

The Henley Executive MBA (Finland-based) Online application form notes

Thank you for your enquiry concerning the Executive MBA programme at Henley Business School, University of Reading. Please read carefully the following notes together with any appropriate programme information that you have received.

Please complete all sections of the online application form. You will need to submit the completed application form and the documents listed below:

- Transcript of your highest academic qualification
- CV
- Degree Certificate
- Reference forms of two referees (link available on web site)
- Other (any additional documents)
- English proficiency (link available on web site)

You can submit your application if you do not have all relevant documents yet. You can send the missing documents later by e-mail to emba@henley.fi or your contact in the Henley Finland office. However, please note that your application is not processed if you have not uploaded your CV.

How to start completing your application form?

Click the application link on [henley.fi](https://www.risisweb.reading.ac.uk/si/sits.urd/run/siw_ipp_lgn.login?process=siw_ipp_app&code1=PPTZFNMB7FM&code2=0018) website: https://www.risisweb.reading.ac.uk/si/sits.urd/run/siw_ipp_lgn.login?process=siw_ipp_app&code1=PPTZFNMB7FM&code2=0018

As a new applicant, log in the 'New applicant' box, add your personal details and create your account. **Make a note of your username and password.**

When you have created your account, you will see a summary stating that your account has been created. You will also receive a confirmation of this in your e-mail.

You can start completing the application form by clicking the word [here](#) in the summary page.

Add your username and password in the Risis portal log in box. After logging in, **make a note of your unique student ID #** on the upper right corner of the screen. If you wish Henley Finland to check your application before submitting it to Henley UK Admissions, inform your Henley Finland contact your student ID #.

Do not leave any sections blank as this will mark the sections as incomplete and prevent submission. When the section is completed there will be a green tick indicating this, and you can move to the next section. If there is a red cross, please check if there are any errors or missing information.

Do not use the browser's back button or refresh function when completing the application. This will jam the application and you need to log in again. If you want to move back to any previous sections, save your changes or click the cancel changes button.

You can save a draft of your application at any point and continue later. It can be updated at any stage until you've submitted it. **If you want to add something to your application after submitting it, you can send a message to emba@henley.fi.**

Supporting documents

All supporting documents uploaded in their relevant sections at the end of the application form.

Referece forms can be sent in two different ways; either by sending

1. the reference form to your referees, asking them to send the forms to you and uploading them in the 'Other' supporting evidence section. Link to the reference form is available on the website.

<https://www.henley.fi/app/uploads/2023/05/exec-mba-reference-form-finland-april-2019.doc>

2. your referees an e-mail from the 'References' section of the online application form. Your referees will receive an automated e-mail request for them to complete and return their reference on the link provided.

Evidence of English language proficiency should be uploaded under 'English Language Qualification' of the Supporting Documents section. Link to English proficiency form is available on the web site.

<https://www.henley.fi/app/uploads/2023/05/emba-english-proficiency-at-work-form-finland-11.8.22.doc>

Management experience

The information given in the Management Experience section must be in alignment with the CV. If you don't have any experience in some of the areas under Management Experience, enter a '0' in the number of years and enter 'No experience' in the text box. Do not leave this section blank.

Funding

Invoice address for your study fees is not required at application stage.

When the application is submitted

You will get an automated e-mail confirmation that your application is received and noting your student ID number. Please note that you cannot make any changes after submitting your application.

Application process takes usually 1 to 2 weeks, depending on the number of current applicants.

If you have any questions about the application, please contact emba@henley.fi or your contact person at Henley Finland office.