your syndicate group work during the Imperial MBA?**

*(Please do not exceed 300 words)*

**The Imperial MBA cohort is international. Please provide an example of a challenge you have addressed in a cross-cultural setting.**

*(Please do not exceed 300 words)*

**If you give people freedom to innovate, then you must also allow them the freedom to fail. Tell us about a time in your life when you experienced failure. What did you gain from the experience?**

*(Please do not exceed 300 words)*

**What is your greatest achievement? What did you learn from it?**

*(Please do not exceed 300 words)*

**Doctoral Programme Applicants-** Please use this page (page 4 of 10) to upload your **Personal Statement** detailing why you wish to undertake a PhD and your personal attributes that you would bring to the programme.

## **Step 3: Additional Information (page 5 of 10)**

### **Personal Statement**

Your personal statement is typically one A4 typed page and should cover the following points:

1. Your reason for choosing the programme
2. Positions of responsibility you have held (including internships) and how these have helped any subsequent endeavours
3. Achievements in your life of which you are most proud and what you have learned from these

You can attach your personal statement by using the browse button, selecting your saved document, and then the upload button (Alternatively you can type your personal statement straight into the text field provided).

## **Doctoral Programme Applicants Only- Outline Research Proposal (page 5 of 10)**

Doctoral applicants are required to submit a Research Proposal. The Research Proposal should be saved individually and uploaded as an attachment on **Page 5**. Applications without a Research Proposal will not be reviewed.

The following notes are intended to give you guidance as to the structure of an outline proposal. Although you are not expected to have your whole thesis planned at this stage, it is important to prepare an outline proposal as a way of helping you to articulate your knowledge and ideas. It should be no more than four or five pages in length (excluding bibliography), and should include the following:

### **Reason for selection of research area**

You should briefly give your personal reasons for choosing the topic and undertaking a research degree. Why do you think that you are particularly qualified and motivated to investigate this area? How does it relate to any previous experience you have in this field?

### **Proposed problem, hypothesis or question**

This states what the thesis will deal with. If hypotheses are appropriate, they should be stated. If the topic is not amenable to statement as a hypothesis, then the problem or question should be clearly stated.

### **Importance of research**

This concerns whether the research is sufficiently important or significant to justify your efforts. If there is some statement by an authority as to the need for the research, or if it can be demonstrated that the research is useful in the context of a major business/management problem, then these or other appropriate reasons should be stated in a short paragraph. The proposed thesis need not be 'world-changing', but no thesis should deal with a trivial or inconsequential topic. Indeed, it must make a contribution to existing knowledge and debates.

### **Significant prior research**

This essentially discusses the major existing research in the area. It need not be exhaustive, but you should make an investigation to demonstrate your understanding of the issues and of significant existing studies.

### **Possible research approach or methodology**

This aspect of the proposal is extremely important because it outlines broadly how you intend to approach the research itself. Is it to be via questionnaire, simulation, re-examining existing literature, an algorithm, or how else? This should be described and, most importantly, explained as precisely as possible, but may still be in a tentative/rough form. Alternative methodologies which you are considering should also be included. Consideration should also be given as to what is achievable within the time available.

### **Potential outcomes and their importance**

The contents of this section are vital to any assessment of the thesis proposal. In short, you should explain your current expectations for the outcome of the study, in terms of insights, knowledge, debates and policy/practice implications for example.

NB: The page numbers identified in the following steps may vary between programmes, but the requirements are the same.

## **Step 3: Additional Information (page 6 of 10)**

### **Curriculum Vitae**

We would be grateful if you could use the provided template to format your CV. Please click on the words "**this format**" under the Curriculum Vitae heading - this will take you through to the suggested format and guidelines about how to complete the template.

Once you have completed and saved the template, simply click on the "Browse" button to select your document. Then, click on the "Upload" button to complete your upload.

### **Step 3: Additional Information (page 7 of 10)**

#### **Degree Transcripts**

Applicants should use this section to attach a scanned version of their degree transcripts document, as well as full translations if your degree was not studied in an English-speaking country. Please also ensure that you have scanned any pages which include relevant keys/tables/notes which identify the university's grading system. These are sometimes included on the reverse page of the transcript.

Please attach copies of your degree certificates if you have already been awarded them.

Please note that the size limit for all attachments in the documents and essays section is 2MB, therefore if you are attaching scanned documents you should try to save them in a file type with a small size such as Jpeg or PDF.

At this stage in the application process we do not require hard copies of your transcripts so please do not submit these documents by post unless you are asked to by the Recruitment Team.

### **Step 3: Additional Information (page 8-9 of 10)**

#### **Additional Information 1 and 2**

Applicants should use this section to upload any further degree transcripts, IELTS Certificates, or references which cannot be secured via the email system.

### **Application Form (page 10 of 10)**

#### **Confidential Information**

Please follow the instructions provided on screen. Information provided here will not be used to inform selection decisions and is only collected for monitoring purposes.

*Ethnicity (For UK students only)*

The Higher Education Statistical Agency (appointed to gather statistical information) requires us to collect ethnic origin data. Please use the drop down menu select the answer that most accurately describes you.

*Knowledge of Imperial College*

Please tick those information source(s) which you used to find out about us.

### **Step 4: References** (please use the menu on the left hand side of the page to select this step or click 'Continue to References on the bottom right hand side)

Once you add your referee in this section they will automatically receive an electronic reference request from the system. Your referee will then be able to log-on to complete and submit their reference. Their reference will then automatically attach to your application.

We advise applicants to contact their referees personally prior to referee registration to ask their permission to act as referee, and to discuss the context of the reference and inform them about the online system.

It is your responsibility to contact your referees to ensure that references are provided in support of your application. Please remember that your application will not be considered until we receive all the required information from you, including your references.

You can also use this section of the online application to track the status and manage your registered referees. If due to unforeseen circumstances, one of your registered referees becomes unable to provide a reference for you, you can delete their details then add your replacement referee details.

If you have registered your referees in this section and they have not provided the reference in good time (two weeks is typically an appropriate time to allow), then please **do not** chase the referee via the online application system by resending the registration email multiple times. In such cases, please contact your referee by email or telephone outside of the online application environment.

**Please note that your referees' e-mail addresses must be official company/institution ones as we cannot accept references from web-based providers such as Hotmail and Gmail.**

We prefer to receive references electronically via the online application, however if this is not possible as a last resort your referee can submit a hard copy reference, to the appropriate address below, on company/academic institution letterhead and signed across the envelope seal. Please note that this will delay the processing of your application.

**MSc and PhD applicants:**

Imperial College  
Registry, Business School Team  
Level 3, Sherfield Building  
South Kensington Campus  
London, SW7 2AZ  
United Kingdom

(Please also see information in the **Step 2 Application Form (page 3 of 10)** section regarding references.)

**MBA applicants:**

Imperial College Business School  
Tanaka Building  
South Kensington campus  
London SW7 2AZ  
United Kingdom

**Step 5: Application Inspector** *(please use the menu on the left hand side of the page to select this step)*

Please use this tool to check your application. It will identify any fields that are incomplete before you submit your application.

**Step 6: Payment** *(please use the menu on the left hand side of the page to select this step)*

All of our taught postgraduate programmes require payment of a non-refundable application fee before an application can be submitted.

The fee is \$150 for MBA applications and \$75 for MSc programmes. These fees are in US Dollars because our online application is hosted by Embark, a US company. You pay this fee by credit or debit card using Embark's secure online payment system. The payment will be charged to your card in the currency in which the card is registered.

Please do not attempt to convert this amount yourself or submit the application in hardcopy with a cheque.

There is no application fee for the Doctoral programme.

**Step 7: Submit Application**

Before final submission please check all the sections thoroughly.

You will then need to enter your electronic signature (type your name).

You may then use the **Submit My Application Now** button to send your application to us. The documents are downloaded onto our database system and will be ready for us to process within one working day.