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ace  
emba

executive master of business administration

*affiliated to pokhara university*

## Application Guideline

Please read the following information and instructions carefully before completing the application.

Your written application and supporting materials are of primary importance in the selection process. They offer you an opportunity to describe your background, academic ability, accomplishments, and plans for the future. We ask that you give as complete a picture of yourself as possible. Your application is thoroughly evaluated, and an admission decision is made only after thoughtful consideration of all the information provided.

## Prerequisites

To be considered for admission into the Executive Master of Business Administration program, all prospective candidates must meet the following prerequisites:

- The candidate should have a Bachelors Degree or equivalent in any discipline from a recognized University
- A minimum of four years of work experience is required
- Certified copies of all relevant academic qualifications and transcripts are required at the time of admission

## Admission Procedure

Prospective participants in our EMBA program are required to appear in a computer-based entrance examination and interview.

Participants will be offered admission based on the Admissions Committee's assessment of the prospective participant's past academic record, professional work experience, performance in the entrance examination and interview, and his/her management potential, maturity and motivation.

## Admission Policies

The Admissions Committee will not consider any additional materials or changes once an application has been submitted. The completed application becomes

confidential property of Ace Institute of Management and is not returnable. Applicants are responsible for ensuring that all the information and accompanying material provided in connection with their application is authentic and accurate.

Ace Institute of Management may at any time require applicants to provide satisfactory verification of the information and documents submitted as part of their application. If an applicant is unable to do so, the Institute reserves the right to cease consideration of the application, to withdraw any offer of admission already made, and/or to terminate one's status as a student. The applicant will assume all costs for authenticating and verifying documents and information associated with his/her application.

## Submission Instructions

It is your responsibility to ensure that your application is complete. Incomplete application will not be evaluated. The Admissions Committee will not consider any additional materials or changes once an application has been submitted.

The following application materials must be submitted to Ace in a sealed envelope:

- Duly completed application form together with 2 color passport-size photographs
- Certified copies of all relevant academic/professional qualifications and transcripts
- Curriculum Vitae (CV) detailing employment history and responsibilities since college or university
- Application processing fee of NRs. 500/-

Your application materials should be addressed to:

The EMBA Admissions Committee  
Ace Institute of Management  
GPO Box 10001, Kathmandu, Nepal  
Email: [ace@ace.edu.np](mailto:ace@ace.edu.np)  
Web: [www.ace.edu.np](http://www.ace.edu.np)

# Application Form

Passport size photo

Registration Number:

## Personal Information

Full name				
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
Marital Status				
Date of birth	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Day <input type="text"/> <input type="text"/>	Age <input type="text"/> <input type="text"/>
Place of birth				
Nationality				

### Contact Information

Address		
Telephone		Office:
Mobile		Fax:
Email		

### Family Information

Father's Name		Nationality	
Occupation/Title		Telephone	
Mother's Name		Nationality	
Occupation/Title		Telephone	
Spouse's Name		Nationality	
Occupation/Title		Telephone	

If a sibling is an Ace student, please provide the following information:

Name	
Program	
Year	

Have you ever been suspended, expelled, or placed on probation at any school for academic or disciplinary reasons?

Yes / No

(If yes, please explain the circumstances. Use a separate sheet of paper.)

Have you ever been convicted of, or hold a criminal record?

Yes / No

(If yes, please explain the circumstances. Use a separate sheet of paper.)

## Education

List the name of college/university from which you appeared for your examination of Bachelors Degree.

### Bachelors Degree

Name of Institution			
Degree			
Subjects			
Dates attended	From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Aggregate % <input type="text"/>

### Other

Name of Institution			
Degree			
Subjects			
Dates attended	From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Aggregate % <input type="text"/>

## Professional Training

List the name of two major programs.

Program	
Nature	
Duration	
Institution	

Program	
Nature	
Duration	
Institution	

## Employment Information

A CV detailing employment history needs to be submitted along with this Application Form.

### Full Time employment (Current)

Organization	
Address	
Nature of Business	
Duration	
Responsibilities	
Key accomplishments	
Total years of work experience	

## Evaluation Information

Details of referees you would like us to contact if required.

Name of first referee		
Occupation/ Designation		
Organization		
Contact Address	Telephone	Office
		Mobile

Name of Second referee		
Occupation/ Designation		
Organization		
Contact Address	Telephone	Office Mobile

### *Awards and Recognition*

What awards or recognition did you earn in the last couple of years at school or at work?

## Sponsorship

If you are being sponsored, please fill out this section.

Organization		
Nature of business		
Sponsoring authority	Telephone	Office
		Mobile
Contact address		

## Financing your education

How will your education at Ace be financed?

Parents       Self       Others, please specify below

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## Essay

Your response to the following question plays a very important role in the selection process. Before you begin preparing your essay, you are requested to conduct a thorough self-assessment. The essay is meant to present a unique picture of you. The Admissions Committee is interested to learn about you, what your values and goals are, and the distinctive qualities that make you an interesting candidate for our EMBA Program.

Write an essay on the topic given below. The length of the essay should not exceed a limit of 350 words. (Please use a separate sheet of paper to write your essay).

**What are your career aspirations? In what ways will your joining the EMBA at Ace help you fulfill your aspirations?**

I certify that the information presented in my application is accurate, complete and honestly presented and has been written by me. I understand and agree that any inaccurate information, misleading information, or omission will be cause for revoking any offer of admission, or for disciplinary action, dismissal or revocation of degree if discovered at a later date. The Admissions Committee may verify any and all parts of my application materials.

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Date

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Applicant's signature