



## Management Association of Nepal (MAN) Management Development Campus (MDC)

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### Application Guideline

Please read the following details carefully before completing the application form. Your written application along with the supporting documents is essential for selecting you in EMBA program, as the selection criteria are primarily based on these documents to describe your background, academic ability and your future plan upon the completion of EMBA program. So, you are required to give us your true and complete picture as far as possible while applying for EMBA program. Based on the evaluation of your application and submitted documents along with future plan, your eligibility for admission will be decided by MDC-MAN management.

#### Prerequisites

The prospective EMBA candidate must meet the following pre-requisites for admission:

- Must be a Bachelor Degree or equivalent in any stream from a recognized university.
- Must have a minimum of two years of work experience.
- Must submitted 2 attested copies of all relevant academic qualification and transcripts as well as job experience (appointment letter and letter of recommendation by the employer on the work performance) and your future plan upon the completion of EMBA degree along with the application form.
- 7 copies of PP size and one auto-size photographs must be submitted with the application form.
- Your future plan upon the completion of EMBA degree must be written in English language.
- Rs. 500.00 (Rupees Five hundred only) for application fee (non-refundable) must be deposited along with the admission form.

#### Admission Procedure

Prospective Participants in our EMBA program required to undergo through the following procedure:

- Appear in the written entrance examination.
- Only successful candidates of written test will be called for interview.

**The names of successful candidates will be notified for administration. All successful candidates should complete the admission procedures within one week from the date of notification.**

#### Admission Policies

The campus will not consider any material changes once an application has been submitted. All submitted applications will be kept confidential and decision made by the campus management will be final relating to eligibility of candidates and their admission.

#### Application Submission Instructions

All applicants of EMBA should complete this application form and fill carefully and give true and correct information. Incomplete applications will not be accepted.