

MGSM POSTGRADUATE AND MBA PROGRAMS
APPLICATION FOR
ADMISSION

Applications must be lodged by the closing date in accordance with the instructions on the back page of the form. Applications by fax or email will not be accepted.
All questions must be completed and incomplete applications will delay assessment.

PERSONAL DETAILS

01 Mr Mrs Miss Ms Dr Other

Family Name or Surname

First Given Name

Other Given Names

Preferred Given Name

Previous or Former Surnames

02 Date of Birth (dd/mm/yy) / /

Sex: Male Female

CONTACT ADDRESS DURING TERM

(Mailing address for all correspondence)

03 Address

Suburb/Town

State/ Postcode

Country

PERMANENT HOME RESIDENCE ADDRESS

This must not be a PO Box address. For Temporary residents and International students, this must be a non-Australian residential address.

04 Same as above

Address

Suburb/Town

State/ Postcode

Country

OTHER CONTACT DETAILS (MANDATORY)

05 Email

Mobile

Home Telephone ()

Work Telephone ()

Facsimile ()

06 Organisation

Position

Industry

07 Have you previously applied to or been enrolled as a student at Macquarie University?

Yes No

If yes, indicate year(s) of enrolment and student number (whether or not you proceeded with the program).

Program

Years Applied/Enrolled

Student Number

PROGRAM CHOICE

08 Please indicate which program you are applying for by placing a tick (✓) next to the relevant option. (Please tick one option only)

Master of Business Administration (MBA)

Master of Management

Postgraduate Diploma in Management

Postgraduate Certificate in Management

09 Please indicate the intake and year for which you are applying:

Term 1 (January) Year

Term 2 (April) Year

Term 3 (June) Year

Term 4 (September) Year

(MBA Full-time cohort intakes in January and June only)

10 Attendance mode

Part-time (1-2 units per term)

Full-time (3-4 units per term)

11 If your application is unsuccessful, would you like to be considered for a place in an alternative program?

Yes No

NEXT OF KIN OR EMERGENCY CONTACT DETAILS

12 Full Name

Home Address

Suburb/Town

State

Postcode

Country

Home Telephone ()

Work Telephone ()

Mobile

Relationship to applicant (please tick (✓) one option)

- Parent Spouse
- Partner Brother/Sister
- Son/Daughter Other Relative
- Other (please specify)

RESIDENTIAL STATUS

Please provide a certified copy of passport, citizenship certificate or birth certificate.

13 What is your official residential status? (please tick (✓) one option)

- Australian Citizen (including Australian Citizen with dual citizenship – provide a certified copy of passport/Australian Citizenship Certificate)

If yes, are you an Australian Aboriginal or a Torres Strait Islander?

- No
- Yes, Australian Aboriginal
- Yes, Torres Strait Islander
- Yes, Australian Aboriginal & Torres Strait Islander

- New Zealand citizen or a diplomatic representative of New Zealand, a member of the staff of such a representative, or the spouse or dependant relative of such a representative, excluding those with Australian citizenship.

(Note: Includes any such persons who have Permanent Residency status of Australia – provide a certified copy of passport)

- Permanent Australian Resident (not Australian or New Zealand Citizen – provide a certified copy of all documentation)

If yes, are you the holder of an Australian Permanent Resident Humanitarian Visa?

- No
- Yes

Year residency was granted (dd/mm/yy)

Year of arrival in Australia (dd/mm/yy)

- Citizen of country other than Australia or New Zealand (provide a certified copy of all documentation)

Of which country are you a citizen?

14 Country of birth

Main language spoken at permanent residential address.

If you were not born in Australia, in what year did you first enter Australia?

ENGLISH LANGUAGE PROFICIENCY

15 Applicants who have not undertaken recognised studies taught in English (e.g. undergraduate degree) are required to demonstrate proficiency in English.

The required scores for English Academic Tests are:

- **IELTS Academic** (General tests not accepted) – Overall 6.5, with minimum scores of 6.0 in all components
- **TOEFL (Paper)** – Overall 570, with minimum scores of Listening 53, Writing 59, Reading 52 and Essay Writing 4.5
- **TOEFL (Internet)** – Overall 90, with Speaking 20, Listening 20, Writing 22, and Reading 20.

Have you completed a qualification where the primary language of instruction was English?

Yes, state the qualification and institution:

No, have you undertaken an English language test?

- Yes* No

English Test Name

Date Test Taken

Result (if known)

* Please attach a certified copy of your result.

ACADEMIC QUALIFICATIONS

16 Please provide details of your academic qualifications.	NAME OF INSTITUTION AND LOCATION	COURSE UNDERTAKEN AND QUALIFICATION GAINED (INCLUDING CLASS OF HONOURS, WHERE RELEVANT)	YEAR OF GRADUATION
SECONDARY EDUCATION			
TERTIARY EDUCATION (IF APPLICABLE)			
OTHERS			

- A certified copy of all academic transcripts from each institution attended (including Macquarie students who have undertaken studies elsewhere) must be submitted with this application.
- A Justice of the Peace can certify documents for Australian citizens/residents.
- International students can have their documents certified by: current or previous education institution, a notary public, a representative who is registered with Macquarie University, a Macquarie University staff member.
- If the transcript is in a former name, evidence of change of name must be submitted.
- Documents not in English must be accompanied by certified translations.

Please note that any original documents will not be returned.

DETAILS OF OTHER QUALIFICATIONS HELD

- 17 List membership of professional societies, articles or books published, papers presented, etc.

PRIZES OR SCHOLARSHIPS AWARDED

- 18 List any scholarships or awards received.

ADVANCED STANDING

- 19 Advanced Standing is only considered for CORE units of the MGSM program for which you are applying. Are you seeking advanced standing or exemptions for previous tertiary studies or as a result of your membership with a professional association e.g. CPA?*

No

Yes Please download and complete the Application for Advanced Standing available at www.mgsm.edu.au/pgdownloads
New applicants must apply for advanced standing at the time of application.

SUMMARY OF WORK EXPERIENCE

20 Current position held:

Industry:

Please provide a clear outline of your employment/work history, ensuring that you provide details such as: the number of staff reporting to you; budgetary authorities; and reporting lines.

PERIOD OF EMPLOYMENT (START WITH MOST RECENT)	POSITION	NAME OF ORGANISATION AND INDUSTRY	OUTLINE YOUR KEY ACTIVITIES (IN POINT FORM)
From			
To			
From			
To			
From			
To			
From			
To			
From			
To			
From			
To			

Total years of work experience (years)

Total years of managerial/professional experience (years)

In addition to completing the above table, please attach your résumé/CV (maximum of 5 pages).

21 Please indicate the number of years you have had experience in each of the following areas.

ACTIVITY	NUMBER OF YEARS	PLEASE GIVE A BRIEF EXAMPLE
Strategic decision making (e.g. own business, senior management, etc)		
Responsibility for managing or supervising staff (indicate number of staff managed/supervised)		
Controlling or being responsible for budgets		
Responsibility for overseeing a functional area (e.g. finance, marketing, etc)		
Responsibility for project design and implementation		
Preparing reports and submissions		
Responsibility for achieving results (e.g. sales targets, etc)		

SPONSORSHIP

22 Is your employer providing you with financial support?

No

Yes, please indicate level of financial support: Full-sponsorship (100%) Part-sponsorship

STATEMENT OF PERSONAL AIMS AND ACHIEVEMENTS (COMPULSORY)

- 23 Please attach a succinct typed one-page statement, including details of your career achievements to date and your professional ambitions. This statement provides an opportunity to expand on the information already provided.

REFEREE REPORTS (COMPULSORY)

- 24 Applicants are required to obtain referee reports to provide information about the applicant's work history. Referees should be chosen carefully on the basis of their direct knowledge of your potential managerial capability. Family members should only be used if they have a direct work connection.

Requirements

- 2 referee reports for the Postgraduate Certificate in Management and Postgraduate Diploma in Management programs.
- 3 referee reports for the Master of Management and MBA programs. Please list the name and contact number for each referee below.

1 Referee	<input type="text"/>	Telephone (<input type="text"/>)	<input type="text"/>
2 Referee	<input type="text"/>	Telephone (<input type="text"/>)	<input type="text"/>
3 Referee	<input type="text"/>	Telephone (<input type="text"/>)	<input type="text"/>

Referees are asked to return their reports direct to the Applications Officer. Please ensure referees are aware of the closing date for applications as your application CANNOT proceed without receipt of all referee reports. **Please note references will only be accepted on current MGSM referee forms. No other format is acceptable.**

PRIVACY NOTIFICATION

I wish to be considered for enrolment in the specified program at Macquarie Graduate School of Management (MGSM), as part of Macquarie University, and declare that the information submitted is correct and complete. The information provided on this form is "personal information" as defined by the Privacy and Personal Information Act 1998 (the "Act"). I understand that the collection of this information will be used for the purpose of assessing my application and for further correspondence. I consent to the intended recipients of the information being MGSM and Macquarie University staff, data service providers engaged by MGSM and/or the University from time to time, the Employer Organisation and/or referees in circumstances when such disclosure is deemed necessary by MGSM and/or the University to further the application, any other body which forms part of MGSM and/or the University, any other participating University to the Privacy Code and overseas partners and/or education partners who require the information for administrative purposes. I hereby consent to and authorise MGSM and/or the University to obtain official records from any university or other tertiary institution previously attended by me. I understand that the provision of the information is voluntary but if this information is not provided, MGSM and/or the University may be unable to process my application or to conduct further correspondence. I understand that MGSM and/or the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information and that I have a right of access to and alteration of personal information concerning myself in accordance with the Act or Macquarie University's Code of Practice. The information is being collected by MGSM/Macquarie University and will be held by MGSM/Macquarie University.

Signature

Date

 / /

CHECKLIST

- All parts of the application form have been completed
- Ensure the following documents are included with your application:
 - Certified documentation showing residential status or certified copies of visa, passport or birth certificate
 - Certified copies of academic transcripts
 - Résumé/CV
 - Details of your nominated referees
 - Statement of personal aims and achievements
 - AUD110.00 Application Fee (international students only)
Payment can be made online at www.international.mq.edu.au/onlinepayment
- Ensure the following documents (where applicable) are included with your application:
 - Documentation showing change of name
 - Proof of proficiency in English
 - Advanced standing documentation
- Ensure that referees are aware of the closing date for applications as your application CANNOT proceed without receipt of all referee reports
- Send the original application addressed to The Applications Officer

Please ensure all questions are answered and all documentation is attached as incomplete applications will delay assessment.

Please note all documents submitted become the property of MGSM and will not be returned.

APPLICATION LODGEMENT

Australian Students

The Applications Officer
Macquarie Graduate School of Management
Macquarie University
NSW 2109 AUSTRALIA

Further Information

Client Services Centre
Telephone: +61 2 9850 7829
Facsimile: +61 2 9850 6094
Email: sscadvice@mgsm.edu.au

International Students

The Applications Officer
Macquarie International
Macquarie University
NSW 2109 AUSTRALIA

Further Information

Macquarie International
Telephone: +61 2 9850 7346
Facsimile: +61 2 9850 7733
Email: iso@mq.edu.au