



# EXECUTIVE MBA APPLICATION GUIDANCE

# INTRODUCTION

Thank you for your interest in the Executive MBA programme at King's Business School.

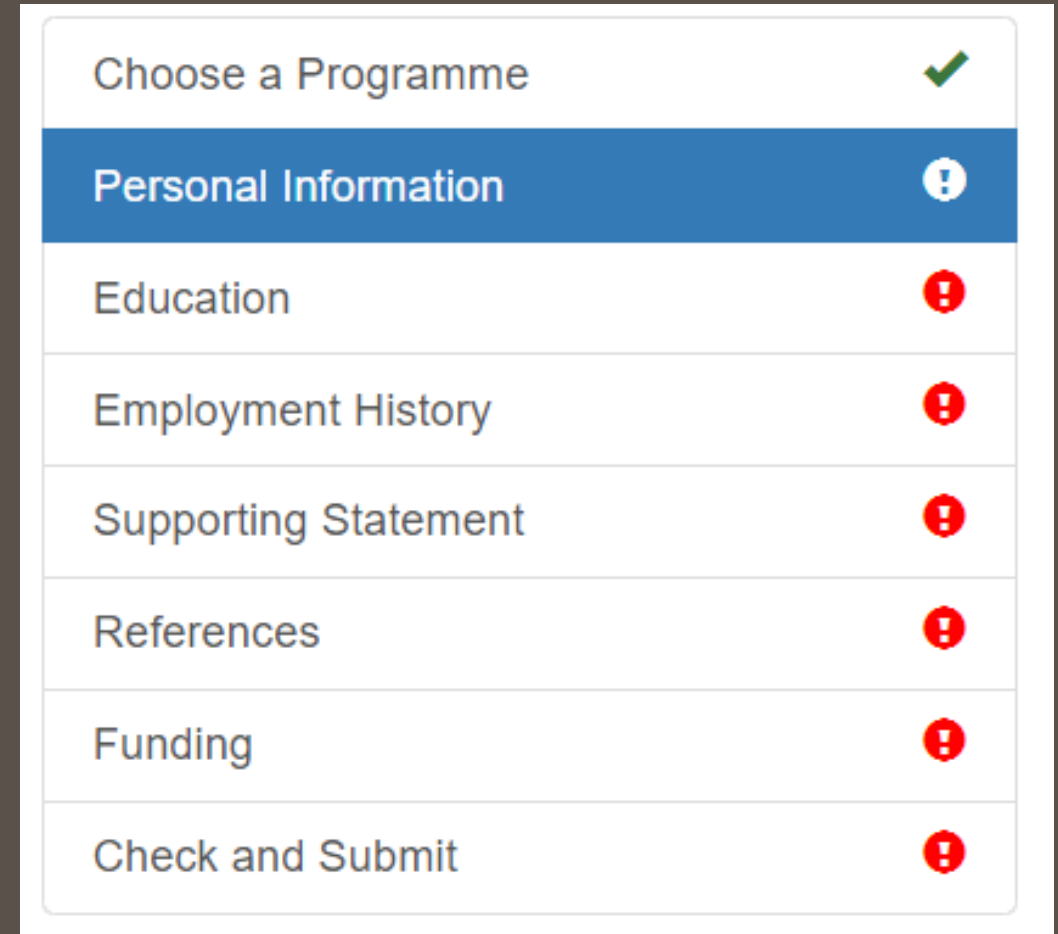
This step-by-step guide will outline the application process on [King's Apply](#). You can also find detailed programme information on the [course page](#).

If you have any queries, please get in touch via [executiveMBA@kcl.ac.uk](mailto:executiveMBA@kcl.ac.uk)



# CHECKLIST & FEE STATUS GUIDANCE

- Once you have **Registered an Account**, you will be able to see a **checklist** on the top right-hand side of the screen to check your application progress. You can also save and return later (rather than completing in one sitting) if this is more convenient.
- Once you have submitted your application, the Admissions team will review your **fee status**, so any assessment in the '**Personal Information**' section is not final. For further guidance, please refer to [UKCISA](#). Your fee status is separate to any visa requirements.



Choose a Programme	✓
Personal Information	!
Education	!
Employment History	!
Supporting Statement	!
References	!
Funding	!
Check and Submit	!

# NON-BRITISH NATIONALS & VISAS

- Non-British nationals who do not require a visa, should provide proof of residency. Please note that the onus is on the applicant to make a successful visa application if they require one.
- Students who require visa sponsorship *must* hold a part-time Student Visa (at the point of programme registration) as they will not be able to join teaching if they enter on a Visitor Visa. Please note that students studying on a Part-Time Student Visa will *not* be able to work, attend work placements or have dependents in the UK on this visa.
- Any visa-related questions, should be directed to our dedicated Student Advice Team via [advice@kcl.ac.uk](mailto:advice@kcl.ac.uk).





# EDUCATION

- We require a minimum 2:1 undergraduate Bachelor's (honours) degree in any discipline. Please upload a colour photo/scan of your degree certificate accordingly. If you do not meet these requirements but have substantial work experience, we would still welcome an application from you.
- If your degree certificate does not confirm your final award, please upload your final official degree transcript.
- If these academic documents were not issued in English, please upload certified translations. We do not require school or pre-University qualifications.



# GMAT & ENGLISH

- If you hold a GMAC Executive Assessment, GMAT or GRE we encourage you to submit this under the 'Professional and Other Relevant Qualifications' section, however, this is not a compulsory requirement.
- If you have an English Language Test, please upload your certificate. Applicants are *not* required to meet the [English Language requirements](#) at the point of application as this can be a condition of offer. The Admissions Team will review your application holistically to ascertain if you meet the English Language requirements.





# EMPLOYMENT HISTORY

- You should have 7 years' relevant full-time work experience with management or leadership responsibilities in your current role. Please note that you are not required to have 7 years' experience at senior level.
- Please upload your current CV to support your application.



# PERSONAL STATEMENT

We ask for a personal statement (500 words) outlining:

- Your current role and responsibilities.
- Your career goals and personal ambitions, including how you believe an Executive MBA will support you in working towards these.
- Something that particularly attracts you to King's College London and the King's Executive MBA.
- What experience and participation you will bring to contribute to the Executive MBA classroom, cohort and King's College London community.





# REFERENCE

We require one professional reference from your current line manager or other senior colleague who knows you in a professional capacity.

Please upload a word document under the 'Additional Information' Section, with the following referee details:

- Their name.
- Their company/institution.
- Their position.
- Their relation to you.
- The professional e-mail address.
- Their company telephone number.
- Their company address.
- Whether you consent to your referee being contacted for their written reference at the point of application or at the point of offer.



# SUMMARY

Prepare and submit your application via [King's Apply](#)

If entry requirements are met, you will be offered an interview with the Programme Director

Offer holders are invited to apply for one of our [Scholarships](#)

Pay £5,000 deposit to secure your place on the programme within 1 month of offer.







KING'S  
BUSINESS  
SCHOOL

## Good Luck!

You will be invited to accept the [Executive MBA Terms & Conditions](#) and pay the £130 application fee prior to submission. This is non-refundable, irrespective of the outcome of the decision on your application. We are unable to offer application fee waivers.

If you have any questions, please contact [executivemba@kcl.ac.uk](mailto:executivemba@kcl.ac.uk)

Once you have submitted your application, please log in to [King's Apply](#) to respond to any request for information or to submit a query.

