

# Application Form

*Please affix  
a recent  
colour  
photograph*

**CONFIDENTIAL**

Please Note: All fields in the application are mandatory.  
Please fill in all details in BLOCK/ CAPITAL LETTERS ONLY

## 1. PERSONAL DETAILS

First Name

Middle Name

Last Name

Ms./ Mr. (Tick Appropriate Title) \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth (dd/mm/yy) \_\_\_\_\_ Marital Status: Married  Single

Residential Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Office Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Organisation Headquarters Address (if different from office address) \_\_\_\_\_

\_\_\_\_\_

Mobile Number \_\_\_\_\_ Office Phone Number \_\_\_\_\_

Alternate Phone Number \_\_\_\_\_ Email ID \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Passport Number \_\_\_\_\_

Native Language \_\_\_\_\_ Present Location \_\_\_\_\_

Interview Preference:  Hyderabad  Telephonic

**2. ACADEMIC INFORMATION**

Degree/ Title	University/ Organisation	Institute	From - to	CGPA / %	Type
					<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
					<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
					<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
					<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
					<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time

**3. WORK EXPERIENCE**

Total work experience (in years) \_\_\_\_\_

Work experience (Last 3 Organisations)

Name of the Organisation	Type of Employment (Full-time/ Part-time)	Designation	Function	From - to

Details about current employment

Total Number of employees \_\_\_\_\_ Revenue of company (per annum) \_\_\_\_\_

Headquarters \_\_\_\_\_ Direct reportees \_\_\_\_\_

Indirect reportees \_\_\_\_\_ Starting compensation \_\_\_\_\_

Ending compensation \_\_\_\_\_

**4. GMAT**

Have you taken the GMAT test?  Yes  No

GMAT Appointment Number \_\_\_\_\_

Verbal		Quantitative		Total		AWA	
Score	% Below	Score	% Below	Score	% Below	Score	% Below

Medium of instruction during undergraduate study/ Bachelor's Degree \_\_\_\_\_

**5. ESSAYS**

**Essay 1 (500 words):** Reasons for pursuing this programme

**Essay 2 (500 words):** Your key professional achievements (especially, in retail)

**Scholarship Essay (Optional):** In case you are applying for scholarship, please provide additional information which you think qualifies you for the same in not more than 500 words.

*Please attach the essays as separate documents printed on A4 sheets using Arial Bold (15 Pt) for heading, Arial Bold (12 Pt) for sub-heads and Arial (12 Pt) for body text with 1.5 line spacing.*

**6. RECOMMENDATIONS**

Please provide two professional contact details from whom the ISB will seek your letters of recommendation. Ideally the contacts will be your immediate supervisors (one current and a former supervisor)

Recommender's Name \_\_\_\_\_ Designation \_\_\_\_\_

Address \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Email ID \_\_\_\_\_

Recommender's Name \_\_\_\_\_ Designation \_\_\_\_\_

Address \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Email ID \_\_\_\_\_

How did you learn about this programme?

- Advertisement
- Letter from Dean
- Email from ISB
- Press Article
- Word of Mouth/Referral
- ISB Website
- CEE Alumni
- Organisational Referral
- ISB Tele Call
- Online search/ Advertising
- Others (specify)

\_\_\_\_\_

## 7. DECLARATION

Have you ever been convicted of any act of violence, dishonesty, or any crime(s) against properties involving the threat of violence? \_\_\_\_\_

Have you been charged/convicted of any disciplinary crime at work place? \_\_\_\_\_

I understand that during participation in the programme, I will be free of other duties on class days and will not be absent for any reason.

I hereby certify that I have provided all accurate and complete information in this application.

I authorise all persons or entities to provide any relevant information in their possession to the Indian School of Business in considering me for admission or verifying my credentials for admission, and I expressly waive any required notice to me.

I understand and agree that any misrepresentation or omission of facts in my application will justify the denial of admission, the cancellation of admission, or expulsion.

This application is my honest statement to the Admission Committee.

I authorise ISB to use my data to carry out checks on multiple applications and checks on records of previous studies as a student in other institutions.

I understand that, upon my registration in the programme, this data will become part of my student record.

That student record may be used for a number of academic and administrative purposes consistent with the mission of the ISB, including academic advising, programme planning and evaluation, checks for concurrent registration at other institutions, etc.

Signature \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

### SUBMISSION CHECK-LIST

- Colour Photograph
- Essays
- Current Resume
- Passport Copy
- Certificates and Mark sheet of the Bachelor's Degree or equivalent qualification
- Proof of Income
- Business Card
- GMAT/ TOEFL/ IELTS Score, if applicable
- Sponsorship Letter, if applicable



INDIAN SCHOOL OF BUSINESS, HYDERABAD | MOHALI

Marketing Services, Centre for Executive Education  
Indian School of Business, Gachibowli, Hyderabad - 500 032, India  
Ph: +91 40 2300 7041/42, Fax: +91 2300 7040, Email: [execed@isb.edu](mailto:execed@isb.edu)

[www.isb.edu/execed](http://www.isb.edu/execed)