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### Request for Statement of Reference (Part-time GBA (HK-SZ) MBA)

#### To the applicant:

Name \_\_\_\_\_ **Surname** \_\_\_\_\_ **First Name** \_\_\_\_\_  
(as in your ID card/passport)

Correspondence Address \_\_\_\_\_

It may help you to meet deadlines if you indicate to your referee the date by which you must receive this form (see below\*). The comments will be used for admission purposes only and will not become part of your permanent file.

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#### To the referee:

The person named above is an MBA applicant to The University of Hong Kong. The Admissions Committee attaches considerable weight to the statements made by the referees the applicant has selected. You will greatly assist the members of the committee and the applicant by completing this form. It is recommended that you keep a copy for your files in case the original might be lost in the mail. The committee is aware of the time necessary to prepare such an assessment and gratefully acknowledges your help. The comments will be used for admission purposes only and will not become part of a student's permanent file. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to their personal data. We would be pleased to provide you with additional information about our programme if it will assist in any way.

**Please return the form either 1) in sealed envelope addressed to the applicant, 2) to HKU MBA Admissions Office (HKU Business School, The University of Hong Kong, Room 204, Block B, Cyberport 4, 100 Cyberport Road, Hong Kong), or 3) email to [ptgbamba@hku.hk](mailto:ptgbamba@hku.hk) directly.**

\* The applicant requests that you return the form to him/her by \_\_\_\_\_  
(date to be filled in by applicant)

Name of referee (please print or type) \_\_\_\_\_

Position/Title \_\_\_\_\_

School/Firm \_\_\_\_\_

Address \_\_\_\_\_

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**1. How long have you known the applicant and in what context? Please comment on the frequency of your interaction.**

**2. What are the applicant's principal strengths?**



**Request for Statement of Reference**

**3. In what areas can the applicant improve?**

**4. In your opinion, has the applicant given careful consideration to his or her plans for entry into the MBA programme?**

**5. Please use the following scale to compare the applicant with others\* you have known during your professional career.**

\* Indicate the peer reference group to which the applicant is compared: \_\_\_\_\_

	Outstanding	Excellent	Above Average	Average	Below Average 50%	Unable to Judge
Intellectual ability						
Analytical ability						
Leadership skills						
Ability to work with others						
Compassion						
Self confidence						
Maturity						
Initiative						
Creativity						
Persistence and drive						
Oral communication skills						
Written communication skills						
<b>Overall Rating of Candidate</b>						

**6. Please comment on the ratings above and feel free to make additional statements concerning the applicant’s accomplishments, managerial potential, and other personal qualities. Attach an additional sheet if necessary.**

May we call you if the Admissions Committee feels that it would be helpful to contact you by phone/email regarding the applicant?

If yes, please provide us with your telephone number/email: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_