



HRM

- **Master of Science in Human Resource Management**
- **Graduate Diploma in Human Resource Management**

Application for Admission

Application Deadline: February 15

APPLYING FOR ADMISSION

These materials have been prepared to assist you in making your application to the Master of Management Program. **Please read the information carefully before you complete your application.**

ELIGIBILITY

A person with the following qualifications is eligible for consideration:

- A bachelor's degree or its equivalent in any field of study
 - A minimum of three years of work experience after a bachelor's degree
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ADMISSION CRITERIA

The suitability of a candidate for the Master of Science in Human Resource Management and Graduate Diploma in Human Resource Management will be determined through evidence English Proficiency Test (or TOEFL), GRE (for MSc applicants only), and performance at the interviews. The interviews are conducted by the Sasin Admission Committee which is comprised of Sasin faculty and Sasin Alumni. Considerations in addition to academic promise on which the Admissions Committee will base selection include:

- Does the applicant's organizational sponsor consider that he or she has outstanding promise and potential within the organization?
 - Does the applicant have or will he or she soon have a position of executive responsibility that makes the program of value in furthering his or her career?
 - Does the applicant have both the time and the motivation to make a two-year commitment to attend classes and to prepare assignments?
-

APPLICATION PROCEDURE

To provide applicants with greater control over the application process, each applicant for the Sasin Human Resource Management Programs is asked to assemble his/her own application and supporting documents and submit them in one package. Failure to complete all the forms will result in the application being ignored.

If you need additional forms, you may photocopy those in this packet. If there is a possibility that admission materials may be submitted under a name and/or surname other than the one you have used in applying, please notify the Admissions Office of all names that might be used so that there will be no confusion in completing and processing your application.

COMPLETING THE APPLICATION

Application Form

The seven-page application form should be left in one piece. Please print or type your responses to all questions on the application forms. Keep a copy for your record. Feel free to include additional pages, if you find the application does not provide adequate space. You must also complete eight self-addressed mailing labels and the self-addressed postcard acknowledging receipt of the application.

Recommendations

Two letters of recommendation are required. Select recommenders who are in positions to assess your profession. The most helpful recommendations demonstrate an awareness of your management potential. Evaluations from friends and family are of limited value. Applicants should present the enclosed form, the recommendation acknowledgement cards, and the envelopes marked "Letter of Recommendation" directly to recommenders. The recommendation and the acknowledgement card must be sealed in the enclosed envelope with the recommender's signature covering the seal and returned to you or Sasin. We will acknowledge receipt of the recommendation with the card, which will assure your recommenders that the letters have reached their intended destination. **You must not open the sealed envelopes.**

Academic Records

One official transcript of academic record from each college/university or professional school you have previously attended is required. Transcripts must be in English prepared by the issuing institution. If the institution will not provide a translation, we will accept translations from the embassy or consulate of the institution's country or its designated agent. Photocopies of documents are acceptable only if they have been certified by the institution, or the embassy/consulate, or educational advising center. A copy of transcript and a copy of degree certificate are required of all applicants prior to the admission interview.

Graduate Record Examination (GRE)

All applicants to the Master of Science in HRM are required to take GRE, which is given year round at test centers throughout the world. The GRE Bulletin of information and registration forms can be obtained from institute of International Education (IIE), 6th Floor, Maneeya Center 518/3 Ploenchit Road, Pathumwan, Bangkok 10330 Tel. 02-652-0653 or iethai@bkk.iie.org. The GRE application form can be downloaded from the GRE website at www.gre/codelst.html.

Letter of Corporate Sponsorship

A written approval for attendance in HRM Program as well as confirmation of sponsorship from the sponsoring organization is required of those who is being supported by his or her organization.

Application fee

Each admission application must be accompanied by a draft or an account payee check of Baht 1,200 (US\$40) payable to SASIN. If the application is submitted by hand, application fee of Baht 1,200 can be paid in cash.

SUBMITTING THE APPLICATION

For full consideration, the completed application form and all supporting documents should be submitted by **February 15** to

The Admissions Office, 1st Floor

Sasin Graduate Institute of Business Administration

of Chulalongkorn University

Sasa Patasala Building, Soi Chulalongkorn 12 (2)

Phyathai Road, Bangkok 10330 THAILAND

Tel: 662-218-3850-1, 662-218-3856-7

Application Checklist

Your completed admissions package must include:

- Completed application form
- Sasin Honor Code Covenant
- Transcript (one or more)
- GRE (M.Sc. applicant only)
- Copy of degree certificate (one or more)
- Letters of Recommendation (at least two)
- Letter of Corporate Sponsorship (if company/organization sponsor)
- Application fee check, draft or cash of Baht 1,200 (US\$40)
- Completed eight self-addressed mailing labels
- Completed the self-addressed application acknowledgement card
- 2 photographs

APPLICATION FOR HRM ADMISSION

Photograph

Select one of the following programs:

Master of Science Program

Graduate Diploma Program

Sasin Graduate Institute of Business Administration of Chulalongkorn University

GENERAL INFORMATION

Official Identification Number/Passport Number _____

Name (English) _____

(Thai) _____
Last First

Position (English) _____

(Thai) _____

Company _____

Company Address _____

E-mail _____ Telephone _____ Fax _____

Home Address _____

Telephone _____

Mailing Address _____

Telephone _____

Birth Date _____ / _____ / _____
Month Date Year

Number of Dependent Children and Their Ages _____

Marital Status _____

Citizenship Thai _____
Place of birth

Other _____
Name of Country Place of Birth Type of Visa

SPONSORSHIP

- Self sponsored
- Company/Organization sponsored
(if check this category, please fill-in below)
- Both (if check this category, please fill-in below)

Company/Organization Data

Sponsoring Organization _____

Sales per year _____

Net Assets _____

Number of Employees _____

Number of Products _____

Employer's Name _____

Position _____

EDUCATION HISTORY

List in chronological order all colleges and universities attended. It is your responsibility to request a transcript from the registrar of each institution to be included with your application package.

Institution attended	Country	Date of attendance	Degree	Date awarded	Major field of study
1.		_____ to _____			
2.		_____ to _____			
3.		_____ to _____			
4.		_____ to _____			

Additional relevant training or abilities (apprenticeship, short courses, languages, etc.)

EMPLOYMENT HISTORY

Please give details of all positions held since completing your education, start with your present or most recent position and work back.

<i>Date</i>		<i>Employer</i>	<i>Position Held</i>	<i>Starting and Leaving salaries</i>	<i>Primary Responsibilities</i>
<i>From</i>	<i>To</i>				

Description of current position data

Current Industry (please check one)

- | | | |
|--|--|---|
| <input type="checkbox"/> Communications/Information Technology | <input type="checkbox"/> Consulting | <input type="checkbox"/> Financial Services |
| <input type="checkbox"/> Petroleum/Petrochemical | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Research | <input type="checkbox"/> Trading | <input type="checkbox"/> Telecommunication |
| <input type="checkbox"/> Services (e.g. advertising, airlines, education, food/beverage, hotel, hospital, law, publishing, etc.) | | |
| <input type="checkbox"/> Government/State Enterprise | <input type="checkbox"/> Non-profit | |

Other _____

Management Level (please check one)

- | | | |
|--|--|--|
| <input type="checkbox"/> Entrepreneur | <input type="checkbox"/> Senior management | <input type="checkbox"/> Upper-middle management |
| <input type="checkbox"/> Middle management | <input type="checkbox"/> First-line management | |

Describe the organizational unit for which you are responsible and relate to the total organization, in terms of size, scope and autonomy of responsibility. What manpower, budget and capital investment are you responsible for? To what position (s) do you report? Please enclose a description of your position (job description) and an organization chart (if any).

OUTSIDE ACTIVITIES AND INTERESTS

Please tell us about your main interests and activities outside work.

What official positions have you held (if any)?

EXPECTATION

Please describe why you want to study in our Human Resource Management Program including your expectations or specific benefits you anticipate from the program.

AREAS OF MANAGEMENT

Please indicate your proficiency in the following areas of management by placing an "X" in the appropriate box. "Proficient" indicates major job responsibility and/or formal education, "Some" indicates working familiarity, and "Little" indicates unfamiliarity.

	LITTLE	SOME	PROFICIENT		LITTLE	SOME	PROFICIENT
<i>Compensation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Organization Behavior</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Information Systems</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Organization Development</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Labor Relations</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Personnel/Human Resources</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Management Policy</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Training &HR Development</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If there is anything else you would like to add, please describe here.

The completed application form must be accompanied by a non-refundable application fee, which is not creditable toward tuition or other fees in the event of admission.

The Institute does not find it possible to admit all applicants who meet its entrance requirements. The Institute, therefore, reserves the right to refuse admission to any application. The Institute also reserves the right to require the withdrawal of any student whose condition endangers his or her own health or the health of other students or precludes him or her from doing the required work.

It is understood that during attendance at the Human Resource Management Program, you will not absent yourself for other than emergency situations.

I certify that all statements, including dates and titles of employments, made in this application for admission to the Sasin Graduate Institute of Business Administration of Chulalongkorn University are correct, and my responses are my own. I realize that all documents submitted in support of this application become the property of the Institute.

Signature _____

Date ____/____/____

Signature is required to review the application.



The Sasin Honor Code Covenant

Following the Royal Oration of H.M. King Ananda Mahidol, delivered at the Graduation Ceremony on April 13, 1946:

“... Graduates of Chulalongkorn University should be able to discern right from wrong, good from evil, to perpetually compel themselves to abide by the principles of good behavior and manners of morality...”

Sasin Graduate Institute of Business Administration with the support of the Sasin Student Council and the Sasin Alumni Association, and in commemoration of the 90th Anniversary of Chulalongkorn University on its Founder’s Day of March 26, 2007, has unanimously decided to adopt the Sasin Honor Code. All Sasin students have agreed to uphold and abide by the Sasin Honor Code from this day.

The students of the Sasin Graduate Institute of Business Administration regard honesty and integrity as qualities essential to the practice and profession of management. The purpose of the Sasin Honor Code is to promote these qualities so that each student can fully develop his or her individual potential, and is administered by students, based on the concept of self-governance.

Upon admission, each student makes an agreement with his or her fellow students to abide by the Sasin Honor Code. Students who violate the Sasin Honor Code violate this agreement and must accept the sanction imposed by the Sasin community.

Thus, I the undersigned agree:

- Not to seek an unfair advantage over other students, including but not limited to giving or receiving unauthorized aid during completion of academic requirements;
- To truthfully represent fact and self at all times;
- To respect the property and personal rights of all members of the Sasin community;
- To uphold the Sasin Honor Code by reporting all material violations, and by fully cooperating with, and protecting confidentiality of, any Honor Code proceedings.

All Sasin students are also expected to adhere to all policies and requirements of Chulalongkorn University and to abide by all applicable by laws and regulations.

Signature Date

Name

Please print your full name legibly

Please read, sign and submit this form with your application.

Letter of Recommendation

The Admissions Office
1st Floor, Sasa Patasala Building
Soi Chulalongkorn 12, Phyathai Road
Bangkok 10330, Tel. 0.22183850-7

admissions@sasin.edu

HRM Program
Sasin Graduate Institute of Business Administration
of Chulalongkorn University

Confidential

Name of candidate (*print or type*) _____
(First) (Last)

To the individual completing this form :

The person whose name appears above has applied for admission to the Sasin Graduate Institute of Business Administration of Chulalongkorn University. Please answer the questions below in as specific and candid manner as possible, particularly noting purposefulness, and initiative. Your comments will be an important factor in the admissions decision. Place the completed recommendation and the acknowledgement card in the envelope addressed to Sasin, sign your name across the seal to ensure the confidentiality, and return it to the candidate. Your comments will not be disclosed to the applicant and will be available only to those involved in our admission process. We will mail the acknowledgement card to you when we have received your letter. The card guarantees that we have the recommendation and that the envelope had not been opened. The letter of recommendation will be destroyed when it is no longer needed for admission and will not become part of a permanent record, if this applicant should enroll at the Sasin Graduate Institute of Business Administration. If you do not feel comfortable with this process, please inform the candidate that you will be mailing the recommendation to us directly. Thank you

Name of the individual completing this form (*print or type*) _____

Position/Title Organization E-mail

Address Telephone number

1. How long have you known the applicant? _____
years months

2. Under what circumstances have you known the applicant?

3. What do you consider the applicant's most outstanding talents or characteristics?

4. What are the applicant's weaknesses with regard to completing our academic program and having a successful managerial career?

5. To what extent does the applicant demonstrate originality and independence in thinking? Where have you observed this?

6. The Admissions Committee would appreciate any additional statement you may wish to make concerning the applicant's for graduate work and leadership abilities.

7. In comparison with the applicant's peer group (e.g. other students, other applicants, other employees), how would you rate the applicant with respect to the following qualities:

	Below average Bottom 1/3	Average Middle 1/3	Good Top 1/3	Unusually good Top 15%	Outstanding Top 5%	Truly exceptional Top 2%	No opportunity to observe
Intellectual ability							
Experiences/Potential Contribution to Class Discussion							
Leadership potential							
Personality/Ability to get along well with others							
Respect for different viewpoints							
Motivation							
Personal integrity/Ethics							
Oral communication skills							
Written communication skills							
Team skills							
Time Management							

8. I strongly recommend
 recommend
 recommend with some reservations*
 do not recommend

} that this applicant be admitted to the Sasin Graduate Institute of Business Administration

* My reservations are _____

Signature _____

Date ____/____/____

Since your evaluation will become part of the applicant's formal application, your prompt response in returning this form is essential to a timely decision. Thank you for your assistance.

Letter of Recommendation

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1st Floor, Sasa Patasala Building
Soi Chulalongkorn 12, Phyathai Road
Bangkok 10330, Tel. 0.22183850-7
admissions@sasin.edu

HRM Program
Sasin Graduate Institute of Business Administration
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Confidential

Name of candidate (*print or type*) _____
(First) (Last)

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Personality/Ability to get along well with others							
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Motivation							
Personal integrity/Ethics							
Oral communication skills							
Written communication skills							
Team skills							
Time Management							

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 recommend
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* My reservations are _____

Signature _____

Date ____/____/____

Since your evaluation will become part of the applicant's formal application, your prompt response in returning this form is essential to a timely decision. Thank you for your assistance.

For Office Use

Application Acknowledgment

We acknowledge receipt of your application for admission to the Sasin Graduate Institute of Business Administration of Chulalongkorn University.

- Your application form is complete.
- The following items are missing.
 - Baht 1,200 non-refundable application fee
 - Sasin Honor Code Covenant
 - Transcripts from: _____
 - Copy of degree certificate
 - TOEFL
 - GRE
 - Recommendations 1 2
 - Letter of Corporate Sponsorship
 - Other _____

Action is taken on applications only after all supporting documents have been received. It is your responsibility to see that we receive all of these supporting materials. You will be notified of the interview appointment shortly after the application file has been completed. If you have any questions, please feel free to contact the Admissions Office at 0-2218-3850-1, 0-2218-3856-7 or admissions@sasin.edu.

Signature _____

Date received _____ / _____ / _____

Acknowledgment of Recommendation

Thank you for your letter on behalf of _____
The information provided will be helpful in our evaluation of the applicant's qualifications for admission to the Sasin HRM program.

We attempt to judge the character, intellectual capacity, determination for completing, and potential for career growth of each applicant when reaching our decision. The records available to us are more meaningful when reviewed against a background of personal information.

Your interest in this applicant is sincerely appreciated.

The Admissions Committee
Sasin Graduate Institute of Business Administration
of Chulalongkorn University
Phone: 66.22183850-7, Fax: 66.22161312
e-mail: admissions@sasin.edu

Acknowledgment of Recommendation

Thank you for your letter on behalf of _____
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Phone: 66.22183850-7, Fax: 66.22161312
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