

ATTACHMENT 2: TRANSCRIPT EVALUATION FORM

(To be filled out by the Registrar's Office of your university/college)

(Personal details to be filled out by the applicant)

Your student, Mr. / Mrs. / Ms, Student No., has requested admission to our Master of Business Administration program. As it is difficult for us to judge the grading standards existing in the various different countries our students come from, we kindly ask that you include the following information on this student's academic performance:

This student's average mark for the entire degree was%. *(Please give the final percentage for the entire period of study).*

This student's Grade Point Average for the entire degree was *(only if your university uses this system)*

This student was the top in a class of students.

The passing mark at our university is% or GPA

This course of study has a regular total duration of years.

This course of study is recognised by your country's Ministry of Education as a bachelor's degree, or as equivalent to a bachelor's degree: yes no

It qualifies students for further studies at the master's level: yes no

We would also greatly appreciate your including a linear table of conversion for your grading system (e.g., A=very good; B=good; C=average; etc):

.....

Name of school official:

Date: Signature:

APPLICATIONS MUST INCLUDE THIS FORM, CORRECTLY FILLED OUT, TO BE CONSIDERED VALID.