



**APPLICATION FORM
FOR ADMISSION TO**

**INTERNATIONAL EXECUTIVE MASTER PROGRAM IN
HOSPITALITY MANAGEMENT**

PERSONAL INFORMATION

Name:
 First name:
 Date of Birth (DD/MM/YYYY)
 Sex: Female Male
 Nationality:
 Address for Correspondence

 Contact number: Fax: E-mail:
 Are you a member of any business association? If yes, mention the name

Attach here a
2"x2" photograph
taken within
6 months

DETAILS OF CURRENT JOB

Current job position: Date of Joining: Annual Salary in VND/US\$:
 Main Responsibilities:

 Name of the Company:
 Address of the Company:

 Tel: Fax: E-mail:
 Activities of the Company:
 Number of Employees:
 Name of the Parent Company (if any):

WORKING EXPERIENCE (Start with the most recent employment)

<u>Position Held</u>	<u>From (MM/YY) To</u>	<u>Responsibilities</u>	<u>Name of the Company</u>
.....
.....
.....
.....

- Practical experience in years (total)
- Number of years in leading positions (responsible for budget and/or personnel), deducted from total.....

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION FORM

ACADEMIC ACHIEVEMENT

<u>Name of the Institution</u>	<u>Degree</u>	<u>From (YYYY) To</u>	<u>Grade Point</u>	<u>Major Subject(s)</u>
.....
.....
.....

Highest level of education attended and successfully finished	From (YYYY) To	Type of diploma
	-	

LANGUAGE PROFICIENCY: Describe your English language proficiency:

		Excellent	Good	Fair
Listen				
Speak				
Read				
Write				

- Have you obtained any English language proficiency certificate: Yes/No _____ If yes, attach a copy of your certificate.
- How did you achieve your English-Knowledge?

	Period of time	Content, achieved knowledge
<input type="checkbox"/> Course		
<input type="checkbox"/> Stay abroad		
<input type="checkbox"/> Family		

PAYMENT OF COURSE FEE

- Participant him-/herself
- Employer or institution
- Partly participant, partly employer

❖ How did you hear about the International Master Program in Hotel and Hospitality Management?

- Search engine
- Personal contact (who? _____)
- Paper / magazine
- Other (Please specify: _____)

RECOMMENDATIONS: Please provide below the information about the persons you have requested to send your recommendations.

1 st Person	2 nd Person
Name:	Name:
Position:	Position:
Address:	Address:
Email:	Email:

I hereby declare that all above information listed by me is correct and accurate.

Applicant's signature: _____

Date: _____

CHECKLIST

Please ensure that you enclose the following documents with your application:

1. A copy of undergraduate and/or graduate certificate (in English)
2. An attested, official undergraduate and/or graduate transcript written in English
3. Recommendation letters from two recommenders
4. Resume (maximum of 2 pages)
5. One page statement of objective for joining the program

PLEASE MAIL YOUR APPLICATION TO:

Ms. Nguyen Thu Thuy - Program Coordinator

Management and Business Section MBS

Asian Institute of Technology in Vietnam,

Building B3, University of Transport and Communications, Lang Thuong, Dong Da Dist., Hanoi.

Tel: +84-4-37669493/ Ext. 117

Fax: +84-4-37669492

Email: nthuy@aitcv.ac.vn

INTERNATIONAL EXECUTIVE MASTER PROGRAM IN HOSPITALITY MANAGEMENT

FACHHOCHSCHULE SALZBURG
UNIVERSITY OF APPLIED SCIENCES

ASIAN INSTITUTE OF TECHNOLOGY
IN VIETNAM



LETTER OF RECOMMENDATION

PART A – TO THE APPLICANT

Full name of Applicant:

Signature:

Date:

PART B – TO THE RECOMMENDER

The person named above has applied for admission to the **International Executive Master Program in Hospitality Management** at the **Asian Institute of Technology in Vietnam AIT-VN**. We ask your assistance, and would appreciate your frank and candid appraisal of the applicant.

Full name of Recommender:..... Position/Title:.....

Name and Address of the Organisation:

Tel: Fax: Email:

1. How long and in what capacity have you known the applicant?
.....

2. How would you rate the applicant on following attributes?

	Unusually Outstanding (Top 5%)	Superior (Top 10%)	Excellent (Top 15%)	Good (Top Third)	Average (Middle Third)	Poor (Bottom Third)	N/A
Oral Communication Skills							
Written Communication Skills							
Ability to Work in Groups							
Leadership Qualities							
Problem Solving Ability							
Professional Experience							
Ability to Think Creatively							
Ability to Work Under pressure							

➤ Any additional comments:
.....

Recommender's Signature: **Date:**

PLEASE MAIL THIS RECOMMENDATION LETTER TO:

Ms. Nguyen Thu Thuy – Program Coordinator
Management and Business Section MBS

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