



# MBA

*Application for Admission*



# COMPLETING THE APPLICATION

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

To provide applicants with greater control over the application process, each applicant for SASIN MBA Program is asked to assemble his/her own application and supporting documents and submit them in one package.

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 a last name 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.

## **Sasin-Schulich Dual Degree Program**

Individuals who wish to pursue the Sasin-Schulich Dual Degree program must indicate that they wish to be considered for the dual degree program when submitting Sasin MBA application.

## **REAPPLICATIONS**

Applicants who have previously applied to Sasin must submit a new application including new essays and resume. However, because we retain applications for five years, there is no need to resubmit academic transcripts. It is highly recommended that applicants submit new GMAT and/or TOEFL. It is also suggested that the letters of recommendation are from different recommenders than in previous applications.

## **ELIGIBILITY**

A person holding a bachelor's degree or its equivalent from a Thai university or an institution of recognized standing is eligible for consideration. Certain places will be allocated to non-Thai students in order to ensure the international aspect of the program.

Prior study in business or economics is not a requirement for admission. Although course work in calculus is not required, a solid foundation in quantitative skills is expected. Engineering, science, technology, social sciences, and humanities are typical backgrounds.

## **CRITERIA FOR ADMISSION**

In the selection process, the Admissions Committee evaluates the applicant's scholastic ability for graduate study, qualities of character, motivation, evidence of leadership, and management promise. The Admissions Committee reviews the personal essays, academic record, GMAT and TOEFL (if applicable), letters of recommendation to assess each applicant's candidacy compared to the overall pool of applicants.

The Committee highly values full-time professional experience. Work experience adds to maturity and career- and self-awareness, which contribute to a student's success. The Committee attempts to evaluate an applicant's potential for a management career through careful review of experience and accomplishments in full and part time work settings, and in extracurricular activities.

## **APPLICATION COMPONENTS**

### **Application Form**

The four-page application form should be left in one piece. Please print or type your responses to all questions on the application forms. Personal essays should be typed on separated sheets. 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 to the application.

### **Essays**

Essays are critical portion of your application. They allow the Admissions Committee to get to know your character and professional aspirations, and to assess your critical reasoning and writing abilities. Please prepare the essays carefully and candidly. Your typed essays should be submitted on separate sheets of paper. Include your name and essay number on each page of your response. Suggested lengths are 1-2 pages **each**. If possible, please print your essays using both sides of the paper to reduce paper usage and conserve our natural resources.

### **Academic Transcript**

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 is required of all applicants prior to the admission interview.

Undergraduate and any other collegiate records as reflected in the official transcripts from all colleges and universities previously attended are examined not only for the overall grade average, but also for trends of grades and areas of particular scholastic strengths.

### **Resume**

Please enclose a current copy of your resume or curriculum vitae.

## Letter of Recommendation

Two letters of recommendation are required in the completed application packet. These letters should be from individuals who know you and your achievements well, and at least one should be from someone who has observed you in a work environment. Select recommenders who are in positions to assess your professional, extracurricular, and/or academic performance. 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.**

## Graduate Management Admission Test (GMAT)

**All applicants** are required to take GMAT. The Graduate Record Examination (GRE) is not accepted. It is suggested that the test be taken early in the year and that the score be reported directly to the Sasin Graduate Institute of Business Administration.

**The GMAT code for Sasin is FSK-WL-48.**

If taken more than five years ago, the applicants should consider retaking the GMAT. It is suggested that GMAT be taken early in the year. The test is administered year round at test centers throughout the world. The local test center is at BB Building, Asoke Road, Bangkok. Information about the GMAT is available at [www.mba.com](http://www.mba.com).

## Test of English as a Foreign Language (TOEFL)

Proficiency in reading, writing, and speaking English is required. All non-native English-speaking applicants must take the Test of English as a Foreign Language (TOEFL) in addition to the Graduate Management Admission Test. TOEFL scores are valid for 2 years. If taken more than two years, the applicants should consider retaking the TOEFL. TOEFL is a comprehensive test of English language skills. This test is prepared and administered by the Educational Testing Service (ETS). We accept TOEFL in all forms (paper-based, computer-based, and internet-based). Tests are given year round at various locations throughout the world. Information about the TOEFL is available at [www.toefl.org](http://www.toefl.org).

Applicants are waived from the TOEFL requirement only if they have finished high school and studied all four undergraduate years in a U.S., British, Australian, or New

**To register for TOEFL and GMAT, please contact the Regional Registration Center (RRC) in Kuala Lumpur, Malaysia at [www.prometric.com](http://www.prometric.com).**

**To minimize delays in the processing of applications, a photocopy of the official TOEFL and GMAT scores may be enclosed with the application. It is imperative that you have a copy of these scores also sent directly to SASIN.**

Zealand academic institution, or in an English-speaking institution in Canada. Applicants who fulfill the requirements for a TOEFL exemption must submit a TOEFL waiver request indicating such in a separate sheet.

**The TOEFL codes for Sasin are 9318 (institution code) and 02 (department code).**

## Application Fee

Each admission application must be accompanied by a non-refundable application fee of Baht 1,200 (US\$40) payable only to SASIN. It can be made in the form of cash or check made payable to Sasin Graduate Institute of Business Administration.

## INTERVIEW

Admission is granted upon a successful interview with the Representative of the Kellogg School of Management, and /or with the Sasin Admissions Committee which is composed of Sasin administrator(s), Sasin faculty and Sasin MBA Alumni. All candidates are required to sit for interviews. The admission interview schedule/appointment with date, time and place will be announced shortly after the application file has been completed.

## SUBMITTING THE APPLICATION

For full consideration, the completed application and all supporting documents should be submitted by **deadline of the round** to

**The Admissions Office  
Sasin Graduate Institute of Business Administration  
of Chulalongkorn University  
Sasa Patasala Building, 1<sup>st</sup> Floor  
Soi Chulalongkorn 12  
Phyathai Road, Bangkok 10330  
THAILAND  
[admissions@sasin.edu](mailto:admissions@sasin.edu)**

## APPLICATION CHECKLIST

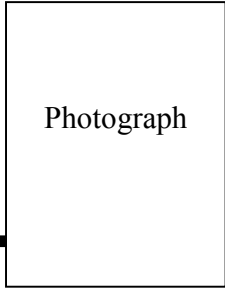
**Your completed admissions package must include:**

1. Completed data sheet
2. Completed application form
3. Sasin Honor Code Covenant (page 15)
4. Transcript(s)
5. Essays
6. Two letters of recommendation in sealed envelopes
7. Baht 1,200 (US\$40) non-refundable application fee
8. GMAT scores
9. TOEFL scores
10. 2 photographs
11. Resume
12. eight self-addressed mailing labels



# APPLICATION FOR MBA ADMISSION

**Sasin** Graduate Institute of Business Administration  
of Chulalongkorn University



## GENERAL INFORMATION

Official Identification Number/Passport Number \_\_\_\_\_

Name (English) \_\_\_\_\_  
Last First Middle

(Thai) \_\_\_\_\_  
First Last

Mailing Address \_\_\_\_\_  
Street address City Post Code Country

Telephone number \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Area Code Number Area Code Number

Date of Birth \_\_\_\_\_  
Month Date Year

Citizenship  Thai \_\_\_\_\_  
Place of birth

Other \_\_\_\_\_  
Country of Citizenship Place of birth Type of Visa

Have you applied to Sasin before?  No  Yes, for admission in \_\_\_\_\_

How did you first become interested in the Sasin MBA program?

*(You can check more than one)*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Sasin Publication | <input type="checkbox"/> News releases    | <input type="checkbox"/> Newspaper/magazine, please specify _____ |
| <input type="checkbox"/> Internet          | <input type="checkbox"/> Alumni           | <input type="checkbox"/> MBA Fair, where _____                    |
| <input type="checkbox"/> Faculty           | <input type="checkbox"/> Current Students | <input type="checkbox"/> Other _____                              |

What other MBA program (s) have you considered?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate your source of financial support

- Self-supporting  
 Business/Organization Sponsored \_\_\_\_\_

## ACADEMIC BACKGROUND

### Secondary School Attended

Dates of attendance	Secondary school	Location	Diploma/Certificate
_____ to _____			
_____ to _____			

### Colleges and Universities Attended

Approximate cumulative grade point average \_\_\_\_\_ out of \_\_\_\_\_  
GPA max.

Rank in graduating class (*if known*) \_\_\_\_\_ out of \_\_\_\_\_

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.

Institutions attended	Location	Dates of attendance	Degree	Date awarded	Major field of study
1.		_____ to _____			
2.		_____ to _____			
3.		_____ to _____			
4.		_____ to _____			

Honors received or other evidences of scholarship (honors, awards, etc.) \_\_\_\_\_  
 \_\_\_\_\_

Describe part-time work while in college \_\_\_\_\_  
 \_\_\_\_\_

Hours per week spent on part-time work: Freshman year \_\_\_\_\_ Sophomore year \_\_\_\_\_ Junior year \_\_\_\_\_  
 Senior year \_\_\_\_\_

Have you ever been suspended or required to withdraw from any school or college?  Yes  No  
 If your answer to the above is yes, explain fully on a separate sheet.

### EXTRACURRICULAR/SPORTS/COMMUNITY/LEADERSHIP ACTIVITIES SINCE COLLEGE

Use additional sheets if necessary.

Activities (list most important ones first)	Dates (from-to)	Positions held, if any

## EMPLOYMENT HISTORY

Account for all time periods from the start of your undergraduate studies to the present, beginning with your most recent activities. Include part-time, summer, and full-time work experience, job search, etc. Use additional sheets if necessary.

Dates:from-to	Employer or school	Job title	Avg .no. Hrs./wk.	Primary responsibilities

Years of full-time work experience \_\_\_\_\_

Current position \_\_\_\_\_ Company \_\_\_\_\_

Location \_\_\_\_\_

*(city and country)*

Responsibilities *(description)* \_\_\_\_\_

\_\_\_\_\_

Plans for future career: for what specific type of position do you wish to prepare?

\_\_\_\_\_

In what field do you plan to specialize ? \_\_\_\_\_

*If you have a physical or emotional problem that you wish to call to our attention, please so state on a separate sheet and indicate any kind of accommodation you may require.*

## Recommenders

Applicants are required to submit 2 letters of recommendation.

1.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

2.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_

## Background and Objectives

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Please respond to the following questions in a concise but effective manner and enclose your responses (on separate sheets of paper) with your application materials. Be sure that your name and the essay number appear on the top of each page submitted. Essays should be typed, using a font size no smaller than 12 points. Suggested lengths are given below. If possible, please print your essays using both sides of the paper to reduce paper usage and conserve our natural resources.

1. **List your most valued professional accomplishments and describe why they are meaningful to you.** (one to two pages)
2. **Elaborate on your non-academic activities (either extracurricular or work), explaining why you have pursued them and what you have gained from the experience.** (one to two pages)
3. **What is the most challenging problem that you have faced, and how have you solved it ?** (one to two pages)
4. **Why have you chosen to apply for graduate business administration study ? What are your career objectives and how can this MBA program aid you in reaching those goals? What do you feel you can contribute to the Sasin?** (two to three pages)

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

Sasin does not find it possible to admit all applicants who meet its entrance requirements. Sasin, therefore, reserves the right to refuse admission to any applicant. Sasin 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.

I certify that all statements 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 Sasin. I authorize Sasin to release information from this application and supporting documents to organizations sponsoring scholarships at the Institute to permit my being considered for scholarship support.

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 90<sup>th</sup> 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  
1<sup>st</sup> Floor, Sasa Patasala Building  
Soi Chulalongkorn 12, Phayathai Road  
Bangkok 10330, Tel. 0.22183850-7  
[admissions@sasin.edu](mailto:admissions@sasin.edu)

**MBA Program**  
Sasin Graduate Institute of Business Administration  
of Chulalongkorn University

**Confidential**

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Name of candidate (print or type) \_\_\_\_\_  
Last First Middle

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 maturity, 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) \_\_\_\_\_

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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. How firm do you consider the applicant's career goals to be? How well do you see graduate study in business administration fitting into those goals?

7. The Admissions Committee would appreciate any additional statement you may wish to make concerning the applicant's capacity for graduate work and potential for becoming a responsible and successful manager.

8. In comparison with the applicant's peer group (other MBA applicants, other students, 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	very good Top 15%	Outstanding Top 5%	Truly exceptional Top 2%	No opportunity to observe
Intellectual ability							
Maturity							
Leadership potential							
Personality/Ability to get along well with others							
Personal integrity/Ethics							
Motivation							
Creativity							
Management skills							
Written communication skills							
Oral communication skills							

9. 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 a 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

The Admissions Office  
1<sup>st</sup> Floor, Sasa Patasala Building  
Soi Chulalongkorn 12, Phayathai Road  
Bangkok 10330, Tel. 0.22183850-7

[admissions@sasin.edu](mailto:admissions@sasin.edu)

**MBA Program**  
Sasin Graduate Institute of Business Administration  
of Chulalongkorn University

**Confidential**

---

Name of candidate (print or type) \_\_\_\_\_  
Last First Middle

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 maturity, 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?

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

6. How firm do you consider the applicant's career goals to be? How well do you see graduate study in business administration fitting into those goals?

7. The Admissions Committee would appreciate any additional statement you may wish to make concerning the applicant's capacity for graduate work and potential for becoming a responsible and successful manager.

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

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Intellectual ability							
Maturity							
Leadership potential							
Personality/Ability to get along well with others							
Personal integrity/Ethics							
Motivation							
Creativity							
Management skills							
Written communication skills							
Oral communication skills							

9. 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 a 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 Sasin Graduate Institute of Business Administration of Chulalongkorn University.

- Your application is complete.
- The following items are missing:
  - Non-refundable application fee
  - Transcript from \_\_\_\_\_ 2
  - Letter of Recommendation 1 \_\_\_\_\_ 2
  - TOEFL
  - GMAT
  - Resume
  - Essays
  - Sasin Honor Code Covenant

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](mailto: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 Sasin MBA Program.

We attempt to judge the maturity, character, intellectual capacity, and leadership potential 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](mailto:admissions@sasin.edu)**

## Acknowledgment of Recommendation

Thank you for your letter on behalf of \_\_\_\_\_  
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