Fudan University MBA Program

入学申请表

— Application Form —

准考证号（或报名编号） Exam Registration No. _____________

姓名 Name ________________________________

第一志愿 First Choice

□ 复旦国际MBA项目  Fudan International MBA Program

□ 复旦MBA项目  Fudan MBA Program
为了使您的申请有效，请提交完整的申请表及所需材料，我们将对所有的信息严格保密。
Please fill out the application form with all required information and submit all necessary documents, which will be strictly kept confidential.

1. 申请表  Application Form
申请表需由本人认真填写所有栏目，务必工整书写。在寄回申请表之前，请您将申请表复印留底。注意“申请人声明”一项必须填写，否则本次申请无效。
All items in this form are to be carefully filled by the applicant in person. Please save a copy before sending the application form back. Application forms without an Applicant Declaration will NOT be accepted.

2. 学历证明及大学成绩单  Educational Background and University Transcript
请提交大学学历、学位证书的复印件及大学成绩单。（成绩单必须加盖教务部门公章或档案保管部门公章）
Please submit a photocopy of graduation certificate, degree certificate and official university transcript.

3. 两份推荐信  Two Recommendation Letters
两份推荐信必须充分了解申请人的个人情况，管理潜能和工作业绩。推荐信必须由推荐人本人用所附空白推荐表填写，并使用专用的信封签名封口，否则推荐无效。（建议其中一推荐人为申请人直属领导，推荐人请勿选择亲戚旁系）
The two references should have adequate knowledge of the applicant’s basic information, management potential and work achievements. The letters should be written in the blank recommendation form and enclosed in special envelopes with seal. (It is suggested that one of the references should be the immediate supervisor of the applicant.)

4. 其他附件  Other Affixes
一张一寸的免冠彩色近照按要求贴在入学申请表上，请在入学申请表的规定处贴上清晰的身份证复印件和工作名片。另交三张一寸的免冠彩色近照。（请在照片背面对注明姓名和准考证号后五位号码）
Please attach one passport-sized color photo, a clear photocopy of your ID card and your business card where necessary and then submit three more passport-sized color photos. Please put your name and the last 5 digits of your Exam Registration Number on the back of the photos.

申请人声明  Applicant Declaration

[
我保证此申请表由我本人填写，一切信息属实。
如经核实发现造假行为，愿接受复旦大学MBA项目的处理，直至取消入学资格。
我理解并同意复旦大学关于MBA申请人无论是否录取，所有报名材料由学校归档不予退回的规定。
I hereby certify that to the best of my knowledge all information filled in the application form is true. I am the sole person who wrote the answers to the essay questions. I understand that any false or inaccurate information may result in dismissal from the program. I fully understand that application materials I submit will NOT be returned regardless of my admission to this program.

签名 Signature: ___________________________ 日期 Date: ___________________________

注: 表内信息请如实填写，不必考虑报考攻读硕士学位研究生登记表所填内容
Note: All the information should be true

材料寄至:
Please send all documents to:
复旦大学管理学院光华楼709室MBA办公室
上海市国顺路670号，邮编：200433
MBA office, Room 709, Starr Building, School of Management Fudan University
Address: No.670 Guoshun Road, Shanghai, 200433, P.R.China

1
Fudan University MBA Program

Please affix a clear copy of your ID card here

Please affix your business card here

This form is for applicants of Fudan MBA Program and Fudan International MBA Program only
个人信息  Personal Information

1. 姓名：
   Name

2. 性别：
   Gender
   □ 男   □ 女
   Male   Female

3. 出生日期：
   Date of Birth ( dd/mm/yy )

4. 婚姻状况：
   Marital Status
   □ 未婚   □ 已婚
   Single   Married

5. 通讯地址：
   Address
   省   市
   Province   City
   邮政编码：
   Zip Code

6. 通讯地址：
   省   市
   Address
   省   市
   Province   City
   电话：
   Company Phone
   传真：
   Fax
   家庭电话：
   Home Phone

   手机：
   Mobile
   电子邮件：
   Email

请指定一位紧急联系人 In case of emergency, please contact

姓名：
   Name
   ( 先生/女士 ) 电话：
   ( Sir/Madam ) Tel
   手机：
   Mobile

受教育背景  Education Background

6. 所获学位或学历：（从高中开始填写）
   Education ( since with senior high school )

<table>
<thead>
<tr>
<th>学校名称</th>
<th>专业</th>
<th>学位</th>
<th>获得日期</th>
<th>全日制</th>
<th>学校所在地</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>Major</td>
<td>Degree</td>
<td>Date of Award</td>
<td>Full-time or not</td>
<td>Location</td>
</tr>
<tr>
<td>from</td>
<td>to</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

如校名有更改，请注明原校名和现校名

Please specify the former and current name of the institution if there is any change
7. Please list the awards, scholarships, honours and other forms of recognition (academic or professional) you received (please submit copies of your certificates):


8. Please list the professional certifications you hold:


9. Foreign language level

<table>
<thead>
<tr>
<th>Language</th>
<th>Listening</th>
<th>Speaking</th>
<th>Reading</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Other Training:

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Training Institution</th>
<th>Date (y/m)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>from</td>
<td>to</td>
</tr>
</tbody>
</table>
工作经历（请务必完整填写）Work Experience（Please fill in every item completely）

11. 全职工作经验
   Full-Time Work Experience
   年
   Management Period
   年

12. 目前直属工作单位名称
   Current Employer
   单位地址（邮编）
   Company Address
   单位电话
   Company Telephone
   单位传真
   Company Fax
   现任职务
   Current Position
   担任此职务的年限
   Length of time at the current position
   年
   年薪（含补贴，奖金等）
   Annual salary (including subsidies & allowances)
   所在单位员工人数
   Number of employees in the company
   直接下属员工人数
   Number of subordinates under your immediate supervision
   是否为上市公司： 深圳 □ 上海 □ 海外 □ 否 □
   Listed company Shenzhen Shanghai Abroad No

13. 具体工作经历（以最近的为始）
   Detailed Work Experiences（Starting from the most recent）

<table>
<thead>
<tr>
<th>单位名称</th>
<th>从</th>
<th>至</th>
<th>*4 性质 Category</th>
<th>*4 行业 Industry</th>
<th>*1 资产总额 Assets</th>
<th>*2 年销售额 Annual Sales</th>
<th>职务 Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>from</td>
<td>to</td>
<td>Category</td>
<td>Industry</td>
<td>Assets</td>
<td>Sales</td>
<td>Position</td>
</tr>
</tbody>
</table>

注*1 金融企业请在“资产总额”一栏中填写企业净资产总额
For financial institutions, please specify the Net Assets Value when filling in the item of Assets

注*2 “年销售额”一栏请填写本公司的销售额，而不是母公司的总销售额
Annual Sales refers to the sales volume of your company instead of your parent company

注*3 军队、政府机关等事业单位可不填写“资产总额”和“年销售额”两项，但需在“个人陈述”部分的第18（a）题中对其单位情况作出具体说明
In the case of a non-profit organization like the army or the government, Assets and Annual Sales can be omitted. Please specify the details in Question 18(a) in the Personal Statement

注*4 填写“性质”和“行业”时，请参考以下代码：
Please refer to the following code for the items of Category and Industry

单位性质代码：Type of Your Employer
1. 政府机构
   Government
2. 国有企业
   State-owned
3. 民营企业
   Privately owned
4. 外资企业（请注明外方所属的国家/地区）
   Foreign Invested (Please specify country/region)
   5. 其他
   Others

行业性质代码：Industry
1. 加工/制造业
   Manufacturing
2. 咨询业
   Consulting
3. 医疗保健
   Medical Treatment
4. 贸易/产品代理
   Trade/Commerce
5. 公用事业
   Public Administration
6. 房地产/建筑业
   Real Estate/Construction
7. 旅游行业
   Hotel/Travel
8. 金融/保险业
   Finance/Insurance
9. 电信及信息产业
   IT/Telecommunication

10. 交通运输业
    Transportation

11. 教育文化业
    Education

12. 电力、能源及冶金
    Electric Power/Energy Sources/Metallurgy

13. 非营利机构
    Non-Profit Organization

14. 其他
    Others

14. 专业特长：Specialty
   请自我评价您在以下领域的能力和知识，这一信息将有助于以后的学习。
   Please evaluate yourself in the following areas. This information is helpful for forming study groups.

<table>
<thead>
<tr>
<th></th>
<th>Weak</th>
<th>Average</th>
<th>Strong</th>
</tr>
</thead>
<tbody>
<tr>
<td>财务会计</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance/Accounting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>市场销售</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing/Sales</td>
<td></td>
<td></td>
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</tr>
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<td>金融投资</td>
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<tr>
<td>Financial Investment</td>
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<tr>
<td>生产运营</td>
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<td></td>
</tr>
<tr>
<td>Operation</td>
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</tr>
<tr>
<td>组织行为</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Organization Behavior</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>信息技术</td>
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<td></td>
<td></td>
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<tr>
<td>IT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>项目管理</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Program Management</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>供应链管理</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply Chain Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>办公软件技能</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Software Skill</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>定量分析技能</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantitative Analysis Skill</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

15. 您是从哪个渠道了解复旦大学管理学院MBA项目的？（可重复选择，但请注明先后次序）
   Where did you learn about the MBA program of School of Management Fudan University?
   □ 复旦大学管理学院网站
   Website of School of Management Fudan University
   □ 朋友介绍，姓名：
   From a friend, Name:
   □ 招生咨询会（请列出）:
   Information Session
   □ 教育展（请列出）:
   Education Exhibition
   □ 平面媒体广告（请列出）:
   Print Media Ad.
   □ 网站（请列出）:
   Website
   □ 其他（请列出）:
   Others

16. 您是否参加过各类MBA考前辅导班？（若曾多次参加，可重复选择）
   Have you ever taken any MBA preparatory class?
   □ 从未参加过.
   Never
   □ 参加过复旦求是MBA考前辅导班：
   Yes, I have taken Fudan Qiushi MBA preparatory
   □ 参加过，请注明：
   Yes, please specify

17. 您是第几次报考复旦MBA项目？
   How many times have you applied for Fudan MBA Program?
   □ 第一次
   This is the first time
   □ 两次及以上，请注明您曾经参加全国联考的年份：
   Twice and above, please specify the particular time of GRK you attended before
个人论述 Essay Questions

18. 以下论述题是为了让我们对您的管理潜能、工作能力、事业项目及抱负等有进一步的了解，也是录取工作的重要环节，请对每个问题做认真考虑后如实回答。
This section is very important as it helps us evaluate your professional competence, goals and aspirations etc. Please give your true answers after serious consideration.

a. 请简要叙述您所在单位的基本情况和您所负责的工作内容及上下级汇报体系，并画出贵单位的组织结构图及您个人所处位置(可以单独附页)。
Please brief the basic background of your current company and your major responsibilities. Give an outline of your company’s framework and point out your position.

b. 请举例说明您目前的工作业绩。
Give an example of your current outstanding achievement.
b. 请评论您将来成为高级管理者所需的领导潜力，并举一例说明。
   Please comment on your leadership potential for senior management in the future and give an example.
c. 您在目前及以前所从事的工作中取得过什么样的成就？举实例说明一件您所遇到的最具挑战性的管理难题，请说明您是如何解决它的？
What have you achieved in your present and previous jobs? Give an example of how you dealt with the most challenging management problem you have ever encountered.
d. 您的职业发展目标是什么？请结合行业特点简要说明您五年内的职业规划，复旦MBA项目对您实现这一职业规划有何帮助？

What are your career goals? Please brief your career plan for the next five years based on the characteristics of your profession and explain how Fudan MBA Program help you achieve it?
e. 您如何看待商业规则和道德准则？请与我们分享您曾经遭遇的挑战和困惑，您是如何解决的？
   How do you think of business rule and ethical standard? Please describe an ethical dilemma that you have faced and how it was resolved.
Please answer either question f or question g. (Question f for applicants of International MBA Program and question g for applicants of MBA Program)

f. Why are you seeking to pursue your full-time MBA study in the next 2 years? Explain how you will arrange the two-year study and achieve your career goals?

g. In the case of part-time Fudan MBA Program, how would you integrate your MBA study in your daily plan? What problems do you expect to have and how will you solve them? If there is a big conflict between your MBA study and your work or other activities, what will you do?
h. Do you want to provide other information to assist the exam council to fully evaluate your application competence?

---

**References’ Information**

19. Please provide the following information of the two references:

<table>
<thead>
<tr>
<th>Name (Name)</th>
<th>Company (Position)</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recommendation Letter

Notes for the reference

Fudan MBA Program aims to cultivate young business talents and future business leaders with global competitiveness. At least 5 years of work experience is required for applicants with junior college diploma, 3 years' experience for those with a bachelor's degree, and 2 years' experience for those with a master's degree. Your review will be very important to our recruitment. Please put this letter into the enclosed special envelope, sign across the seal and then return it to the applicant. The applicant will send back all the documents with this letter to Fudan MBA office. The information you provide will be strictly kept confidential and we greatly appreciate your time and effort in completing this form.

申请人姓名: 申请人的职务:
Name of applicant  Position of applicant

您认识申请人有多长时间：从（From）到（To）
How long have you known each other

1. 您是如何认识申请人的？请说明您的接触频率。
   How did you get to know the candidate? Please specify your contact frequency.

2. 您认为申请人的主要优点体现在哪些方面？您如何评价申请人的领导能力？
   What do you consider to be the applicant's strengths? How do you evaluate the applicant's leadership ability?

3. 您认为申请人在哪些领域有能进一步提高？
   In what fields do you think the applicant has ability to get improvement?
4. Do you think the applicant has thought over his/her plan for the MBA program?

5. Please evaluate the following aspects of the applicant. (Choose the most impressive ones)

<table>
<thead>
<tr>
<th>Aspects</th>
<th>Strengths</th>
<th>Average</th>
<th>Weakness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal Skills/Teamwork</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analytical and Problem Solving</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Innovation Ability</td>
<td></td>
<td></td>
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<tr>
<td>Leadership Ability</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Professionalism</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please give your overall evaluation

- [ ] Strongly Recommend
- [ ] Recommend
- [ ] Recommend with reservations

Signature: ________________________________
Company name: __________________________
Position: ________________________________
Telephone: ______________________________
Zip Code: _______________________________
Address: ________________________________

If you need more information, please contact

MBA office, School of Management, Fudan University
Address: Room 709, Starr Building, No.670 Guoshun Road, Shanghai
Tel: 021-65643935
Email: mba@fudan.edu.cn
Website: www.fdms.fudan.edu.cn
推荐信  Recommendation Letter

推荐人须知:

Notes for the reference

复旦大学MBA项目旨在培养具有国际竞争力的工商业青年精英、未来领袖。我们要求申请人具有大专毕业五年以上的工作经验或本科毕业三年以上的工作经验，或硕士毕业两年以上的经历。推荐人的意见和权威性是我们选择学员的重要参考。

Fudan MBA Program aims to cultivate young business talents and future business leaders with global competitiveness. At least 5 years of work experience is required for applicants with junior college diploma, 3 years' experience for those with a bachelor's degree, and 2 years' experience for those with a master's degree. Your review will be very important to our recruitment.

请您填写并附上申请信。在封口处签名后交还给申请人，请勿直接寄回，由申请人和其他材料一起交回复旦大学管理学院MBA办公室。我们将严格保密。真诚感谢您填写此推荐信。

Please put this letter into the enclosed special envelope, sign across the seal and then return it to the applicant. The applicant will send back all the documents with this letter to Fudan MBA office. The information you provide will be strictly kept confidential and we greatly appreciate your time and effort in completing this form.

申请人姓名: 申请人事名:  
Name of applicant Position of applicant

您认识申请人有多长时间: 从 (From) 到 (To)  
How long have you known each other  

1. 您是如何认识申请人的？请说明您的接触频率。

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   In what fields do you think the applicant has ability to get improvement?
4. Do you think the applicant has thought over his/her plan for the MBA program?

5. Please evaluate the following aspects of the applicant. (Choose the most impressive ones)

- Interpersonal Skills/Teamwork
- Communication Skills
- Analytical and Problem Solving Ability
- Innovation Ability
- Leadership Ability
- Professionalism
- Others

Please give your overall evaluation:
- Strongly Recommend
- Recommend
- Recommend with reservations

Signature: __________________________ Date: __________________________

Company name: __________________________ Position: __________________________

Telephone: __________________________ Zip Code: __________________________

Address: __________________________

If you need more information, please contact

MBA office, School of Management, Fudan University
Address: Room 709, Starr Building, No.670 Guoshun Road, Shanghai
Tel: 021-65643935
Email: mba@fudan.edu.cn
Website: www.ftims.fudan.edu.cn
清单
Checklist

MBA面试申请者需要提交完整的申请材料，我们将根据下列选项核查所寄回材料是否齐全。
The applicant should submit complete materials as required and we will check if the application package is complete or not.

以下由MBA办公室填写
Filled by MBA office hereinafer:

三张一寸免冠彩色近照
(背面注明姓名和准考证后五位号码)  □
Three color photos

清晰的身份证复印件
Clear ID card copy

学历、学位证书复印件
Photocopy of Graduation Certificates
and Degree Certificates

大学成绩单（必须加盖教务部门公章）  □
University transcript bearing institutional stamp

推荐信一
Recommendation letter I  □

推荐信二
Recommendation letter II  □

材料情况评价
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