



Graduate School
GPO Box 10001 | Snamangal, Kathmandu, Nepal
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Email: ace@ace.edu.np | Web: www.ace.edu.np

a p p l i c a t i o n f o r m

ace

MASTER OF
BUSINESS
ADMINISTRATION
DEGREE

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 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, with at least a second division.
- Certified copies of all relevant academic qualifications and transcripts are required at the time of admission.
- All applicants must be able to speak, read, write and comprehend English fluently.

Admission Procedure

Prospective participants in our MBA 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 performance, performance in the entrance examination and interview and ability to contribute to the program.

The entrance examination will consist of English language aptitude test and quantitative aptitude test. The applicants will have to produce original mark-sheets and certificates at the time of the interview.

Copies of official transfer/character certificates from the college last attended and migration certificate in original will need to be submitted only at the time of admission.

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 applications, 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 applications 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 qualifications and transcripts/marks sheet
- Application processing fee of NRs. 500/-

Your application materials should be addressed to:

The MBA Admissions Committee

Ace Institute of Management
GPO Box 10001, Sinamangal, Kathmandu, Nepal
Tel: 977 1 4462042 / 4462043, Fax: 977 1 4464902
Email: ace@ace.edu.np, Web: www.ace.edu.np

Application Form

Passport size photo

Registration Number:

Personal Information

Full name				
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
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		Mobile	
Email			

Family Information

Father's Name	Nationality
Occupation/Title	Telephone
Mother's Name	Nationality
Occupation/Title	Telephone
Local Guardian	Telephone

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

Name	
Program	
Year	
Name	
Program	
Year	

Education

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

Grade	Name of Institution	Dates attended	% Marks obtained
Class XII		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"/>	
Bachelors Degree		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"/>	
Other		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"/>	

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 the space provided below or a separate sheet of paper if necessary.)

Extracurricular Activities

Activities you were involved in or leadership positions you held

--

Awards and Recognition

Awards or recognition you earned in the last couple of years at school

--

Employment Information

Organization	
Address	
Designation	
Total years of work experience	

Evaluation Information

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

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

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 MBA Program.

Write an essay on the topic given below. The length of the essay should not exceed a limit of 350 words.

What are your career aspirations? In what ways will your joining the MBA 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 revocal of degree if discovered at a later date. The Admissions Committee may verify any and all parts of my application materials.

Date

Applicant's signature