

## 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 c/o IEC Online GmbH  
Marienstrasse 19/20

Suburb/Town Berlin

State Berlin Postcode 10117

Country Germany

### 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

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)

- MBA  
 MBA: GPA ENTRY \*

#### Master of Management specialising in:

- Financial Management  
 General Management  
 International Management  
 Marketing Management  
 Operations Management

#### Postgraduate Diploma in:

- Financial Management  
 General Management  
 Marketing Management  
 Operations Management

#### Postgraduate Certificate in Management specialising in:

- General Management  
 Marketing Management

#### \* GPA Entry

In order to apply for the GPA entry you must have a Grade Point Average (GPA)\* of at least 3.3 out of 4.0 (or equivalent) and a minimum of 2 years relevant (e.g. managerial/professional) work experience. Please attach the calculations of your GPA.

For details on how to calculate your GPA, please refer to the Admission Information and Course Units booklet.

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 Preferred teaching location

North Ryde       Sydney, CBD

*(MBA Full-time cohort only available at North Ryde)*

11 Attendance mode

Part-time (1-2 units per term)

Full-time (3-4 units per term)

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

Yes       No

13 If your application is successful, will you be applying for FEE-HELP?

Yes       No

**NEXT OF KIN OR EMERGENCY CONTACT DETAILS**

14 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.

15 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?

\_\_\_\_\_

16 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?    /    /

**PLACE OF RESIDENCE**

17 Please provide details of your residence in Sydney (if different to the address details provided previously).

Address \_\_\_\_\_

\_\_\_\_\_

Telephone (    ) \_\_\_\_\_

OFFICE USE ONLY				DOCUMENTS RECEIVED	
ST1		_____ / _____ / _____		Evidence of Australian Residency	IELTS/TOEFL
Acknowledge		_____ / _____ / _____		Referee Reports	Résumé
<input type="radio"/> Citizen	<input type="radio"/> Resident Overseas	<input type="radio"/> P/T	<input type="radio"/> F/T	Transcript (certified copy)	Statement of Personal Aims and Achievements
<input type="radio"/> NR	<input type="radio"/> CBD	Term	1   2   3   4	Testamur (certified copy)	Application for Advanced Standing
Degree Rule 2(3)		<input type="radio"/> IELTS	<input type="radio"/> AS		

## ENGLISH LANGUAGE PROFICIENCY

- 18** 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 580, with minimum scores of Listening 53, Writing 51, Reading 52 and Essay Writing 5.0
- **TOEFL (Computer)** – Overall 237, with minimum scores of 19 in all components and Essay Writing 5.0.
- **TOEFL (Internet)** – Overall 92, with Speaking 23, Listening 18, Writing 22, and Reading 17.

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

Yes, state the qualification and institution:

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No, have you undertaken an English language test?

Yes\*                       No

English Test Name 

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Date Test Taken 

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Result (if known) 

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*\* Please attach a certified copy of your result.*

## ORIGINAL SOURCE OF INFORMATION

- 19** Please indicate where you first heard about MGSM's programs:

- |  |   |
|--|---|
| <input type="radio"/> Direct Mail/Email            | <input type="radio"/> Advertisement (TV)    |
| <input type="radio"/> Website                      | <input type="radio"/> Word of Mouth         |
| <input type="radio"/> ceosurvivor.com              | <input type="radio"/> Trade Show/Exhibition |
| <input type="radio"/> Advertisement (lift)         | <input type="radio"/> Search Engine         |
| <input type="radio"/> Advertisement (print)        |   |
| <input type="radio"/> Other (please specify) _____ |   |

Have you attended a Briefing Session?

Yes                                       No

Have you attended an Experiential Learning Workshop?

Yes                                       No

Have you attended a Personal Consultation?

Yes                                       No

Did you apply to MGSM as a result of a referral?

Yes                                       No

If yes, was the referrer one of the following:

MGSM Current Student     MGSM Alumni

Colleague

Other (please specify) \_\_\_\_\_

Referrer's Name 

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## ACADEMIC QUALIFICATIONS

- 20** 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			
HIGHEST QUALIFICATION ACHIEVED			
OTHERS			

*A certified copy of an academic transcript of results, bearing the signature of a Justice of the Peace and certifying that it is a "true copy" of the original document, from each institution attended (including Macquarie Students who have undertaken studies elsewhere) must be submitted with this application. 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

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

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**PRIZES OR SCHOLARSHIPS AWARDED**

22 List any scholarships or awards received.

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**ADVANCED STANDING**

23 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/adv](http://www.mgsm.edu.au/adv)

**SUMMARY OF WORK EXPERIENCE**

24 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 AND NATURE OF ORGANISATION	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).**

**25** 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**

**26** Is your employer providing you with financial support?  
 No  Yes, please indicate level of financial support:  Full-sponsorship (100%)  Part-sponsorship

When will you receive payment of your fees?  
 Up-front  Upon successful completion

## STATEMENT OF PERSONAL AIMS AND ACHIEVEMENTS (COMPULSORY)

- 27 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)

- 28 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	Telephone ( )
2 Referee	Telephone ( )
3 Referee	Telephone ( )

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](http://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.**

### APPLICATION LODGEMENT

#### Australian Students

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

#### Further Information

Student Services Centre  
Telephone: +61 2 9850 7829  
Facsimile: +61 2 9850 6094  
Email: [sscadvice@mgsm.edu.au](mailto:sscadvice@mgsm.edu.au)

#### International Students

**ieconline GmbH**  
Marienstrasse 19/20, D-10117 Berlin  
Tel. +49 (0)30-20458687  
[www.ieconline.de](http://www.ieconline.de)

#### Further Information

Macquarie International  
Telephone: +61 2 9850 7346  
Facsimile: +61 2 9850 7733  
Email: [iso@io.mq.edu.au](mailto:iso@io.mq.edu.au)