



HOW TO APPLY

Check list

Before you send your application, please ensure you have:

- Completed all questions correctly.
- Submitted referee reports.
- Submitted a certified copy of your University transcripts in the English language detailing all units and results.
- Submitted a certified copy/original passport if not an Australian passport holder.
- Signed the student declaration.

MLM applicants only

- Provided the original plus two copies of your application.
- Completed questions I to L.

Application Details

Applicants for postgraduate programs must provide as much information as possible relating to their educational and professional backgrounds in order to assist in the evaluation of their applications. A resumé should be included. Please ensure that all sections of the application are addressed.

Documents

All applicants must supply a certified* copy of their transcripts written in the English language and detailing all units and results.

(*Certified: means witnessed by a Justice of the Peace or Commissioner of Declarations or the official records department of the institution that originally issued the document.)

Closing date for applications

Applications can be lodged up to ten days prior to the start of a trimester or semester.

Lodging your application

The completed application form and supporting documents may be lodged directly with the Graduate School of Business.

IMPORTANT: If you apply by fax or email, offers will be made on a conditional basis only. Offers can only be confirmed once original, certified documentation and the applicant's original signature are sighted by Curtin staff. Facsimile copies are not acceptable. This supporting documentation needs to be mailed separately to your faxed or online application once a conditional offer has been made.

PLEASE COMPLETE THIS FORM AND RETURN BY FAX OR MAIL TO:

Graduate School of Business
Curtin University of Technology
78 Murray Street
Perth Western Australia 6000

Telephone: +61 8 9266 3460 Fax: +61 8 9266 3368

Website: www.gsb.curtin.edu.au

Email: enquiries@gsb.curtin.edu.au

DATE

FAMILY NAME

GIVEN NAME

Application for Australian Resident Postgraduate Coursework Studies

Course

1 PERSONAL DETAILS

a. Your names

Family name

First given name

Other given names

Preferred given name

Alias (optional)

Formal name (optional)

Maiden name

b. Date of Birth

day

month

year

c. Sex

female

male

d. Title Dr Mr Mrs Miss Ms

Other

Phonetic name

e. Your address details (contact)

Number and Street

Suburb/Town/City.....State

Country.....Post code

f. Your address details (permanent) same as above? Yes No If yes go to g. "Your contact numbers"

Number and Street

Suburb/Town/City.....State

Country.....Post code

Which address do you wish to have as your mailing address? Contact Permanent

Note: A post office box number is NOT acceptable as a permanent address

g. Your contact numbers

Home telephone number.....Work telephone number

Mobile number.....Facsimile number

Email address.....

h. Next of Kin

Name.....Relationship

Home telephone number.....Work telephone number

Mobile number.....Does your next of kin live at the same address as you? Yes No

If no, please complete their address below

Number and Street

Suburb/Town/City.....State

Country.....Post code

i. Have you previously applied/enrolled at Curtin/WAIT Yes No

If yes, please supply your student number

--	--	--	--	--	--	--	--

Application for Australian Resident Postgraduate Coursework Studies

1 PERSONAL DETAILS (CONTINUED)

j. Citizenship / Residency (tick one of the following)

1. Are you an Australian Citizen Yes 1 Go to k.
2. Are you a New Zealand Citizen Yes 2 If 'Yes' - go to k.
3. Are you a permanent resident of Australia? Yes 3 Date granted permanent residency
D D M M Y Y Y Y
- Did you meet residency requirements for citizenship more than a year ago? Yes No
- Are you residing **inside** Australia during your studies? Yes Go to k. No
- Are you residing **outside** Australia during your studies? Yes No

k. Country of Birth

- Australia 0001 New Zealand S501 Hong Kong S102 Singapore S107
 Indonesia S105 United Kingdom S009 Malaysia S106 USA S302

Other (please specify).....

If you were not born in Australia and you are now residing in Australia, in what year did you enter Australia?.....

Is English the main language spoken in your home? Yes No

If 'No', please indicate the main language spoken in your home.....

Are you of Aboriginal descent? Yes No

Are you of Torres Strait Islander descent? Yes No

l. Disabilities

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

1. Would you like to receive information on support services, equipment and facilities available which may assist you? Yes No
2. Do you have a disability, impairment or long-term medical condition which may affect your studies? Yes No

Please indicate type of disability that applies (optional)

Hearing Learning Mobility Vision Medical Other

2 EDUCATIONAL BACKGROUND

a. Institutions and Qualifications

Please answer **all** the sections and attach all supporting documents. If you have changed your name since completing any of the following qualifications, please provide proof (eg marriage certificates).

Type	Status	
FINAL YEAR OF SECONDARY	Completed or about to complete	<input type="checkbox"/> } Year last enrolled <input type="checkbox"/> } <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> }
• At a high school, technical school, secondary school or secondary college	Commenced but not completed	
	Never commenced	
CERTIFICATE LEVEL COURSE	Completed or about to complete	<input type="checkbox"/> } Year last enrolled <input type="checkbox"/> } <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> }
• Taken at a TAFE college, technical college, college of advanced education (CAE), institute of technology, institute of advanced education or institute of tertiary education in Australia. (Exclude leisure/hobby/recreation/personal enrolments and secondary education courses)	Commenced but not completed	
	Never commenced	

Name of institution.....Course title.....

Application for Australian Resident Postgraduate Coursework Studies

2 EDUCATIONAL BACKGROUND (CONT)

Institutions and Qualifications (cont)

Type	Status	
DIPLOMA, ADVANCED DIPLOMA OR ASSOCIATE DIPLOMA COURSES TAKEN AT A TAFE OR OTHER NON-UNIVERSITY INSTITUTION	Completed or about to complete <input type="checkbox"/>	Year last enrolled <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Commenced but not completed <input type="checkbox"/>	
	Never commenced <input type="checkbox"/>	
<ul style="list-style-type: none"> Taken at a TAFE college or registered private institution in Australia 		
Name of institution.....	Course title.....	
DIPLOMA, ADVANCED DIPLOMA OR ASSOCIATE DIPLOMA	Completed or about to complete <input type="checkbox"/>	Year last enrolled <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Commenced but not completed <input type="checkbox"/>	
	Never commenced <input type="checkbox"/>	
<ul style="list-style-type: none"> Taken at a CAE, university, teacher's college, institute of technology, institute of advanced education or institute of tertiary education. 		
Includes courses taken overseas		
Name of institution.....	Course title.....	
BACHELOR DEGREE COURSE	Completed or about to complete <input type="checkbox"/>	Year last enrolled <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Commenced but not completed <input type="checkbox"/>	
	Never commenced <input type="checkbox"/>	
Name of institution.....	Course title.....	
POSTGRADUATE COURSE OF ANY TYPE (eg. graduate diploma, postgraduate diploma, Masters, PhD)	Completed or about to complete <input type="checkbox"/>	Year last enrolled <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Commenced but not completed <input type="checkbox"/>	
	Never commenced <input type="checkbox"/>	
Name of institution.....	Course title.....	
ANY OTHER QUALIFICATION OR CERTIFICATE OF ATTAINMENT/COMPETENCE (eg Nursing registration)	Yes <input type="checkbox"/>	Year obtained <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	No <input type="checkbox"/>	
Name of qualification		

3 ENGLISH LANGUAGE REQUIREMENTS (Not required by those who have successfully completed an undergraduate degree or a graduate/postgraduate diploma at an Australian university or those who are born in Australia or New Zealand)

Attach documentary evidence

TOEFL test

Yes _____ No
Test Score

IELTS test

Yes _____ No
Test Score

GMAT/Other

Yes _____ No
Test Score

Application for Australian Resident Postgraduate Coursework Studies

4 CURRENT EMPLOYMENT

Employer's name

Address.....

.....Post code.....

Telephone number.....

Position currently held.....

Brief description of your duties.....

.....

.....

.....

.....

.....

5 PREVIOUS EMPLOYMENT

Please state your history of employment in the space provided below OR attach a resumé.

Indicate positions you have held prior to your current employment with the most recent previous position indicated first.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

6 SUPPORTING INFORMATION

Please provide any other information you believe will help the selection panel make a decision about your application.

.....

.....

.....

.....

.....

.....

Application for Australian Resident Postgraduate Coursework Studies

7 REFEREES (Minimum of two)

Please nominate your referees in the spaces provided below.

Name	Address	Phone number
1)
2)

8 APPLICATION

The following course details are available by contacting the relevant School or referring to the Curtin Handbook Calendar online at www.curtin.edu.au (please leave blank if you are unsure).

Course Study Package Number

Stream/Major Number

Course Study Package Title:

1. Your liability category? Australian Fee Paying

2. How are you intending to study? (Please complete A and B)

A. Load Category	B. Attendance Mode	C. Study Mode
<input type="checkbox"/> Full-time	<input type="checkbox"/> Internal	<input checked="" type="checkbox"/> Normal Postgraduate
<input type="checkbox"/> Part-time	<input type="checkbox"/> External	

3. At what campus do you mainly intend studying?
eg Bentley, Shenton Park, Muresk, Kalgoorlie

4. When do you wish to commence studies? Year Period
eg Semester 1, Trimester 1

9 DECLARATION AND SIGNATURE

Supporting Statement I hereby certify that the information provided in this application is complete and correct. I agree that Curtin University of Technology may, if necessary, verify details of my educational qualifications. While I am a student of the University, I undertake to observe all of its statutes, by-laws and rules.

Signature of Applicant Date

SCHOOL USE ONLY - Basis for Admission (Please tick ONE box)

- | | |
|---|--|
| <input type="checkbox"/> Completed a higher education course (bachelor level and above) | <input type="checkbox"/> Examination or assessment by or on behalf of the university |
| <input type="checkbox"/> Part completed higher education course | <input type="checkbox"/> Employment experience |
| <input type="checkbox"/> Completed TAFE award course or overseas equivalent | <input type="checkbox"/> A professional qualification |
| <input type="checkbox"/> Part completed TAFE award course or equivalent | <input type="checkbox"/> OLA |
| <input type="checkbox"/> Completed final year of secondary education at school | <input type="checkbox"/> Registered General/Mental Health Nurse |
| <input type="checkbox"/> Completed final year of secondary education at TAFE or other institution | <input type="checkbox"/> Other approved qualification from private provider |
| <input type="checkbox"/> Mature age entry provisions e.g. Mature Age TEE or STAT | <input type="checkbox"/> Two Curtin Units by extension study |
| <input type="checkbox"/> Special entry provisions (not mature age) | <input type="checkbox"/> Other |

Assessment

Assessed as: Qualified Qualified with conditions
 Not Qualified

Authorising Signature Date

Application for Australian Resident Postgraduate Coursework Studies

EMPLOYER RECOMMENDATION

To the employer

You have been chosen by the applicant as a person who is working with him/her in a managerial capacity. The object of this recommendation is to assist the Curtin Graduate School of Business in the selection of the most suitable candidates for a masters degree. You are therefore requested to give your view as to the support the applicant would receive in undertaking a Masters program.

1. Name of applicant

2. Name of referee

3. Business address

.....

4. Telephone number Fax

5. Position

6. How long have you known the applicant?

7. In what capacity have you worked with the applicant?

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



