

Information for Applicants

Please read this before completing
your application form

Thank you for your interest in one of our MBA programmes.

This information has been designed to explain clearly our admissions procedures and to allow you the opportunity to give us as full an account of your personal achievements and ambitions as possible.

Admission requirements

Age

The normal age range of entrants is 26-36 but applications outside this are always considered on their individual merits and circumstances. Below the age of 26 exceptions are likely only for the most outstanding candidates.

Experience

Candidates are required to have at least 3 years' post-qualification work experience. Our definition of the term "work experience" is very broad and we welcome applicants from non-commercial organisations.

Qualifications

- Normally a 1st or 2nd Class honours degree from a UK university, or an equivalent academic qualification from a similar overseas institution. Certain approved professional qualifications will be considered in the absence of a first degree. Limited exceptions to these criteria are possible.
- A balanced score in the Graduate Management Admissions Test (GMAT) of around 600. Currently the average score at Cranfield is 660. The test can be taken at test centres throughout the world. Further details may be obtained from:
Graduate Management Admission Test
Educational Testing Service
PO Box 6103
Princeton NJ08541-6103
USA
Tel: +609 771 7330
Fax: +609 883 4349
Email: gmat@ets.org
Internet: <http://www.mba.com>

Cranfield's GMAT registration numbers are:

Full-time - K2H-N3-65
Part-time - K2H-N3-41
Modular - K2H-N3-38

Candidates who are able to come to Cranfield for interview may take the Cranfield Admissions Tests instead of GMAT on the day they attend interview. However, a good GMAT score will strengthen an application.

- The British Council International English Language Test (IELTS) is for those whose first language is not English. A result in Band 7 for both written and spoken English is essential.

This test can be taken "on demand" in any of the 200 centres spread throughout 100 countries in British Council offices overseas.

Applications should be made direct to the local office. If no office is available, enquiries should be made at the British Consular Offices.

www.IELTS.org

A TOEFL score of around 600 for the paper test or 250 for the computer test is also acceptable.

www.TOEFL.org

Admissions procedures

Applications

Once the online application has been submitted, applicants should send the following documents to the MBA Admissions Office at Cranfield School of Management:

- 2 sealed envelopes containing your references
- Personal record form
- 2 copies of your degree and/or professional certificates
- GMAT and IELTS or TOEFL scores, where appropriate.

Provided all your documentation is in order you will normally receive within 7 days either:

- An invitation to attend for an interview and selection tests or
- Notification declining your application.

If you are unable to attend the interview when requested you should phone the admissions office on +44 (0) 1234 754431 or email MBAadmissions@cranfield.ac.uk to agree another date.

Interviews

All applicants who appear to possess the appropriate entrance requirements are invited to come to Cranfield for one of the regularly scheduled interview days. We strongly encourage overseas candidates to come to Cranfield for an interview day. This gives an opportunity to spend a day with us, absorbing the atmosphere and culture of the School as well as the chance to talk to current students about the programme. If this is not possible, we will arrange a telephone interview with a member of

faculty.

Candidates who are not able to come to Cranfield for interview must submit an acceptable balanced GMAT score before we can consider their application.

If you live outside the UK but plan to visit either on business or for pleasure, we can arrange for an interview at the School to coincide with your visit.

Processing applications and arranging interviews overseas normally takes up to 2 weeks. The procedures for acknowledging receipt of your papers, for dealing with early and late applications and for reserving a place on the programme are the same as for applicants attending Cranfield for interview (see below).

The Cranfield interview day

The day at Cranfield will normally include:

- An interview with a member of the faculty
- A discussion with the Director of the MBA programme
- Attendance at an MBA class
- Lunch with some of the current MBA students
- A short visit to the School's facilities
- The Cranfield tests. These aim to assess analytical skills, the ability to comprehend technical material quickly and to handle numerical problems. If you have already taken GMAT and achieved a score of 600 or over you will not be required to take the Cranfield tests.

During the day you are encouraged to ask any questions which may concern you.

After the Cranfield day

- Your application will be considered by the Admissions Board within a few days of the Interview Day.
- Applicants who are accepted will receive a formal offer of a place from the University's Registrar soon after the Admissions Board meeting.
- If we reject your application you will hear directly from the School of Management.

Reserving your place

Once you receive our offer letter you will have a month to accept your place. To confirm acceptance a deposit payment of £200 must be paid.

In addition you will be required to pay £2,000 towards the tuition fees by 1 June for the Full-time programme and 30 November for the Executive Part-time and Modular programmes. Both these amounts are non-refundable but will be deducted from the total tuition fees payable upon registration at the beginning of the programme. If you are being sponsored by your company a written guarantee of funding from your sponsor will be accepted in lieu of the deposits. If you decline or do not respond to our offer by the due date, your offer will be withdrawn. If you decide at a later stage that you wish to reinstate your application you should contact the Admissions Office at Cranfield explaining your changed circumstances. The success of your reapplication will depend on the availability of places.

When to apply

Early applications

We start the selection process for the Full-time programme in January and for the Executive Part-time and Modular programmes in July. If you would like your application to be processed earlier please contact the Admissions Office giving the reason why you need an early response, eg departure overseas or proposed visit to the UK.

Late applications

There is no final date for submission of applications. However, close to the start date of the programme you should contact the Admissions Office to check that there are still places available (also see under Accommodation).

Accommodation

A range of accommodation to suit various needs is available on campus. The accommodation is not exclusive to the School of Management but is shared with the other faculties of the University. In order to secure accommodation on-campus it is necessary to make an application to the University Housing Office. This cannot be done until you have been offered and have accepted a place on the programme.

On successful completion of the admissions process, the University Registrar will send you a letter offering you a place on the programme. In addition you will be sent a Decision Form and an Accommodation Request Form. If you would like on-campus accommodation you must complete the Accommodation Form and return it with your completed Decision Form and £200 deposit.

As accommodation is allocated in date order (from the date your Accommodation Request Form was received by the Housing Office) it is in your interest to apply as quickly as possible.

Please note – it is likely that the majority of accommodation will be allocated by the end of June and a waiting list will then be in operation.

Accommodation for Executive Part-time and Modular MBA students is available in the Cranfield Management Development Centre (CMDC) or in Mitchell Hall. Students do not receive an accommodation application form but, on accepting their place, should make their own arrangements by contacting:

CMDC

Tel: +44 (0) 1234 752707

Fax: +44 (0) 1234 754313

Mitchell Hall

Tel: +44 (0) 1234 754320

Fax: +44 (0) 1234 752287

Queries & difficulties

We hope that you find this helpful. If you have any queries or difficulties concerning your application please contact:

MBA Admissions Office

Cranfield School of Management

Cranfield, Bedford

England, MK43 0AL

Telephone:

Direct Line +44 (0) 1234 754431

Switchboard +44 (0) 1234 751122

Fax +44 (0) 1234 752439

Email:

MBAadmissions@cranfield.ac.uk