

Application Form for Master of Business Administration Programme (2024/25 academic year entry)
(collaboration between Xi'an Jiaotong University and The Hong Kong Polytechnic University)

西安交通大学与香港理工大学
合作举办工商管理硕士学位教育项目
(2024/25 学年入学)申请表

Return of Application Form and Enquiries 提交申请表及查询

Please return the completed application form with the required documents to the below email address:
请将已填妥的申请表连同所需文件电邮递交至:

International Program Entrepreneurship and
Investment Practice Education Center,
The School of Management,
Xi'an Jiaotong University
西安交通大学管理学院
国际项目创业与投资实践教学基地

Contact no. 电话:

400-991-0260

Email 电邮:

shemba@mail.xjtu.edu.cn

Application Checklist 入学申请材料核对清单

The original copies should be brought along during the interview session for verification. Failure to provide copies of the following supporting document(s) may affect your chances of admission or prolong the application process. Only applicants who meet the selection criteria will be invited for interview.

所有提交入学申请之文件原件需于面试前作核实之用。如未能提供下列证明文件之复印本，可影响本院处理您申请之进度或获录取机会，只有符合甄选条件之申请者才获面试机会。

[Form MBA 2024_1] Application form

[Form MBA 2024_1] 入学申请表

[Form MBA 2024_1A] Supplement Information Form (if any)

[Form MBA 2024_1A] 补充资料表 (如有)

Copies of your Academic Credential and Degree Certificate, transcripts including the explanation notes of the marking scheme / grading system, online verification report of Higher Education Qualification Certificate and Higher Education Degree Certificate, and other relevant for each qualification/examination/ professional qualification attained.

毕业证书、学位证书、成绩单 (包括成绩等级说明)、教育部学历证书电子注册备案表、中国高等教育学位在线验证报告，以及所有其他资历/考试/专业资格证明的复印本

Employment proof for full-time work experience in a managerial or professional capacity

工作证明文件以证明全职管理或专业工作经验

Copies of your identity document

身份证明文件复印本

A recent colored passport-sized photographs

护照大小彩色近照

Acknowledgement email (with Transaction ID) of the payment of non-refundable application fee HKD450/applicant to the Hong Kong Polytechnic University

- i. Go to payment system: <https://popp-fo.polyu.edu.hk/enUS/portal/event/D2064A6004/FB01?remarks=&email=&name=&amt=&qty=1>
- ii. Input the full name of applicant in "Name of Payer" field in the payment system

缴付报名费港币450元致香港理工大学之付款确认电邮(具有交易编号) (一经缴交，不获退还)

IO 浏览网上缴费系统 <https://popp-fo.polyu.edu.hk/enUS/portal/event/D2064A6004/FB01?remarks=&email=&name=&amt=&qty=1>

HO 请在网上缴款系统「Name of Payer」一栏填上申请人全名

Reference letter(s) from the company (OPTIONAL)

公司/机构咨询人信件 (非必要)



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(collaboration between Xi'an Jiaotong University and The Hong Kong Polytechnic University)
西安交通大学与香港理工大学合作举办工商管理硕士学位教育项目(2024/25学年入学)申请表

Points to Note 请注意: 1) Please complete this application form by typing. 请以电脑输入资料。
2) All fields are mandatory unless otherwise specified. 必须填妥所有部分, 除非另有说明。

1. Study Location 上课地点			
Study Location 上课地点	Please choose one city (Xi'an / Shanghai / Shenzhen) as the study location for your core subjects. The class location and study location for elective subjects will be confirmed later. 申请者须选定其中一城市(西安/上海/深圳)作为必修科目的上课地点, 具体开班地点及选修科目上课地点有待最终确定。		
2. Personal Particulars 个人信息			
Name 姓名 (as printed in your identity card/passport 须与身份证 明文件/护照相同)	Chinese Name 中文姓名	English Name 英文姓名 in the Chinese pinyin 汉语拼音 (Surname 姓氏, e.g. CHEN) (Given Name 名字, e.g. Tai Man)	
Date of Birth 出生日期	(dd 日-mm 月-yyyy 年)	Gender 性别	(Please fill in the blank with M or F 请以M或F填写空格)
ID Card/Passport No. 身份证/护照号码	(Please fill in the Identity Type with 请按 以下填写证件类别: HKID/Passport/ Mainland ID) (证件号码)	Nationality / Province 国籍/省	(Nationality 国籍) (Province 省)
Correspondence Address 通讯地址/ Postal Code 邮编	(Postal Code 邮编)		
Residential Address 居住地址/Postal Code 邮编	(Postal Code 邮编)		
Email Address 电邮地址	Please put a "✓" in the checkbox if you do NOT want to receive any promotional information 如果您 不想收到任何宣传资讯, 请于空格加上✓号 (We will notify you the application result via this email address 用以知会申请结果)		
Telephone Number 电话号码	Home / Office 住所/ 办公室	Country/Region Code + Area Code + Home/Office Tel 国家/地区代码 + 区号 + 住所/办公室电话号码	
	Mobile 手机	Country/Region Code + Mobile Number 国家/地区代码 + 手机号码	
Emergency Contact 紧急联络人	Name 姓名	_____	
	Contact Number 电话号码	_____	
	Address 地址	_____ _____ _____	
Emergency Contact Email Address 紧急电邮地址	_____		

3. Education 学历

Points to Note 请注意:

1. Make sure that the details of qualification/examination/test you entered are accurate and complete; and the data provided for each qualification/examination/test must tally with the information contained in your transcript/certificate/score report.
确保提供准确及完整的学历/考试详情, 所有学历/考试资料必须与成绩单/证书/评分报告内容相符。
2. To certify your degree qualification, please submit both of the Academic Credential and Degree Certificate copies along with your application form, together with the copies of your transcripts and other relevant documents (e.g., the explanation notes of the marking scheme/grading system) for each qualification/examination attained. The original certificates should be brought along during the interview session for verification.
入学申请表必须连同所有毕业证书、学位证书以及成绩单(包括成绩等级说明)副本一并提交。原件需于面试前作核实之用。
3. For Post-secondary qualification attained from university in China recognized by Ministry of Education from China, you are required to provide the Online Verification Code for Academic Credential & Degree Certificate or above. For the procedures of applying the online verification code, please refer to Annex III.
如高等教育学历是中华人民共和国教育部认可, 申请者需输入毕业证书及学士学位(或以上)证书在线验证码。申请在线验证码之流程, 请参阅附录 III。
4. Please fill in the table in both English and Chinese and in reverse chronological order.
请以中英文输入及倒序排列。
5. If the space provided is insufficient, please use the supplementary form.
如位置不足够, 请用补充资料表填写。

Post-secondary Academic Qualifications (高等教育学历, 如本科/学士学位)

Qualification 1 学历一

Awarding Country / Region 颁授国家/地区		Level of Award 程度	
Awarding Institution 颁授院校			
Name of Programme/Award 课程/学历名称			Recognised by the Ministry of Education 教育部认可: <input type="checkbox"/> 是 / <input type="checkbox"/> 否
Broad Discipline 学科领域 (tick as appropriate 请于适当空格加上✓号)	<input type="checkbox"/> Accounting/Auditing 会计/审计 <input type="checkbox"/> Administration 行政 <input type="checkbox"/> Architecture/Building 建筑 <input type="checkbox"/> Banking/Finance 银行/金融 <input type="checkbox"/> Biomedical Science 生物医学 <input type="checkbox"/> Business 商业 <input type="checkbox"/> Chinese Medicine 中医 <input type="checkbox"/> Clothing and Textile 服装及纺织 <input type="checkbox"/> Computing/ I.T. 电子计算/信息技术 <input type="checkbox"/> Design 设计	<input type="checkbox"/> Engineering 工程 <input type="checkbox"/> Health Care 医疗保健 <input type="checkbox"/> Hotel/Catering 酒店/餐饮 <input type="checkbox"/> Insurance 保险 <input type="checkbox"/> Language 语文 <input type="checkbox"/> Legal 法律 <input type="checkbox"/> Logistics & Transport 物流及运输 <input type="checkbox"/> Management 管理 <input type="checkbox"/> Marketing 营销 <input type="checkbox"/> Mathematics 数学	<input type="checkbox"/> Medical Laboratory 医疗化验 <input type="checkbox"/> Nursing 护理 <input type="checkbox"/> Optometry 视光学 <input type="checkbox"/> Rehabilitation Science 康复科学 <input type="checkbox"/> Science 自然科学 <input type="checkbox"/> Social Work 社工 <input type="checkbox"/> Statistics 统计 <input type="checkbox"/> Surveying 测量 <input type="checkbox"/> Teaching 教学 <input type="checkbox"/> Others, please specify: 其他, 请注明: _____
Medium of Instruction (e.g., Chinese/English) 教学语言 (如: 中文/英文)		Programme Duration (years) 修业期 (年)	Year of Award 毕业年份
Award Classification (if any) 学历等级 (如适用)		Average Mark 平均分数/ Cumulative GPA 累计积点 (Please indicate "No" if no official GPA showing in transcript 如成绩单没有积分点, 请填写没有)	_____ out of _____ 得分 总分
<input type="checkbox"/> I have Academic Credential & Online Verification Report of Higher Education Qualification Certificate 我有毕业证书及《教育部学历证书电子注册备案表》 证书号码: _____ 在线验证码: _____		<input type="checkbox"/> I have Degree Certificate or above & Online Verification Report of Higher Education Degree Certificate 我有学士学位(或以上)证书及《中国高等教育学位在线验证报告》 证书号码: _____ 在线验证码: _____	

5. Other Examinations taken (e.g. English language examination - CET-4/6, IELTS, TOEFL (If applicable)) 其他考试 (如: 英语能力考试 - 全国大学英语 4/6 级考试、雅思、托福等) (如适用)

- Please fill in the table in both English and Chinese and in reverse chronological order.
请以中英文输入及倒序排列。
- Please submit copies of your certificates and supporting documents for each qualification/examination attained. The original certificates should be brought along during the interview session for verification.
请就每项专业资格/考试提供证书及证明文件的复印本, 原件需于面试前作核实之用。
- If the space provided is insufficient, please use the supplementary form.
如位置不足够, 请用补充资料表填写。

Other Examination (其他资格/考试)

Name of qualification/examination taken

资格/考试名称: _____

Examination date 考试日期

(mm 月/yyyy 年): _____ / _____

Examination Result

考试成绩: _____

6. Full-time Work Experience (全职工作经验)

- Please fill in the table in both English and Chinese and in reverse chronological order.
请以中英文输入及倒序排列。
- Please submit supporting documents for each work experience, e.g., Company letters which can prove your full-time work experience in a managerial or professional capacity.
请提交每份工作的证明文件, 如公司信件以证明全职管理或专业工作经验。
- If the space provided is insufficient, please use the supplementary form.
如位置不足够, 请用补充资料表填写。

Total years of full-time work experience

全职工作时间合计: _____

Year(s)

年 _____

Month(s)

月 _____

Current Employment Record 现职

Period of Employment

时期:

From

由

(mm 月)

/ (yyyy 年)

To

至

(mm 月)

/ (yyyy 年)

Name of Organisation

公司/机构名称: _____

Job Position

职位: _____

Major Responsibilities

主要职责: _____

Field of Employment

行业领域:

(tick as appropriate)

请于适当空格加上✓号)

Accounting/Auditing 会计/审计

Education 教育

Printing/Publishing 印刷/出版

Architecture/Surveying 建筑/测量

Engineering 工程

Public Utilities 公用事业

Advertising/Marketing 广告/营销

Health Care 医疗保健

Real Estate 房地产

Banking/Finance 银行/金融

Hotel/Catering 酒店/餐饮

Telecommunications 电信

Biotechnology/Chemicals

生物技术/化学

Information Technology 信息技术

Textiles and Garments 纺织及制衣

Building/Construction 建造

Insurance 保险

Tourism and Travel 旅游

Civil and Social Services

行政机关注及社会服务

Legal 法律

Wholesale/Retails 批发/零售

Communication/Public Relations

传播/公共关系

Logistics/Transport 物流/运输

Design 设计

Merchandising/Trading 采购/贸易

Others, please specify:

其他, 请注明: _____

Previous Employment Record(s) 以往工作

Period of Employment 时期:	From 由	_____ / _____ (mm 月) (yyyy 年)	To 至	_____ / _____ (mm 月) (yyyy 年)
Name of Organisation 公司/机构名称:	_____			
Job Position 职位:	_____			
Major Responsibilities 主要职责:	_____			
Field of Employment 行业领域:	_____			

Previous Employment Record(s) 以往工作

Period of Employment 时期:	From 由	_____ / _____ (mm 月) (yyyy 年)	To 至	_____ / _____ (mm 月) (yyyy 年)
Name of Organisation 公司/机构名称:	_____			
Job Position 职位:	_____			
Major Responsibilities 主要职责:	_____			
Field of Employment 行业领域:	_____			

Previous Employment Record(s) 以往工作

Period of Employment 时期:	From 由	_____ / _____ (mm 月) (yyyy 年)	To 至	_____ / _____ (mm 月) (yyyy 年)
Name of Organisation 公司/机构名称:	_____			
Job Position 职位:	_____			
Major Responsibilities 主要职责:	_____			
Field of Employment 行业领域:	_____			

Previous Employment Record(s) 以往工作

Period of Employment 时期:	From 由	_____ / _____ (mm 月) (yyyy 年)	To 至	_____ / _____ (mm 月) (yyyy 年)
Name of Organisation 公司/机构名称:	_____			
Job Position 职位:	_____			
Major Responsibilities 主要职责:	_____			
Field of Employment 行业领域:	_____			

7. Declaration 声明

To allow your application to be processed, please tick the following Confirmation check boxes for declaration:

请于下列空格加上 ✓号作为声明，以便校方处理你的申请：

- I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation will lead to disqualification of my application for admission to and registration with The Hong Kong Polytechnic University (PolyU).
本人谨此声明，此入学申请表提供的信息准确而完整。本人知悉，任何虚假陈述均会导致丧失入学申请及于香港理工大学(理大)注册的资格。
- I confirm that I read and understood the "Personal Information Collection Statement (PICS)" of PolyU in *Appendix I* and "Notice for Applicants from the European Economic Area" in *Appendix II* of this application form.
谨此确认，本人已细阅并理解此入学申请表附录 I 的理大 "收集个人资料声明" 以及附录 II "欧洲经济区申请人须知" 内容。
- I confirm that I have read, understood and consented the following:
谨此确认，本人已细阅下文、知悉并同意：
- i) The offer of the programme is subject to meeting a minimum cohort size of enrolments as determined by PolyU.
开办此课程须视乎注册人数能否达到理大的最低要求。
- ii) PolyU reserves the right to cancel any programmes advertised for application (e.g., under-enrolment). If the programme is to be cancelled, a cancellation notice will be made no later than 14 days prior to programme commencement. Upon issuance of the cancellation notice, the Notice of Offer (if any) is voided and except to refund the paid fees, PolyU and Xi'an Jiaotong University bear no further liabilities.
理大保留取消开办任何招生课程的权利 (如因注册人数不足)。若取消课程，校方将于原定开课日期最少 14 天前发出通知。发出取消课程通知后，录取通知书(如有)即失效，除退还已缴费用外，理大及西安交通大学并无其他责任。

Applicant's Signature

申请人签署:

Date

日期:



西安交通大学
XI'AN JIAOTONG UNIVERSITY



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大学

Application Form for Master of Business Administration Programme (2024/25 academic year entry)
(collaboration between Xi'an Jiaotong University and The Hong Kong Polytechnic University)
西安交通大学与香港理工大学合作举办工商管理硕士学位教育项目(2024/25学年入学)申请表
Supplementary Information Form 补充资料表

If needed, please submit this form along with the application form for Master of Business Administration Programme together with copies of supporting documents.

如需要, 请将补充资料表连同工商管理硕士学位教育项目入学申请表及证明文件一并递交。

The points-to-note for the respective sections of "Education", "Professional Qualifications" and "Other qualifications/examinations taken" are stated on the application form.

有关“学历”、“专业资格”及“其他资格/考试”的注意事项已列于入学申请表内。

1. Personal Particulars 个人信息

Name 姓名 (as printed in your identity card / passport 须与身份证明文件/护照相同)	Chinese Name 中文姓名	English Name 英文姓名 in the Chinese pinyin 汉语拼音
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2. Education 学历

Post-secondary Academic Qualifications (高等教育学历, 如本科/学士学位)

Qualification 3 学历三

Awarding Country / Region 颁授国家/地区	Level of Award 程度	Recognised by the Ministry of Education 教育部认可: <input type="checkbox"/> 是 / <input type="checkbox"/> 否		
Awarding Institution 颁授院校				
Name of Programme/Award 课程/学历名称				
Broad Discipline 学科领域 (tick as appropriate 请于适当空格加上✓号)	<input type="checkbox"/> Accounting/Auditing 会计/审计 <input type="checkbox"/> Administration 行政 <input type="checkbox"/> Architecture/Building 建筑 <input type="checkbox"/> Banking/Finance 银行/金融 <input type="checkbox"/> Biomedical Science 生物医学 <input type="checkbox"/> Business 商业 <input type="checkbox"/> Chinese Medicine 中医 <input type="checkbox"/> Clothing and Textile 服装及纺织 <input type="checkbox"/> Computing/ I.T. 电子计算/信息技术 <input type="checkbox"/> Design 设计	<input type="checkbox"/> Engineering 工程 <input type="checkbox"/> Health Care 医疗保健 <input type="checkbox"/> Hotel/Catering 酒店/餐饮 <input type="checkbox"/> Insurance 保险 <input type="checkbox"/> Language 语文 <input type="checkbox"/> Legal 法律 <input type="checkbox"/> Logistics & Transport 物流及运输 <input type="checkbox"/> Management 管理 <input type="checkbox"/> Marketing 营销 <input type="checkbox"/> Mathematics 数学	<input type="checkbox"/> Medical Laboratory 医疗化验 <input type="checkbox"/> Nursing 护理 <input type="checkbox"/> Optometry 视光学 <input type="checkbox"/> Rehabilitation Science 康复科学 <input type="checkbox"/> Science 自然科学 <input type="checkbox"/> Social Work 社工 <input type="checkbox"/> Statistics 统计 <input type="checkbox"/> Surveying 测量 <input type="checkbox"/> Teaching 教学 <input type="checkbox"/> Others, please specify: 其他, 请注明: _____	
Medium of Instruction (e.g., Chinese/English) 教学语言 (如: 中文/英文)	Programme Duration (years) 修业期 (年)	Year of Award 毕业年份		
Award Classification (if any) 学历等级 (如适用)	Average Mark 平均分数/ Cumulative GPA 累计积点 (Please indicate "No" if no official GPA showing in transcript 如成绩单没有积分点, 请填写没有)	_____ out of _____ 得分 总分		

<input type="checkbox"/> I have Academic Credential & Online Verification Report of Higher Education Qualification Certificate 我有毕业证书及《教育部学历证书电子注册备案表》 证书号码: _____ 在线验证码: _____	<input type="checkbox"/> I have Degree Certificate or above & Online Verification Report of Higher Education Degree Certificate 我有学士学位(或以上)证书及《中国高等教育学位在线验证报告》 证书号码: _____ 在线验证码: _____
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3. Professional Qualifications Obtained (If applicable) (专业资格 (如适用))**Professional Qualification (专业资格)**

Year of award

颁发年份: _____

Name of Awarding Institution (Country)

颁发机构名称 (国家): _____

Professional Qualification

专业资格: _____

4. Other Examinations taken (e.g. English language examination - CET-4/6, IELTS, TOEFL (If applicable))

其他考试 (如: 英语能力考试 - 全国大学英语 4/6 级考试、雅思、托福等) (如适用)

Other Examination (其他资格/考试)

Name of qualification/examination taken

资格/考试名称: _____

Examination date 考试日期

(mm 月/yyyy 年): _____ / _____

Examination Result

考试成绩: _____

5. Full-time Work Experience (全职工作经验)

Total years of full-time work experience

全职工作时间合计: _____

Year(s)

年

Month(s)

月

Previous Employment Record(s) 以往工作

Period of Employment

时期:

From

由

_____ / _____

(mm 月)

(yyyy 年)

To

至

_____ / _____

(mm 月)

(yyyy 年)

Name of Organisation

公司/机构名称: _____

Job Position

职位: _____

Major Responsibilities

主要职责: _____

Field of Employment

行业领域:

(tick as appropriate)

请于适当空格加上✓号)

 Accounting/Auditing 会计/审计 Education 教育 Printing/Publishing 印刷/出版 Architecture/Surveying 建筑/测量 Engineering 工程 Public Utilities 公用事业 Advertising/Marketing 广告/营销 Health Care 医疗保健 Real Estate 房地产 Banking/Finance 银行/金融 Hotel/Catering 酒店/餐饮 Telecommunications 电信 Biotechnology/Chemicals

生物技术/化学

 Information Technology 信息技术 Textiles and Garments 纺织及制衣 Building/Construction 建造 Insurance 保险 Tourism and Travel 旅游 Civil and Social Services

行政机关及社会服务

 Legal 法律 Wholesale/Retails 批发/零售 Communication/Public Relations

传播/公共关系

 Logistics/Transport 物流/运输 Design 设计 Merchandising/Trading 采购/贸易 Others, please specify:

其他, 请注明: _____