



LONDON PROGRAM

APPLICATION GUIDANCE

(Updated October 2, 2018)

HOW TO APPLY

BEFORE YOU APPLY

- Read the **Mountbatten website** including academic program pages.
- Read and **fulfill the criteria** on our website page 'Eligibility'.
- Have your completed **Resume** available in electronic format (MS Word '.doc or .docx' only) for uploading to our website.
- Have your completed **Professional Statement** available in electronic format (MS Word '.doc or .docx' only) for uploading to our website.
- Have the information and contact details (email address) for each of your **two** referees.

To access our online application system, go to my.mountbatten.org.

You will be asked to sign up to my.mountbatten.org and activate your account via email.

Once your application is complete, you must **submit your application and the application fee online**.

APPLICATION FORM

Complete the application form carefully and accurately, paying close attention to spelling and grammar. Please note that the information you supply will be used throughout the application process and subsequently your year if you are successful.

RESUME

The Resume and Professional Statement are used to sell you to a potential Host Organization. A Host Organization will not consider you a suitable candidate if your documents contain spelling and grammatical errors, so make sure to proof read and spell check all documents before submission.

Your Resume (called a CV in the UK) should be **one page**, reflect you at your best and must contain accurate information about your education, work experience and skills. Remember, your chances of securing a training placement in London will be improved if you have proficient MS Office skills. A sample is provided and we encourage applicants to use this format as much as possible.

PROFESSIONAL STATEMENT

The Professional Statement tells a prospective Host Organization about you, your reasons for undertaking a year in London and what you hope to gain from the placement. This document provides you with the opportunity to expand on the information supplied in support of your application. **The Professional Statement should be limited to one typed page and should draw upon your experiences (employment, education, interests, etc.) and the knowledge/transferable skills you**



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have acquired in these situations. What could you contribute to a host organization? What skills and experiences have you gained that would benefit a potential manager? Steer away from hollow statements like 'I have good time management skills' and focus more on 'I have good time management skills as can be seen in...'. For each proficiency mentioned you should provide an example to fully demonstrate the point. It is suggested you specifically mention IT capabilities and use any figures and statistics to demonstrate your success professionally. We would advise you stay focused on transferable skills you possess so that your personal statement be applicable to a variety of managers and fully demonstrate your versatility and strength as a candidate.

REFERENCES

We use an online email / web based reference system.

References are provided in confidence.

We require **two work (professional) references**. Ideally, these should be from your two most recent employers but exceptions are allowed. We accept references from part-time, internship, and voluntary employers as well as full-time.

Choose referees who know you and your work well. The more work-based feedback we receive the better your application. References prefaced by "I have limited knowledge of the candidate" are of little use.

We do NOT accept:

- References that are submitted after the application deadline date, unless stated by Mountbatten staff.
- References prepared by family members, family friends, or colleagues/co-workers.
- References not submitted via our online application system.
- Paper or faxed references.

It is your responsibility to ensure that we receive all your references in accordance with the deadline.

To ensure this, we recommend that you:

1. Contact your referee, explain that a reference request will be emailed to them and confirm which email address the forms should be sent to.
2. Double check the spelling of the referee's email address with the referee themselves and as you submit it to us.
3. Call the referee and prompt them to check their inbox and submit the reference form to us as soon as possible.
4. Keep up to date with your application progress. Once a referee has responded to the reference request the status on your my.mountbatten account will change. This will notify you that the reference form has been submitted.



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ACADEMIC TRANSCRIPTS

We require original (sealed) academic transcripts from your school(s) for both undergraduate and graduate degrees (if applicable). Transcripts should be mailed directly from your school to the Mountbatten Office in New York. In the event that your school sends your transcripts directly to you, you may mail them to the New York Office provided they are sealed and remain unopened.

IF YOU ARE APPLYING THROUGH:

New York Admissions

Mail to:

Mountbatten Program
London Admissions
315 Madison Ave, Suite 2000
New York, NY 10017
USA

Office Bangkok Admissions Office

Mail to:

Mountbatten Program (Asia Pacific Regional Office)
Team 1 Glaus Haus Building, Suite #1404
London Admissions Team
Sukhumvit Road Soi 25, Klongtoey Nue, Wattana
Bangkok 10110, Thailand

PASSPORT

A passport that is in excellent condition, valid for the full length of your program, and which contains at least one blank page on both sides is required. If you do not currently have a valid passport in your possession, you may still submit your application. However, you must apply for a passport immediately. If you are placed with a Host Organization, we require your passport details in order to apply for your Certificate of Sponsorship.

PROCEDURES

SUBMIT APPLICATION ONLINE

Ensure your references are received by the deadline. Your Application Fee is to be paid **via PayPal** at the point of submission. The Application Fee is USD \$100 and it is nonrefundable.

APPLICATION ASSESSMENT

Applicants are notified approximately two weeks from the deadline for a particular intake (March or August) whether their application has been successful or not. A web link with a sign up facility is emailed to you to view the available dates and times for interview and 'sign up' accordingly.

INTERVIEWS

Interviews are held in April / May for the program beginning in August and in November / December for the intake beginning in March. These time-scales are approximate and therefore subject to change.

ACCEPTANCE TO CANDIDATE POOL

You will be notified of your acceptance within one week of interview. You will then have **one week to pay the Initial Deposit (USD \$1,000)**. Acceptance means that the applicant, having been interviewed, is considered appropriate for the requirements of the program. The Initial Deposit is payable on acceptance to the Candidate Pool irrespective of your decision to apply for a loan. While we aim to place the majority of those accepted into the Candidate Pool, acceptance is not a guarantee of placement, since this must ultimately be at the discretion of the Host Organization.



PLACEMENT PROCESS

As soon as we receive your check for the Initial Deposit, and your updated Resume/Personal Statement, we enter you on a matrix ready for the placement cycle. No placement action is taken until the Initial Deposit has been received.

Profile Packs are offered to a number of Host Organizations who indicate their preferred candidate choice after a series of telephone interviews. This process continues until all placements are filled.

The percentage of accepted candidates who are placed varies from intake to intake and depends on a variety of factors. If by the end of placement, Mountbatten has been unsuccessful in placing a candidate, the Initial Deposit will be refunded unless offers of interviews and/or placements are (in Mountbatten's sole opinion) unreasonably turned down. Some candidates may be invited to defer to the next intake.

The placement process is complex and subject to decisions made by our Host Organizations, which are sometimes outside our control. Please be assured that we will do our best to place you as quickly and smoothly as possible.

APPLY FOR TIER 5 VISA

Once you have been offered and have accepted a training placement with a Host Organization, further instructions on how to apply for the Tier 5 (Government Authorised Exchange) Visa will be provided.

TRANSPORTATION TO THE UK

Transportation to the UK is the responsibility of the trainee / intern. Since our participants come from different regions, Mountbatten is unable to arrange group flights. We do, however, ask that trainees / interns arrive at London Heathrow (LHR) airport before 11am (local time) on the scheduled arrival date to ensure that we can provide you with transportation to the accommodation.

FINANCIAL INFORMATION

Please refer to the FINANCIAL INFORMATION section of the website for current fees and tuition.

NOTES ON FEES PAYABLE

Your Application Fee is to be made via PayPal at the point of submission. The non-refundable Application Fee is USD \$100. Details of how to pay subsequent fees will be provided at the relevant stage.

We do not accept cash, but wire transfers are accepted. Please contact the admissions team in New York for details. Note: Banks (both the sending and receiving bank) typically charge fees for wire transfers.

ALLOWANCES PAID TO THE TRAINEE / INTERN (in British Pounds Sterling)

Training allowance: **GBP £700 paid monthly** in arrears. The allowance is pro-rated for incomplete months and is paid from the first day of training with the Host Organization.



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The allowance is paid on the last Friday of every month. GBP £10 per paycheck is deducted for basic telephone and Internet service. The first training allowance is paid on the last Friday in April (March program) or September (August program) so you will need funds to last until then. Therefore, the first training allowance is likely to be larger than normal.

Accommodation is provided, at no charge, in Mountbatten's designated flats (apartments) throughout the training / internship year.

SECURITY DEPOSIT

A housing Security Deposit of GBP £200 is retained by deducting GBP £60, £70, and £70 from the 2nd, 3rd, and 4th training allowance payments. This deposit is returned without interest after the conclusion of the London year less any required payments for breakages, damage to apartment furniture, etc., and less any charges required for professional cleaning of the apartment.

The security deposit is NOT refunded to trainees / interns who do not complete the training / internship year, for any reason whatsoever.

For those enrolled in the MBA, on conclusion of the London year, the security deposit balance will be retained and put towards the Bangkok accommodation deposit. The remaining balance will be refunded after you leave Bangkok.

OTHER EXPENSES PAYABLE BY THE TRAINEE / INTERN

Return Airfare – prices vary depending on the time of year and country / city of departure.

Visa Fee of USD \$353 or equivalent local currency (as of October 2015). Visa fees are subject to change without notice.

Immigration Health Surcharge of GBP £200 (Paid as part of the visa application process). The surcharge is subject to change without notice.

Approximately USD \$1,500-\$2,000 will be needed to cover expenses during the first few weeks – up until the first training allowance. Mountbatten makes arrangements for trainees / interns to open a bank account in the UK.

Personal possessions insurance and medical / travel insurance for any travel outside of the UK.

SALLIE MAE SMART OPTION GRADUATE STUDENT LOAN

United States Citizens and United States Permanent Residents (Green Card holders) may be eligible to apply for a Sallie Mae Smart Option Graduate Student Loan to help finance the Postgraduate Certificate, MBA, or MA programs. St Mary's University, Twickenham and The University of Chester are approved Sallie Mae loan providers.

Visit: <https://www.salliemae.com/student-loans/graduate-student-loans/graduate-smart-option-student-loan/> for more information.

The Sallie Mae Smart Option Loan is subject to credit approval and may be applied for with a co-signer. Mountbatten does not endorse or recommend this loan over any other. We take no responsibility for the loan application process or result. If your loan application is denied and you choose to continue with the program, all fees are payable prior to departure for London. Equally, if you are approved for a lower amount or, choose to accept a lesser sum than the fees owed, the remaining balance is payable before you leave. If you are forced to withdraw from the program mid-placement cycle as a result of a denied loan application, your Initial Deposit will be forfeited.



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LOAN DEFERMENTS

It may be possible to defer prior U.S. undergraduate or graduate loans while you are enrolled at least halftime at an eligible school. If you have a loan deferment request, please contact the Mountbatten Admissions Office in New York.

While most loans are successfully deferred, Mountbatten makes no guarantee. If your loan deferment request is not approved, it is your responsibility to make payments according to the terms and conditions of your loan.

SAMPLE RESUME

Please view this specimen resume as a guide when putting together your resume

FIRST NAME & LAST NAME

Mailing Address, City, State, Zip code

Email: XXXXXXXX@gmail.com

Cell Phone: (XXX) XXX-XXXX

Home: (XXX) XXX-XXXX

EDUCATION

University, State

BS Business Administration: Finance, minor in International Business

May 2015

Cumulative GPA 3.5

Relevant Courses: *Financial Economics, Accounting I & II, Macroeconomics, Microeconomics, International Finance, Money & Banking, Investments, Econometrics*

WORK EXPERIENCE

JOB TITLE:

Jun 2014 – Present

Organisation

- Review and update company policies.
- Shortlist and interview job applicants (Operations, administration and marketing staff).
- Place job advertisements in major publications.
- Part of team that has been established to create a new pay and position structure for the company.
- Create new training presentations in conjunction with training providers in using Microsoft PowerPoint, creating a database to outline training needs.
- Shortlist and interview job applicants.
- Monitor company demographics, handle telephone calls from clients.

JOB TITLE:

Jan 2014 – May 2014

Organisation

- Assisted company surveyors with general administration.
- Organized company surveyors to attend company properties.
- Assisted the company track housing benefits.
- Analysed data using Microsoft Excel

JOB TITLE:

Jul 2011 – Dec 2013

Organisation

- Assisted the ticketing department issue tickets, general clerical work using Microsoft packages.

JOB TITLE:

May 2011 (3 weeks)

Organisation

- Assistant law researcher, general clerical work using Microsoft packages.

JOB TITLE:

Jan 2011 – Apr 2011

Organisation

- Led a fund raising campaign raising money for the alumni office.
- Student ambassador for the university, keeping alumni up to date with general information about the university.

COMPUTER SKILLS

MS Word, Excel, PowerPoint, Access, Outlook, SPSS, Bloomberg, PeopleSoft

INTERESTS / LEADERSHIP POSITIONS & HONORS

Charity work: Led a charity expedition to MNO (2005). **Sports:** Rugby: Heath Rugby Club (2003 – 2007), All Bright College 1st XV, ABC University 2nd Team (Captain), Cricket, Golf and Squash. **On-campus:** President of Finance & Economics Society, Treasurer of International Business Club.