

# Application Form

## Instructions

- For Australian and New Zealand citizens and permanent residents' student applications only. International students and students applying for a research degree need to complete a different application form, please refer to General information section on page 42 GSB Programs Guide 2007 for details.
- Please print boldly using BLOCK letters. All relevant sections must be completed.
- Certified copy supporting documents must be included with this application: academic transcripts and current curriculum vitae. Your application will not be processed unless full documentation is attached. Fax copies are not acceptable.
- MBA applicants must also include two employment references.
- This application is the property of Monash University. Supporting documentation will NOT be returned.
- Selection for the programs will be based on an overall assessment of the applicant's academic history, experience and potential to benefit from and contribute to, the program in the light of available places.

**Return this form by the last Friday in November for Semester 1, or the last Friday in May for Semester 2, to:**

Monash University Graduate School of Business  
PO Box 197, Caulfield East, Vic 3145

**Located at:**

Graduate School of Business  
Building H, Level 1  
900 Dandenong Road  
Caulfield East  
Victoria 3145  
Telephone: 1300 784 990

## APPLICATION FORM CHECK LIST

- Complete Application Form (ALL relevant sections must be completed)
- Proof of name change (if different to transcript results)
- CERTIFIED copy of previous tertiary results, including proof of course completion
- Full curriculum vitae
- Two employment references (MBA APPLICANTS ONLY)
- Application for Advanced Standing (if applicable). Application form from: <http://www.adm.monash.edu.au/service-centre/forms/advanced-standing.pdf>
- Letter of support from your employer if applying for an MBA or Executive Certificate course
- Evidence of PR status for non Australian citizens

## 1. COURSE PREFERENCES

Degree Name including area of study <small>eg. Master of Marketing</small>	Campus	Intake month and year (eg. March 2007 or July 2007)	Full-time or Part-time	On-campus or Off-campus
1.				
2.				
3.				

## 2. PERSONAL DETAILS

Title: (please circle) MR MRS MISS MS DR      Date of birth    /    /      Female/Male

Family name      Given names

Preferred name

Street number and name

Suburb/City      State      Postcode

Tel (Home)      Tel (Bus)

Mobile      Email

Citizenship      Australian Permanent Resident?       YES       NO

Have you previously applied to study at Monash University?       YES       NO      If yes, previous ID \_\_\_\_\_

If your first degree was completed outside Australia, was the language of instruction English?       YES       NO

If no, please provide evidence of your English language skills. See **General information** section on page 42 of the GSB Programs Guide 2007 or go to <http://www.gsb.monash.edu.au/apply>

IELTS score \_\_\_\_\_ or TOEFL score \_\_\_\_\_ (if English is not your first language) – please refer to entry requirement on page 42 of the GSB Programs Guide 2007.

Are you applying for advanced standing (credit exemption)?       YES       NO

An application form may be downloaded from: <http://www.adm.monash.edu.au/service-centre/forms/advanced-standing.pdf>

## OFFICE USE ONLY

ID Number	Course Code		
Offer <input type="checkbox"/>	Reject <input type="checkbox"/>	Signed	Date / /
CREDIT APP YES <input type="checkbox"/>	NO <input type="checkbox"/>	Acknowledged Date / /	Keyed Date / /      Outcome Date / /

### 3. ACADEMIC HISTORY (please provide a certified copy of academic transcripts/results)

Name of Qualification	Institution	State/Country	Start date/End date	Course Completed (Yes/No) If NO, how much completed?

### 4. EMPLOYMENT (please attach a current curriculum vitae)

Current/most recent position \_\_\_\_\_ From / / To / /

Position/title \_\_\_\_\_

Organisation name \_\_\_\_\_

Duties/responsibilities \_\_\_\_\_

Previous position \_\_\_\_\_ From / / To / /

Position/title \_\_\_\_\_

Organisation name \_\_\_\_\_

Duties/responsibilities \_\_\_\_\_

### 5. APPLICANT'S DECLARATION

I declare that to the best of my knowledge the information I have provided is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, academic transcript or Australian permanent residency status may result in withdrawal by Monash University of any place that may be offered and that this may occur at any stage during the course. I authorise the University to obtain official student records from any educational institution necessary to make an informed decision about the application on matters that concern the student's enrolment at Monash. I authorise the University to verify my past and current employment for the purpose of making an informed decision about the application or matters that concern the student's enrolment at Monash. I authorise Monash University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary *QualSearch* will be engaged to access this academic information. I understand that Monash University is not responsible if any educational body or institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

Signature of Applicant \_\_\_\_\_ Date / /

#### Where did you hear about this course?

- Colleagues/Friends       Internet       Monash Open Day  
 Monash Postgraduate Information Evening       Advertisement in \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_

## MBA Applications only

### Employment Reference (MBA APPLICANTS ONLY)

Please submit two employment references (maximum one single A4 page per reference) and provide details of referees below. The employment references should include details of work experience and/or potential for MBA study as well as details of referees.

References must include the following information, presented on company letterhead:

- Precise position title
- Precise duties performed
- Duration (including dates) of employment
- Full name and title of writer, including date of issue

Name \_\_\_\_\_

Position \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

#### Monash Privacy Statement

The information on this form is collected for the primary purpose of assessing your application for admission. Other purposes of collection include the creation of a record on the student database, attending administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Business and Economics to assess your application. Personal information may also be disclosed to and collected from the educational institutions to make an informed decision about the application or matters that concern your enrolment. You have a right to access personal information that Monash University holds about you subject to any exceptions in relevant legislation. If you wish to seek access to your personal information, please contact the University Privacy Officer on (03) 9905 6011.