

Pre-MBA Business English Course
July 20 – August 6, 2009

Applicant Name: _____		Sex G Male G Female
(Family name/surname)	(Given name)	

Date of Birth: ____ ____ ____ month day year	Country of birth:	Country of citizenship:
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Current mailing address: Street Address _____

City	Country	Postal Code
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Telephone Number	E-mail
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Academic Background:
 What university did you attend? _____
 What was your field of study? _____
 What year did you graduate? _____

Have you ever studied English in an English-speaking country? no yes. If yes, where and when?	TOEFL Scores/Date of test	TOEIC Scores/Date of test
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Financial Support: Please indicate how your studies will be supported by checking one of the following:
 My employer or other sponsor will pay for the Pre-MBA Business English Course
 I am paying for my own Pre-MBA Business English Course

English language ability:
 Please rate your ability in the box for each skill, using a scale of 1 = lowest to 5 = highest

SKILL	BEGINNING 1 - 2	INTERMEDIATE 3 - 4	ADVANCED 5
Listening			
Speaking in conversations and group discussions			
Speaking in oral presentations to an audience			
Reading			
Writing			

APPLICATIONS MUST INCLUDE THE FOLLOWING

- (1) Application Fee: US\$50 (non-refundable)
- (2) Tuition: US\$2,500

Total payment of US\$2,550 should be by wire transfer or money order, payable to "Georgetown University." For payments by wire transfer, please email clcd@georgetown.edu for information.

Method of payment: Please check one:

Money order (enclosed)
Please write your name on the money order.

Wire transfer. Date: _____

SIGNATURE

I certify that the information provided is accurate and complete. I have indicated on my MBA Immigration Questionnaire that I am applying for this program.

Signature of Applicant _____

Date _____

Send application and payment to:

CLED Special Programs
Georgetown University
3607 O Street, N.W.
Washington, D.C. 20007, USA

You can also fax or email your completed application.

For further questions, please contact CLED at:
E-mail: clcd@georgetown.edu
Fax: (202) 337-1559
Tel: (202) 687-7710

Georgetown University is an Equal Employment Opportunity/Affirmative Action institution in employment and admissions.

Admission is given on a space available basis. Admission cannot be guaranteed until all documents and fees are received. Notice of admission will be sent to you via email.

Withdrawals: To withdraw an application, send an email to CLED (clcd@georgetown.edu) and the Office of International Programs (rubinr@georgetown.edu.) Withdrawals before the application deadline will qualify for a 100% refund. Note that withdrawals will require a new immigration document.

Checklist for Applicants to the Pre-MBA English Program:

- Submit your completed Pre-MBA English application form and full payment to CLED at the above address. Make sure that you have provided your current email address as we will be emailing you a confirmation of your admission into this program.
- Submit your completed Immigration Questionnaire (with all required documents) to the Office of International Programs. You will receive an I-20 allowing you to arrive up to 30 days before the start of the Pre-MBA English Program.
- Submit all MBA-required forms, documents and payments to the MBA office.
- Request a visa interview at the U.S. embassy or consulate after you have received your I-20.
- Prepare to arrive at least 2 weeks before the start of the Pre-MBA English Program to find housing and settle in.
- If you do not wish to accept the Georgetown University Summer Insurance program (cost: \$410), bring a copy of your own insurance plan with official English translation. Please see <http://clcd.georgetown.edu/programs/professional/premba/arrival/> for details.