



S. P. JAIN
CENTER OF
MANAGEMENT
DUBAI • SINGAPORE

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**GLOBAL MBA
PROGRAM**
Application Form 2010
April Intake

ADMISSION REQUIREMENTS AND GUIDELINES

1. This being a post-graduate program you must be a graduate to apply.
2. You need to have done an aptitude test. We consider GMAT or CAT scores. If you have not taken any and are not planning to do so, you must take an aptitude test conducted by S.P Jain. If you have taken one of the above mentioned aptitude tests you may also take our aptitude test, if you so desire. We will consider the best score.
3. You will not be short listed for evaluations until and unless you have a score on your records to show us.
4. The admissions team selects candidates based on consistent and high academic performance, (we usually expect students to have a first class all through their academics) quality and rigor of the under graduate studies, relevant work experience, demonstrated leadership qualities, analytical abilities, communication skills and other personality traits.
5. A student needs to submit only one application but has been given the choice of applying for 2 specializations **in a single application**. In fact duplication of applications may lead to a student's form/admission being disqualified.
6. Admission is offered only for a specific stream of specialization and stream change requests are not granted. The candidate is evaluated with reference to the stream applied for.
7. The Global MBA is designed for participants who have prior work experience. Normally full time work experience of 3 years or more is required but a small percentage of students with 2 years work experience maybe also considered. Further relevant post-graduate qualifications like CA for the finance streams are given preference.
8. A small percentage of the batch comprises of those with a family business or who desire to become an entrepreneur or are taking a sabbatical/leave of absence from their present employers, with a commitment to rejoin them. However the eligibility criteria for admission remains the same even under this category. Please tick the relevant box in the application form. Such candidates are not part of our placement services. Once admitted under "non-placements" it is not possible to change to "placements" later.
9. It is very important for all candidates to read carefully the entire catalog of our Global MBA April (Intake) 2010 intake program and note that it is a residential (compulsory) program conducted **jointly** at Dubai and Singapore with Toronto being optional. We also highlight that it is a very intensive and rigorous program. Candidates should also carefully read through the FAQ's Section on the website for further clarity. Please carefully read the procedures and follow the steps. You may call us if instructions are not clear or you have a unique issue.

APPLICATION PROCEDURE

1. Fill up the application form and send it to us. The same could be done on-line which is the fastest way or by hardcopy. Students applying in hard copy format may add additional sheets should the areas provided for giving information is insufficient. Further details of both options are given below. **There is no application fee at the time of making the application.** Please save/print/copy the online/hard copy form for your future reference.
2. **The last date for applying is February 21, 2010.** However, applications will be scrutinized on a rolling basis. In other words each application will be evaluated as and when received. The chances for getting selected will therefore be higher the sooner you apply. The admissions may be closed sooner than the last date.
3. The admissions teams will then shortlist applications based on past academic performance, aptitude test scores, work experience and other achievements. Short listed candidates will then be required to come to one of our selection centers for further evaluation. The evaluation consists of Group Discussion, Essay / Case Study and a Personal Interview (subject to change). The centers are Dubai, Singapore and Mumbai.
4. Short listed candidates will need to pay the following fees:

	Indian Rupees (INR)	UAE Dirham (AED)	US Dollars (USD)
Evaluation Fee	2500/-	250/-	50/-

Students are required to pay the above evaluation fee prior to requesting for an evaluation date.

5. The results of the evaluation will result in one of 3 possibilities (a)an offer (b) waitlist (c)regret. Students may view their status post evaluations on the S P Jain website. The website is updated within 15-20 days post evaluations.
6. S P Jain conducts its internal aptitude tests periodically. Should you choose to take this test you will need to pay the following fees:

	Indian Rupees (INR)	UAE Dirham (AED)	US Dollars (USD)
Aptitude Test Fee	2000/-	200/-	40/-

Detailed procedure for the aptitude test and payment for the same will be uploaded separately on the GMBA website prior to conduction of the test.

ON-LINE APPLICATION

1. Please go to our website www.spjain.org/admission.asp
2. Fill out the application form fully. Incomplete application forms will not be considered. Please save/print the online form for your future reference.
3. You will receive an acknowledgement of your application along with an application number immediately by email. Please use this number for future correspondence with us.
4. You will be informed whether you have been short listed for an interview. Normally this period takes 30 days. Please avoid contacting us during this period. However, if you fail to get a response from us you may check the status of your application after 45 days of submitting your application.
5. There is no application fee at the time of making the application.

HARD COPY APPLICATION

1. You may download and print the application form "Global MBA (April 2010 intake) Application 2010" which consists of 9 pages on A4 paper by going to our website www.spjain.org/admissions.asp
2. Fill out the application form completely. If there is insufficient space to give details under any one head please attach a sheet to the form and furnish full details. Please keep a copy for your future reference.
3. The same should be sent along with a photocopy to any of the below mentioned addresses:

<p>S. P. Jain Center of Management S P Jain Center 533, Kalbadevi Road Mumbai 400 002 INDIA</p>	<p>S. P. Jain Center of Management Block 5, Dubai International Academic City P.O. Box 502345, Dubai U.A.E.</p>	<p>S. P. Jain Center of Management 10 Hyderabad Road Singapore 119579</p>
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4. You will receive an acknowledgement by email within 21 days of receipt by us along with your application number for future correspondence. Please do not follow up during this period.
5. You will be informed whether you have been short listed for an interview. Normally this period takes 30 days. Please avoid contacting us during this period. However, if you fail to get a response from us you may check the status of your application after 45 days of submitting your application.
6. There is no application fee at the time of making the application.



FEES & OTHER COSTS (Payable by all students)

A.	Payable towards fees	AED	USD
	i. Registration Fees	18,250	5,000
	ii. Tuition Fees	67,800	18,575
	iii. Library Deposit (refundable)	750	200
B.	Payable by students requiring a student visa		
	iv. Visa charges :- • Dubai • Singapore	** 2,000 600	** 550 165
C.	Payable towards hostel accommodation (compulsory)		
	v. Hostel accommodation Inclusive of transport to campus.	33,040	9,050
	vi. Hostel Deposit (refundable)	550	150
D.	Books and copied course material	* 4,750	* 1,300
E.	Medical Insurance (compulsory)	1,100	300
Total		1,28,840	35,290
<p><i>Fees may be paid in AED or USD. The USD figures mentioned are at the current rate of exchange - 1 USD = 3.65 AED - Should there be any change in this exchange rate, the prevailing USD exchange rate to the AED is to be taken at the time of making payments.</i></p>			
F.	<p>Laptop: All students are expected to have a laptop for their exclusive use. Specifications will be given at the time of admission. Students are free to buy their own laptop as per the specifications given by us.</p>		
<p>*Books and copied course material will be at actual cost. The amount mentioned above is an advance against which actual costs will be adjusted during the year. Any additional cost towards books will be payable by the student whilst in Dubai / Singapore.</p> <p>** on completion of the program the Dubai visa needs to be cancelled for which an additional cost of approximately AED 575 / USD 160 would be payable (will be charged at actuals at the time of visa cancellation) - this amount is not included in the amount mentioned above</p>			



Note:	
	<ul style="list-style-type: none"> Fees are payable at our Dubai and Singapore campus only in AED or USD. However, for the sake of convenience students from India may pay their fees at our India Liaison office in AED/USD. No rupee payments will be accepted in India. All airfares will be borne separately by students. Accommodation costs include hostel costs in Dubai and Singapore. Variety of food plan options available. It is normal to spend AED 700 per month (in Dubai) / SGD 500 per month (in Singapore) towards food and other living costs.

Payments Timeline

	<ul style="list-style-type: none"> Last date for payment of all fees / monies – February 28, 2010. Payments received post the last date of February 28, 2010 will carry an interest rate of 15% p.a Visa processing for Dubai/Singapore can be undertaken only post receipt of ALL fees.
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Refund Policy

	<ul style="list-style-type: none"> The initial deposit of US\$ 2,500 is non-refundable/non-transferable under any circumstance. Any refund request received till March 1, 2010 will be entertained as follows: <ul style="list-style-type: none"> The Registration fees of AED 18250 (US\$ 5000) plus the visa fees as applicable to the first country will be deducted and the balance refunded. Any refund request received after March 1, 2010 until June 30, 2010 will be entertained as follows: <ul style="list-style-type: none"> Only half the tuition fees + books + accommodation costs will be refunded. There will be no refund under any other head. After July 1, 2010 there will be no refund <p>The above refund policy is applicable irrespective of the cause for refund and includes medical, emergencies and all other causes</p>
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ADDITIONAL FEES TO BE PAID FOR THE TORONTO OPTION **

		AED	USD
1.	Tuition, accommodation and Course material fees	14,600	4,000

Pls note that the accommodation would be available only for a period of 70 days/course duration only in Toronto. Any extended stay beyond this would be chargeable.

In addition to the above a student needs to bear the cost of meals and transport at actuals.

The visa charges, airfare to and fro to Toronto and any other incidental costs will be borne by the student.

**The above is payable by only those students who have opted/been selected to go to Toronto as a part of the GMBA Program (April 2010 intake).

BANK LOANS

SP Jain assists students in procuring loans for payment of fees. The loan details are as given below (subject to change - please check for updated details with the respective banks – contact details mentioned)

LOAN – TERM SHEET

Fees are payable in USD/AED on the indicated due dates. For those students who wish to take an educational loan, S P Jain, Dubai-Singapore has tied up with Indian Bank, Oriental Bank of Commerce and Union Bank of India for the same.

Details of the loans are given in the term sheets below which are subject to change at the discretion of the banks for e.g the interest rate may change, even the pattern of documents required may differ from branch to branch of the same bank.

It is however pertinent to point out that S P Jain, Dubai-Singapore is acting only as a facilitator for the loans and takes no responsibility for the disbursements of the loan. It is the student's responsibility to liaise directly with the banks and ensure that all fees are remitted in time, before the due date of payment.

Indian Bank	Oriental Bank of Commerce	Union Bank of India	HDFC Bank
Eligibility			
Indian National	Indian National upto 45 years	Indian Resident	Indian National/ Resident Indians
Available for			
Fees, hostel, exam fees, purchase of books/equipment, travel expenses, passage money, laptop etc.	Admission fees, books, instruments required for the course, monthly fees, laptop, boarding and lodging expenses of hostel/boarding.	Tuitions fees/cost of books/hostel/mess charges/project work expenses/equipment including laptop and living expenses	Fees, hostel, exam fees, purchase of books/equipment, travel expenses, passage money, laptop etc.
Amount and Security			



	Indian Bank	Oriental Bank of Commerce	Union Bank of India	HDFC Bank
A	Upto 4.00 lacs No Security, Parents Co-obligation	Upto 4.00 lacs Parents Co-obligation	Upto 4.00 lacs Parents Co-obligation	Upto Rs 12 Lacs- Nil Security/No Third-Party Collateral
B	above Rs.4.00 and upto Rs.7.5 lacs • no security but need personal guarantee of third party of suitable net worth (minimum Rs.3 lacs of annual income)	upto Rs.7.5 lacs • no security but need co-obligation of parents/guardian • one personal guarantee (minimum Rs.3 lacs of annual income)	above Rs.4.0 lacs and Upto Rs.7.5 lacs • Parent's co-obligation • Third party personal guarantee with suitable means acceptable by bank	Collateral Required For Loans Above Rs 12 Lakhs 1. Residential Property 2. HDFC Bank FD 3. LIC/NSC/KVP
C	above Rs.7.50 and upto Rs.15 lacs • Collateral security of suitable value but not less than the loan amount.	above Rs.7.50 and upto Rs.20 lacs • co-obligation of parents/guardian • mortgage of immovable property or any other tangible securities like pledge of NSC/LIC/UTI (surrender value)/PSU bonds etc. having value equivalent to 100% of the loan amount.	above Rs.7.50 and upto Rs.20 lacs • co-obligation of parents/guardian • mortgage of immovable property or any other tangible securities like pledge of NSC/LIC/UTI (surrender value)/PSU bonds etc. having value equivalent to 100% of the loan amount.	
Rate of Interest				
	11.25% for loan upto Rs.4.00 lacs 11.50% for loan above Rs.4.00 lacs	10.75% for male students and 10.50% for female students	11.00%	11% Fixed For The Entire Loan Tenure
Margin				
	Upto Rs. 4 lacs – Nil Above Rs. 4 lacs – 15%	Upto Rs. 4 lacs – Nil Above Rs. 4 lacs – 15%	15% margin	5%
Repayment Period				
	Repayable in 5-7 years	Repayable in 5 years – 60 EMIs	60(5 years)/84(7 years) EMIs	Repayable in 5 years
Moratorium				
	The course period plus 6 months from the completion of the course or immediately after getting the job, whichever is earlier	The course period plus 6 months from the completion of the course or immediately after getting the job, whichever is earlier	The course period plus one year or 6 months immediately after getting the job, whichever is earlier	Course Period + 1 Year
Disbursement				
	Directly to S P Jain, Dubai-Singapore	Directly to S P Jain, Dubai-Singapore	Directly to S P Jain, Dubai-Singapore	Directly to S P Jain, Dubai-Singapore
Processing Charges				
	Nil	Rs.500/-	Nil	Rs 1000 Per Application
Penal interest				



Indian Bank	Oriental Bank of Commerce	Union Bank of India	HDFC Bank
2% over the normal lending interest rates on the overdue amount for irregular period	2% over the normal lending interest rates on the overdue amount for irregular period	2% will be levied on the overdue installments	4% over the normal lending interest rates on the overdue amount for irregular period
Other Terms and Conditions			
		One of the parent of student shall join as joint borrower Term life Policy in the name of the student to be obtained and assigned in favour of the bank	Pre-Payment charges as per the following grid 1. < 6 months- Not Allowed 2. 6 Months < 1 year -4% of the POS 3. >1 Year < 2 Year -3% Of the POS 4. >2 Year < 3 Year -2 % of the POS 5. >3 year < 4 Year -1% of the POS 6. >4 year -Nil fore-closure charges POS- Principal Out- Standing.
Processing and Contact details			
Address Bhavan' s Campus Branch Munshi Nagar, Andheri (West) Mumbai 400 058	Address 66 Guru Darshan N S Road no.1, Vallabnagar Society JVPD Scheme,Vile Parle (West) Mumbai 400 056	Address 66/80 Mumbai Samachar Marg Branch Mumbai 400 023	Address HDFC Bank Ltd Education Loan Dept 1st Flr, Plot No.69 R. No.16, Cross Rd 'C' Mumbai 400093
Contact person Mr. R. Anand Babu, Branch Manager Tel.: 26234829 Mob.:9819991871	Contact person Ms. Havovi Patel – Branch Manager Mr. Alok Kumar – Officer Tel.: 66779612 / 26191488 Fax No.: 26191488	Contact person Mr. Sanjay Tendolkar Mob.: 9322240172 Mr. Kishor Vengurlekar Mob.: 9833059713 Tel.: 22629366 Telefax.: 22642782	Contact persons Mr. Dinesh Saraswat Mob.: 9323898554 Dinesh.Saraswat@hdfcbank.com Mr. Sudesh Shetty sudesh.shetty@hdfcbank.com Mr. Balaji Natarajan natarajan.balaji@hdfcbank.com
Email: bhavanscampus@indianbank.co.in	Email: havovi@obc.co.in	Email: dstripathi@unionbankofindia.com ;	



9. Specialization

	Tick any one Super-specialization
Marketing	<input type="checkbox"/> Services Marketing and Management <input type="checkbox"/> Product Marketing and Management <input type="checkbox"/> Retail Management
Human Resources	<input type="checkbox"/> Global Human Resources Management
Finance	<input type="checkbox"/> Investment Banking and Wealth Management <input type="checkbox"/> Advanced Corporate Finance Management <input type="checkbox"/> Banking Management
Information Technology	<input type="checkbox"/> IT Management
Logistics	<input type="checkbox"/> Global Logistics and Supply Chain Management

10. Please mention your second best choice of Super-specialization

	Tick any one Super-specialization
Marketing	<input type="checkbox"/> Services Marketing and Management <input type="checkbox"/> Product Marketing and Management <input type="checkbox"/> Retail Management
Human Resources	<input type="checkbox"/> Global Human Resources Management
Finance	<input type="checkbox"/> Investment Banking and Wealth Management <input type="checkbox"/> Advanced Corporate Finance Management <input type="checkbox"/> Banking Management
Information Technology	<input type="checkbox"/> IT Management
Logistics	<input type="checkbox"/> Global Logistics and Supply Chain Management

11. Would you be interested in going to Schulich School of Business, York University, Toronto?*

Yes No

*The final decision of whether a student goes to Toronto or not is entirely at the discretion of the S P Jain Management's Admission Committee

12. Educational Qualifications

	Academic Level	Institution	University/Board	Year of Completion	Degree #	Final Grade in %	GPA*
A	Under Graduation 4th yr #						
B	Under Graduation 3rd yr						
C	Under Graduation 2nd yr						
D	Under Graduation 1st yr						
E	Std. 12 – A Level						
F	Std 10 - N level/ O level/GCSE						

Specialization during Under Graduation: _____
(eg. mechanical, computer etc)

* Please specify the GPA out of (eg 3/5 or 6/10). Please note GPA is applicable only for those students whose Universities/Boards have the GPA grading system. Other students need not fill the GPA column and can mention their percentage in the percentage column.

It is mandatory to give details for all the years. Without full details the application will be treated as incomplete and will not be screened. We require the percentage/GPA achieved for EACH year of graduation individually in the appropriate columns provided – please do not simply mention your FINAL year percentage/GPA for all 4 years of graduation. For students who have the semester wise marking system – please take the average of semester 1 and semester 2 and mention the same in the percentage/GPA column of the 1st year, for the 2nd year the average of semester 3 and semester 4 and so on.

H. Educational Background

UNDERGRADUATE STUDIES

<input type="checkbox"/> Arts	<input type="checkbox"/> Science	<input type="checkbox"/> Engineering	<input type="checkbox"/> Commerce
<input type="checkbox"/> Hotel Management	<input type="checkbox"/> Management	<input type="checkbox"/> Others (Specify):	

POSTGRADUATE STUDIES / PROFESSIONAL QUALIFICATIONS

	Degree	Institution	University/Board	Year of Completion	Area of Specialization
A					
B					
C					

(Please list above all Masters programs / professional qualifications like CA/CS/ICWA/PG Dip etc that you may have successfully completed)



I. Additional Qualifications

Have you taken any additional relevant professional courses (eg Microsoft/CISCO/CCNA certified courses/NCFM/BSE/NSE training modules) Yes No

If yes, Please specify

Name of course: _____

Certifying body: _____

Year of completion of course: _____

J. Exceptional Academic Achievements

(If you have been a school (Std 10), college or university topper / rank holder - pl furnish details)

Maximum 250 words

K. Have you appeared for CAT, or GMAT?

If yes, please indicate	<input type="checkbox"/> CAT	<input type="checkbox"/> GMAT
Date		
Registration Number/ ID		
Score (in percentile)		

If you have not taken any of the above tests you need to take S.P Jain's aptitude test. You may take this test also in addition to one or more of the above tests.

Would you be taking S.P Jain's Aptitude test : Yes No

Have you taken S P Jain's Aptitude test earlier: Yes No

If Yes, when _____ and Score (in percentile) _____

For the April 2010 intake S. P. Jain would accept CAT results of year 2008 and 2009 (results declared in Jan 2009 and 2010), GMAT score for tests undertaken in the years 2008 and 2009 and up to February 10, 2010 S.P. Jain aptitude test scores for tests undertaken in the year 2009.



13. Work Experience (Start with the latest, full time work after finishing your undergraduate degree. Should the space given below be insufficient pl furnish details on a separate sheet.)

Name of Organization	Designation	Job Profile (Please give a brief description of your role and duties) <i>Maximum 250 words</i>	Duration		Annual Salary INR/USD/AED	Location*
			From MM/YY	To MM/YY		

Total number of years of experience – **Years** **Months**
(calculated until 31st March 2010)

* Country to be mentioned - if you have done any assignments over a period of 2 months outside of your main country of posting please highlight the same in the box given below. Eg if your main location is in Mumbai – India but you have been sent for a project to UK you need to give details of the same - time frame, if assignment for a special client and nature of assignment



14. Apprenticeship / Summer Training / Internship

Name of Organization	Designation and Job Profile <i>Maximum 250 words</i>	Duration		Internship*	
		From MM/YY	To MM/YY	Full Time (F/T)	Part Time (P/T)

***Note** : "Part time" internship is done along with your graduate degree and is only for a few hours a day and the internship is "full-time" if you were working 8 hours or more per day.
CA/CS articleship will be considered as "Full time" internship, so will any internship that was part of a degree programme which allowed a student to work full time at a company and NOT attend college/university for that period.



15. Additional Information

Please furnish any other details you would like to which would help S P Jain better assess your application (eg if there is a gap in education/work profile an explanation for the same.)

Maximum 500 words

16. Please highlight your achievements in the following

Maximum 250 words for each area

A	Professional	
B	Other	



17. Personal Details

	Family Member	Age	Qualification	Occupation (specify company & nature of business, if applicable)
A	Father			
B	Mother			
C	Brothers			
D	Sisters			
E	Spouse			
F	Guardian			

Total Income of the family excluding your income in INR / AED / USD: _____

18. Extra Curricular Activities, Hobbies & Interests *Maximum 250 words*

19. Foreign Language/s known**

Do you know any FOREIGN Language/s?: Yes No

If yes please give details - mention 1, 2 or 3 in the boxes below based on your fluency levels: -

1 = Beginner, 2 = Intermediate and 3 = Very Fluent

Language Known	Level of Competency		
	Verbal	Reading	Writing
1.			
2.			
3.			

** Foreign language would mean a language besides English for Indian students - eg French, Italian - for a foreign student it would be a language besides English and the national language/s.



24. Were you guided by an educational consultant to apply to S.P.Jain-Dubai/ Singapore?

Yes No

If yes, please specify the name of the consultant : _____

25. Please provide feedback, in five sentences or less about the quality of the services provided by the consultant. Are you satisfied? If yes, please list aspects which pleased you. If no, please suggest areas for improvement.

Maximum 250 words

DECLARATION

All the information filled above is true and to the best of my knowledge. I am willing to produce original certificates or documented proof on demand.

Place: _____

Date: _____

Signature: _____

All decisions made by the Institute will be final and any dispute will be dealt with under U.A.E Jurisdiction.