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Guanghua-Kellogg Executive MBA Program

#### **Application Submission Instructions**

In order to expedite the submission of your application and promote environmental sustainability, the Guanghua-Kellogg Executive MBA Program requires that the application be submitted electronically.

In the application submission email, please fill in the subject line as follows:

FIRST NAME LAST NAME GKEMBA Application

Applicants must send the following documents to <a href="mailto:gkemba@gsm.pku.edu.cn">gkemba@gsm.pku.edu.cn</a>:

The following documents should be enclosed in the email via an attached .zip file:

- Application Form
- · Resume or CV
- · Company Introduction
- Organizational Chart
- · Transcripts / Photocopy of Degree
- · Photocopy of Qualifications (if any)
- · Color, Passport-sized Photo
- · Photocopy of ID
- Photocopy of Business Card

The following supplemental material must be sent via postal mail to the Guanghua-Kellogg Executive **MBA Program Office:** 

#### **Executive MBA Program Office at:**

Guanghua-Kellogg Executive MBA Program Office Peking University, Guanghua School of Management 5 Yiheyuan Rd, Guanghua Bldg No. 2, Suite 201 Beijing, China 100871

#### **Supplemental Documents:**

- 2 Letters of Recommendation\*
- Letter of Organizational Support\*
- Proof of English Proficiency

Please download the supplemental documents form and enclose the completed form in the packet with the aforementioned documents.

\* Please note that the two letters of recommendation and the letter of organizational support should be sent by the individual recommender and your company, respectively. Please provide your recommender and your company with the respective forms and instructions for submission.

#### Declaration:

I declare that all the information and document(s) provided in this application is correct. In the event that information is found to be falsified and/or relevant information is omitted, I understand that my application will be terminated and, if I have already been admitted, I will be subject to expulsion from the Guanghua-Kellogg EMBA program. If I am found to have falsified information and/or omitted relevant information, any fees I have paid will not be refunded.

O YES	Signature:	
Date (D	D/MM/YY):	



### Personal Information

Name		Mailing Address / Physical Address Address, City, Country:			
Type of ID					
O ID O Passport Number O Hong Kon ID Number:	ng and Macau Permit	Telephone (C	Country Code, Telephone Numb	er):	
Gender		Email:			
○ Male ○ Female		Postal Code:			
Nationality / Citizenship		Mailing Ad	corresponding address l ddress (Address, City, Co		
Date of Birth		Home:			
Place of Birth					
City:		Office:			
Country:					
Organization (Chinese nationals only)		Postal Code:			
Chinese Ethnic Group / Ethnicity (Optional)		Emergency Contact Person (Name, Relationship, Telephone)			
Education Background					
University / College	Degree Type (BA, BS, MS	, PhD, etc.)	Degree	Duration (YYYY-YYYY)	

Name of Institution of Highest Deg	gree Obtained			
Name of Institution:	School ID Number (Chinese nationals only):			
Non-Degree Educational Experien	ce			
Name of Educational Institution	Degree Type (BA, BS,	MS, PhD, etc.)	Distinctions	Duration (YYYY-YYYY)
Total Annual Compensation				
Basic Annual Salary:	Expected Annual Bo	nus:	Stock Options:	
Housing Benefits:	Others:			

Years of Work Experience

Number of Years in Management Role

### Professional Experience

Company Name		Indicate Parent Corporation Name (if any)			
Office Location City / Country:		Company Headquarters City / Country:	Location		
Phone:		Phone:			
Email:		Fax:			
Fax:		Email:			
Title / Position		Department			
Years in Current Position		Technical Titles (if any) (	Chinese nationals only)		
Company Sector (Please chec	ck)				
<ul> <li>Advertising</li> <li>Aeronautics</li> <li>Agriculture</li> <li>Automobiles</li> <li>Business Associate</li> <li>Chemicals</li> <li>Commercial Banking</li> <li>Communications</li> <li>Computers / Computer Services</li> <li>Conglomerates</li> <li>Construction</li> <li>Consulting</li> <li>Cosmetics-Toiletries</li> <li>Education</li> </ul> Your current job title:	<ul> <li>Electric Machines</li> <li>Electronic Equipment</li> <li>Energy</li> <li>Engineering Services</li> <li>Environment / Utilities</li> <li>Executive Search</li> <li>Fabricated Metal Products</li> <li>Food&amp;Drink</li> <li>Holdings</li> <li>Insurance</li> <li>Internet Services / Multimedia</li> <li>Investment Banking</li> <li>Media / Entertainment</li> <li>Mining</li> </ul>	<ul> <li>Msc Manufactured Products</li> <li>Non-electric Machines</li> <li>Non-profit / NGOs</li> <li>Optical&amp;Scientific Equipment</li> <li>Other Financial Services</li> <li>Other Products&amp;Services</li> <li>Paper-Allied Products</li> <li>Petroleum</li> <li>Pharmaceuticals</li> <li>Plastics&amp;Rubber</li> <li>Primary Metal Industries</li> <li>Printing-Publishing</li> <li>Public Administration</li> </ul>	<ul> <li>Real Estate</li> <li>Research Institute</li> <li>Retail Trade</li> <li>Social-Health Services</li> <li>Sports / Leisure</li> <li>Stone, Clay&amp;Glass</li> <li>Telecommunications</li> <li>Textile</li> <li>Tobacco</li> <li>Transportation-Travel</li> <li>Venture Capital / Private Equity</li> <li>Wholesale Trade</li> <li>Wood</li> </ul>		



## Professional Experience (cont.)

Tuition Source				
O Company Sponsorship O Self Financing	}			
Spanner Organization Data				
Sponsor Organization Data		Company Property:		
Number of Employees:		Company Proport	,•	
Sales:				
		Stock exchange co	ode (if any):	
Net Assets:		J		
		Number of Produc	ets:	
Industry of Company:				
Company Sector (Please check)				
O Business Development	O Product Dev / Technolo	pav Mat	O Legal	
<ul><li>Consulting</li></ul>	O R&D	3, 3	O Medical	
○ Finance	O System Analysis		O Project Management	
O Human Resources Management	O Consulting (Audit/Acco	unting)	Other (Places specific)	
O Marketing / Sales	O General Management		Other (Please specify)	
Managerial Responsibilities (if needed, do add a	an organization chart and jol	o description)		
Number of people managed:		Assets under your	management:	
		j	J. Company	
Sales managed:		Average yearly sale	es growth:	
P&L responsibilities • YES • NO , If yes, last	year's amount (specify curre	ency):		

## Essays

Why are you applying to this program? (250-500 words)	
How will this program help you reach your career goals? (250-500 words)	
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How will you contribute to the classroom experience? (250-500 words)
Please feel free to provide any additional information that you would like to share with the Admissions Committee.



### **Additional Information**

Where did you receive the information	on about this progr	am?			
<ul> <li>Company HR Department</li> <li>Printed or digital materials from Guanghua or Kellogg</li> <li>At a different Guanghua or Kellogg program</li> <li>On the Guanghua and / or Kellogg websites</li> <li>At a Guanghua and/or Kellogg information session</li> </ul>		Online / Newspaper / Magazine (please specify)			
		Other (please specify)			
Additional Qualifications (Please send a copy of the certificate if ar	ny.)				
Organization / Institution Name Degree or Ce		tificate	Honors or Distinctions	Duration (YYYY-YYYY)	
List any business, professional, and	or community orga	anizations in	which you are active.		
Name of Organization	Role		Honors or Distinctions	Duration (YYYY-YYYY)	

# Guanghua-Kellogg Executive MBA Program Office

**Tel:** (8610) 6274 7158 **Fax:** (8610) 6275 0424

E-mail: gkemba@gsm.pku.edu.cn

**Website:** http://guanghua.kellogg.northwestern.edu **Address:** Guanghua-Kellogg Executive MBA Office

Guanghua Bldg. No. 2, Guanghua School of Management

Peking University, 5 Yiheyuan Road

Beijing, 100871

China

The Guanghua-Kellogg Executive MBA Program Office is located at the Guanghua School of Management at Peking University. Office hours are 8:30am - 5:30pm.

