Curtin University

APPLICATION FOR ADMISSION
to a Postgraduate Course at the CGSB

PART A: APPLICATION

PLEASE NOTE THAT THERE ARE THREE PARTS TO THIS APPLICATION

PLEASE PRINT CLEARLY IN BLUE OR BLACK INK

Have you previously been a WAIT/Curtin Student? Yes [ ] 1 No [ ] 2

If yes, what is/was your Curtin ID Number [ ] 0

Have you previously completed a course at CGSB? Yes [ ] 1 No [ ] 2

If yes, which course: GCB [ ] 1 GDB [ ] 2 MBA [ ] 3 MLM/MBL [ ] 4 MScMEE [ ] 5

Other (please specify) [ ] 6

PERSONAL DETAILS

Title (Mr, Ms etc) [ ]   Gender M [ ] 1 F [ ] 2   Date of birth 0 [ ] [ ] [ ]

Day   Month   Year

Family Name [ ]

Given Names [ ]

Preferred Name [ ]

On all official documentation your name will appear as Given Name/s, Family Name - if this is not how your name appears in your passport or birth certificate, please print your name in the space below as it appears on these documents.

[ ]

WHICH COURSE ARE YOU APPLYING FOR?

OFFICE USE ONLY

- [ ] 1 Graduate Certificate in Business
    - [ ] 2 Business Stream or
    - [ ] 3 Leadership Stream or
    - [ ] 4 Oil and Gas Stream
- [ ] 5 Graduate Certificate in Procurement
- [ ] 6 Graduate Diploma in Business
- [ ] 7 Graduate Diploma in Business (Strategic Procurement)
- [ ] 8 Master of Business Administration
- [ ] 9 Master of Business Administration (Oil and Gas)
- [ ] 10 Master of Business Administration (Strategic Procurement)
- [ ] 11 Master of Business Administration (Advanced)
- [ ] 11 Master of Business Leadership
- [ ] 12 Graduate Certificate in Mineral and Energy Economics
- [ ] 13 Master of Science (Mineral and Energy Economics)-Mineral Economics Major
- [ ] 14 Master of Science (Mineral and Energy Economics)-Energy Economics Major
- [ ] 15 Master of Science (Mineral and Energy Economics)/Master of Business Administration

ADDRESS DETAILS (CONTACT)

Number and Street

Suburb/Town   State/Territory   0

Country   0   Postcode   0

ADDRESS DETAILS (PERMANENT) (for Australian Citizens and Australian Permanent Residents, this must be an Australian Address)

Same as above?   Yes ☐   No ☐   Note: A Post Office Box Number is **NOT** acceptable.

Number and Street

Suburb/Town   State/Territory   0

Country   0   Postcode   0

Which is your preferred mailing address?   Contact ☐   Permanent ☐

CONTACT DETAILS

Home Telephone   Work Telephone

Mobile Telephone   Fax Number

Email Address

PERSONAL STATISTICAL DETAILS

What is your Citizenship or Residency Status? Please tick one relevant category only.

☐ [1] Australian Citizen   ☐ [2] New Zealand Citizen (or diplomat or consular representative)   ☐ [3] Australian Permanent Resident

☐ [4] Temporary Entry Visa (or diplomat or consular representative)   ☐ [5] Overseas student residing overseas during your studies   ☐ [6] Australian Permanent Resident (Humanitarian Visa)

Please indicate applicable Visa Subclass

What date was residency granted? (applicable to Australian permanent residents including humanitarian visa holders)

Day   Month   Year

In which country were you born?   0

If you were not born in Australia what was your first year of arrival? (not applicable to overseas students residing overseas)

What is your country of citizenship?

Do you hold a passport for a country other than Australia?   Yes ☐ [1]   No ☐ [2]   If Yes, please indicate region below.

☐ [1] EU Europe   ☐ [2] Non-EU Europe   ☐ [3] Asia/Australasia/Pacific

☐ [4] North America   ☐ [5] Other America   ☐ [6] Africa/Middle East

PERSONAL STATISTICAL DETAILS (CONTINUED)

What is the main language spoken at your permanent home residence?

Are you of Australian Aboriginal descent?   Yes ☐   No ☐

Are you of Torres Strait Islander descent?   Yes ☐   No ☐

DISABILITIES

The information supplied below will assist the University in monitoring and improving services to assist students with special needs.

Would you like to receive information on support services, equipment and facilities available which may assist you?
Yes ☐   No ☐

Do you have a disability, impairment or long-term medical condition which may affect your studies?
Yes ☐   No ☐

Please indicate the type of disability that applies (optional):

☐ Hearing   ☐ Vision   ☐ Learning

☐ Medical   ☐ Mobility   ☐ Other

EDUCATIONAL DETAILS

Please provide details of all formal studies that you have completed or those that you are currently undertaking.
This information will be used to assess your eligibility for admission into Curtin.
You are required to supply an original or certified* copy of your academic award/s and transcript/s for all tertiary studies except those undertaken at Curtin. Academic records must contain an explanation of grading system descriptions.
* Certified means witnessed by a Curtin Representative, a Notary Public, Commissioner for Declarations, Justice of the Peace or the Academic Registrar of the Institute that issued the transcript. For further information refer to the Curtin Guidelines on Certification
http://students.curtin.edu.au/local/docs/certification_guidelines.pdf

	Educational Participation (Include courses taken overseas)	Name of Institution	Course Title (if applicable)	Year last enrolled
1	Completed Higher Education Postgraduate level course			
2	Completed Higher Education Bachelor level course			
3	Completed Higher Education Diploma/Assoc. Degree level course			
4	Incomplete Higher Education course			
5	Completed Vocational (eg. TAFE) award course			
6	Completed other educational qualification or Certificate of Attainment or Competence eg. Nursing Registration, University Preparation course			
7	Completed Secondary Education			

Note: The completion of this Employment Details section is not mandatory. The CGSB is required to report to its accreditors and various ranking bodies information on applicant employment, salary etc. We would appreciate you providing the following employment details.

EMPLOYMENT DETAILS

Are you currently: ☐ in full-time employment [1] ☐ in part-time employment [2]

☐ not in employment, transitioning between jobs [3] ☐ not in the labour force [4]

If you are in employment, please provide the name of your current employer? [0]

☐ _____

In which industry sector are you employed or plan to be employed if not currently working?

☐ [1] Banking, Finance ☐ [2] Consumer, Retail ☐ [3] Consulting, Professional Services ☐ [4] Entertainment, Publishing

☐ [5] Industry, Engineering, Manufacturing ☐ [6] Mining ☐ [7] Technology, Media, Telecoms ☐ [8] Not for profit

☐ [9] Pharmaceuticals, Healthcare ☐ [10] Public Sector ☐ [11] Services Industry ☐ [12] Small business

☐ [13] Other (please specify) _____

How many years of work experience do you currently have? _____ [0]

What is your current occupation? (if applicable) _____ [0]

Which of the following best describes your current or most recent role?

☐ Working in middle management/working with or in middle management teams [1] ☐ Working in senior management/working with or in senior management teams [2]

☐ CEO/Executive level [3] ☐ None of these (technical/specialist) [4]

What is your current salary?
Please provide a gross estimate and include value of your total package (e.g.: super, bonuses etc). If you work part time provide a full time equivalent estimate. If you are currently not working provide an estimate based on your last job.

☐ [1] $0 - $50K ☐ [5] $101K - $120K ☐ [9] $201k - $250k

☐ [2] $51K - $75K ☐ [6] $121K - $150K ☐ [10] $251k – 300k

☐ [3] $76K - $85K ☐ [7] $151K - $175K ☐ [11] >$300K

☐ [4] $86K - $100K ☐ [8] $176K - $200K

Does your employer provide financial support for your studies?

☐ [1] No ☐ [2] Yes, partial support ☐ [3] Yes, full support

Have you ever worked outside of Australia in a professional capacity? Yes [1] ☐ No [2] ☐
If yes, where have you worked?

☐ [1] EU Europe ☐ [2] Non-EU Europe ☐ [3] North America

☐ [4] Other America ☐ [5] Asia/Australasia ☐ [6] Africa/Middle East

☐ [7] Other (please specify) _____

In total, how long have you worked outside of Australia? ☐ Years ☐ Months

ENGLISH LANGUAGE REQUIREMENTS

Do not complete if you have successfully completed an undergraduate degree or a graduate/postgraduate diploma at an Australian university or were born in Australia or New Zealand. Please attach any supporting documentation.

TOEFL   IELTS   GMAT/Other

Yes ☐   Test Score ☐   Yes ☐   Test Score ☐   Yes ☐ [1] Test Score ☐ [0]

No ☐   No ☐   No ☐ [2]

COURSE INFORMATION

When do you wish to commence studies?   Year ☐ [0]   Study Period ☐ [0]
                                                                    eg Trimester 1, Trimester 2

How do you intend to study?   Full-time ☐ [1]   Part-time ☐ [2]

What is your intended attendance mode?   Internal ☐ [1]   Fully online ☐ [2]

Have you ever studied online before?   Yes ☐ [1] No ☐ [2]

How many units do you plan to undertake fully online?

☐ [1] None - I do not intend to study any units fully online.   ☐ [4] 5 to 6 units fully online.

☐ [2] 1 to 2 units fully online.   ☐ [5] I will undertake the majority of units fully online.

☐ [3] 3 to 4 units fully online.

Why are you undertaking this course? (select the most appropriate answer from the following)

☐ [1] To enhance promotional opportunities   ☐ [2] To change jobs/career change

☐ [3] Other (please specify) ☐

Why did you choose to study at the Curtin Graduate School of Business? (tick the most important to you)

☐ [1] Rankings   ☐ [2] Location   ☐ [3] Course reputation   ☐ [4] Flexibility

☐ [5] Accreditation   ☐ [6] Other (please specify) ☐

How did you first hear about us?

☐ [1] Information Evening   ☐ [2] Curtin Open Day   ☐ [3] Web Search   ☐ [4] Expos:
                                                                                          local, national, international

☐ [5] Media   ☐ [6] Alumni activities   ☐ [7] Word of mouth:
                                                                 staff, students etc

☐ [8] Other (please specify) ☐

APPLICATION STATEMENT (500 WORDS)

Applicants must provide a statement (maximum of 500 words) that outlines their motivation and reasons for undertaking their nominated course.. Please demonstrate how the degree is applicable to your career, how it will help your personal development, along with what action you will take to leverage this experience. For this criteria, the highest rankings will be provided to those applicants where there is a clear nexus between the desired course of study and your existing/desired career path. This may involve a fundamental change in your career direction or accelerated career progression within an existing career structure. For students wishing to enter specific majors such as Strategic Procurement or Oil and Gas, it would be expected that you could show how this major would appropriately align with your current/likely career development.

REFEREES

Please nominate your referees below - see Parts B and C for requirements for referees.

Referee #1

Name

Address

Suburb/Town   State/Territory

Country   Postcode

Telephone   Mobile

eMail

Referee #2

Name

Address

Suburb/Town   State/Territory

Country   Postcode

Telephone   Mobile

eMail

PRIVACY STATEMENT

At Curtin University, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does, is "personal information". For details of how the University will use, disclose and protect your personal information please refer to http://global.curtin.edu.au/legal/privacy.cfm referees

APPLICANT'S DECLARATION AND SIGNATURE

- I declare that I have read the instructions on this application form and that the information I have provided is complete and correct.
- I understand that the information collected on this form is to enable Curtin University to assess my application, create a record on its student database, undertake statistical analysis, meet statutory reporting requirements and further inform me about the course to which I am applying as well as the University's other courses/events. The information will be accessed by officers of the University strictly for these purposes and disclosed to State and Australian Government agencies (eg. DES, DEEWR) where required by law and to contractors (such as mail houses) engaged by the University to perform services on its behalf. Where personal information is to be provided to contractors, the University will require that confidentiality agreements be first entered into.
- I understand that if I do not complete all the questions on this form, it may not be possible for the University to process my application.
- I authorise Curtin University to obtain further academic information or official student records from any educational institution or other recognised institution within the education environment if necessary and/or, where my work experience is relevant, to verify my employment history for the purpose of making an informed decision about my application.
- I understand that I have the right to access and amend personal information that Curtin University holds about me, subject to legislation, by contacting the Freedom of Information Coordinator on +61 8 9266 2727.
- I acknowledge that Curtin University reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

Signed: **Dated:**

IMPORTANT - LODGING YOUR APPLICATION

Your completed application form and supporting documentation may be lodged directly to the CGSB Student Services Office. Please note that your faxed or emailed application must still be supported by original or certified* documentation and your original signature in order to complete the processing of your application. Scanned and/or photocopied copies of certified documents are not permitted.

You must submit this documentation directly to the CGSB Student Services Office referencing your application to the address below:

Attn: Student Services Office
Curtin Graduate School of Business
Curtin University
78 Murray Street
Perth WA 6000
Australia

CONTACT DETAILS:

TELEPHONE: +61 8 9266 3460
FAX: +61 8 9266 7607
EMAIL: enquiries@gsb.curtin.edu.au

APPLICATION DEADLINES:
Please refer to our website at http://gsb.curtin.edu.au/gsb/futurestudents for this information.

Application Checklist

PART A: APPLICATION FOR POSTGRADUATE STUDIES

ESSENTIAL DOCUMENTS TO BE PROVIDED WITH PART A:

☐ CV/resume detailing entire work history

☐ Certified copy* of your academic transcripts detailing all units and results

☐ Certified copy* or original passport if not born in Australia

☐ Other (ie. GMAT if appropriate)

☐ Marriage Certificate/Change of Name (if transcript states different name)

☐ All sections completed and declaration signed

PART B: EMPLOYER RECOMMENDATION FOR POSTGRADUATE STUDIES

☐ Enclosed

☐ To be submitted

PART C: REFEREE REPORT FOR POSTGRADUATE STUDIES

☐ Enclosed

☐ To be submitted

DOCUMENTS: All applicants must supply certified* copies of academic transcripts in the language of origin and English translation detailing all units and results. All other supporting documentation must be certified.

*Certified means witnessed by a Curtin Representative, a Notary Public, Commissioner for Declarations, Justice of the Peace or the Academic Registrar of the Institute that issued the transcript. Scanned and/or photocopied copies of certified documents are not permitted.