

Application Form

A. Award Admission

Please indicate the award you are applying for _____

B. Details of Applicant

Title (please tick) Dr: Mr: Mrs: Miss: Ms:

Are you a former UNE student? Yes No If Yes please supply Student Number _____

Family name _____

Given names _____

Any former family names _____

Gender (please tick) Male Female Date of Birth _____/_____/_____

Country of permanent residence _____

Postal address _____

Home address _____

Home telephone _____ Business telephone _____

Mobile telephone _____ Business fax _____

Home Email _____ Business Email _____

C. Qualifications

Applicants with qualifications from institutions other than UNE must provide original transcripts or certified copies of their full academic records. Please also provide a key to codes used for results.

Academic record Post-secondary qualifications, the most recent first.

Qualification received	Institution	Date of graduation
		/ /
		/ /
		/ /
		/ /

Professional achievements Awards received, membership of professional bodies, articles published, papers presented etc.

D. Personal Statement

Please attach a statement explaining answers in greater detail or expanding on the information already provided. You may wish to comment on the following:

1. Your most significant experiences or achievements to date.
2. Your long-term objectives and your expectations of this degree in fulfilling these objectives.
3. Where you see yourself five years from now.
4. Any other information you consider relevant to your admission.

E. Advanced standing

Are you seeking advanced standing? Yes No

If Yes, you must attach a correctly certified copy of an academic record and an official statement describing units from the appropriate handbooks including content, prescribed text and contact hours.

F. Additional Questions

Proposed Commencement Date Year _____ Trimester _____

How did you hear of about us? (WWW, newspaper (which one), word of mouth etc..) _____

G. Referee Reports and Résumé

Please provide two referee reports and a copy of your résumé for application to the **Master of Business Administration, Master of Organisational Development & Strategic Human Resource Management, Graduate Certificates in Management, Human Resource Management, Project Management and Practice Management** and the **Graduate Diploma in Management**.

The two referees must be able to report on your suitability for enrolment in the awards mentioned above. One report may relate to the applicant's previous academic performance and one may be from an employer, or you may supply two employment-related reports.

Please use the form provided at:

[http://www.une.edu.au/Referee Report.pdf](http://www.une.edu.au/Referee%20Report.pdf)

Referees should send reports directly to:

**Program Director, GSB
University of New England
Armidale NSW 2351, AUSTRALIA
or fax to +612 6773 3461.**

H. Checklist and mailing details

Necessary documents must be originals or copies certified (notarised) by a Justice of the Peace.
On completion of the application form, check that you have included:

Original documents or certified transcripts (and evidence of change of name, if applicable)

Birth certificate or evidence of Australian citizenship/permanent residency

Referees' reports sent

Personal statement

Evidence of English proficiency:

Those applicants whose previous education was not in English must provide evidence of English Proficiency. UNE English Proficiency requirements are listed on the internet at:

<http://www.une.edu.au/rmo/policies/acad/englishlangreq.pdf>

Please complete the form as soon as convenient and post to:

**Program Director, GSB
University of New England
Armidale NSW 2351, AUSTRALIA**

or email to gsb@une.edu.au

Please direct enquiries to the Graduate School of Business on Telephone +61 2 6773 3382 Fax: +61 2 6773 3461
or email to gsb@une.edu.au

I. Declaration

The information requested in this application is being collected to assess your application for admission to the University of New England. This information will be available to administrative staff and relevant faculty staff in connection to your application. If you are admitted to the University, personal information that you provide will be retained for administrative and academic purposes. The supply of this information by you is voluntary. However, if you do not supply all the requested information we may not be able to assess your application. You have the right to access and/or correct any personal information concerning you held by the University, subject to the reasonable convenience of the University.

I understand that if UNE subsequently finds that the information provided by me was incorrect UNE may withdraw any offer.

I understand that if I enrol as a student UNE may disclose personal information that I have given in this application to the Department of Education, Science and Training (DEST) and that DEST will collect and store my personal information for use in connection with the Higher Education Information Management System. The UNE Privacy Statement is available from www.une.edu.au.

I declare that the details I have provided are true and correct. I have read and I understand the information provided to me with this application form and have attached the relevant documentation as required. I undertake to comply with the University of New England Act 1993, the By-Laws of the University and the Rules of the University.

Signature of Applicant _____ Date: _____