

Student No (office use only)

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Enquiry No (office use only)



FOR QUESTIONS CONTACT
MBAScholarship@uow.edu.au

APPLICATION FOR ADMISSION - Women in MBA

If you are interested in the UOW Sydney Business School Women in MBA scholarship, you must first seek nomination from your employer and have them agree to support you by contributing between 15-50 per cent towards the cost of completing the MBA. Please complete this application and submit it, along with your resume, statement of motivation and your employer's statement of support to: mbascholarships@uow.edu.au

If the application is successful, the employer will be required to sign a legal agreement with the University of Wollongong.

1. CANDIDATE PERSONAL DETAILS (USE BLOCK LETTERS)

Title: Mr Mrs Ms Miss Other Gender: Male Female

Family Name*

First Name*

*As shown in passport, (if applicable)

Former Family Name (if applicable) Date of Birth

Have you previously made an application to undertake or been enrolled in a course at the UOW College or the University of Wollongong?

Yes No If YES, please give your student number

Are you a Citizen of Australia? Yes (Please provide certified documentary evidence)

No Citizenship

Country of birth Country where you are currently located

Are you a Permanent Resident of Australia? Yes (Please provide certified documentary evidence)

Permanent visa category Date of Permanent Residency

No

Are you Aboriginal or a Torres Strait Islander? Yes No

Mailing address

Home address (if different from mailing address)

PO Box or Street Address

PO Box or Street Address

Suburb/Town

Suburb/Town

State/Province Postcode

State/Province Postcode

Country

Country

Telephone CountryCode Area Code Number

Telephone CountryCode Area Code Number

Mobile

Mobile

Facsimile Country Code AreaCode Number

Facsimile Country Code AreaCode Number

Prior to enrolment correspondence will normally be sent to your email address, if applicable

Email

2. EMPLOYMENT DETAILS

Current organisation:

Position:

Employment Details of Sponsor

Title: Mr Mrs Ms Miss Other Gender: Male Female

Family Name*

First Name*

Current organisation:

Position:

3. COURSE APPLICATION

1st Preference Course Name

2nd Preference Course Name Specialisation

When do you wish to commence the degree course? (Please nominate year and tick session below) Year: Full-time Part-time#

POSTGRADUATE COURSE WORK APPLICATION FORM

UOW SYDNEY BUSINESS SCHOOL

Session Trimester 1 (Feb) Trimester 2 (May) Trimester 3 (Aug)

Location Wollongong Sydney

4. ACADEMIC BACKGROUND – THIS SECTION MUST BE COMPLETED

Please list your highest secondary qualification and all tertiary education qualifications, including any currently being undertaken.

QUALIFICATION/AWARD	SCHOOL/INSTITUTION	COUNTRY	DURATION	DATE COMPLETED
				d d m m y y y y
				d d m m y y y y
				d d m m v v v y
				d d m m y v v y

5. ENGLISH LANGUAGE PROFICIENCY

Is English your first language? Yes No If your first language is not English, please continue

I have completed at least one of the following within the last two years (documentary evidence, including certified copies of results, must be attached)

A certificate of English proficiency obtained in the last two years (eg IELTS or TOEFL)

IELTS (ACADEMIC)	Year	Overall score	Reading	Writing	Listening	Speaking
TOEFL Internet based	Year	Overall score	Reading	Writing	Listening	Speaking
OTHER	Name of test		Year	Score		
<input type="checkbox"/> Secondary or tertiary studies in another country where English is the official language	Country			Duration (years)		

6. EMPLOYMENT DETAILS

Some courses require details of your relevant employment history to support your application

EMPLOYMENT DATES (TO)	FULL-TIME OR PART-TIME	EMPLOYER NAME AND LOCATION	POSITION TITLE

Please attach the following documentation to support your work experience

- Resume outlining details of previous positions held including a general description of duties and responsibilities, key achievements within the role, the number of persons who report(ed) to you and the number of hours worked (if employed on a part-time basis).
- Two signed referee reports on company letterhead confirming your employment, duration and position from relevant employers, including their position, contact details, telephone number and email address. The University may contact referee(s) to confirm employment details.

7. STATEMENT OF MOTIVATION

As part of the entry requirements to the MBA, students are required to submit a one page Statement of Motivation outlining why you want to undertake the MBA.

8. EMPLOYER STATEMENT

The employer should provide a detailed letter outlining why they are nominating you for this program. The letter should explain why you meet the criteria of having leadership potential and that you are able to reach these goals within five to ten years. It should highlight (1) performance relative to peers, (2) succession of promotions within the company, and (3) demonstrated leadership in specific contexts.

9. FINANCIAL CONTRIBUTION FROM EMPLOYER

Please indicate level of financial support:%

10. CERTIFICATION OF DOCUMENTS

Certified copies of academic marksheets, transcripts and evidence of course completion must be provided even if the qualification is incomplete with application.

If you are in Australia, photocopies of documents can be certified by a Justice of the Peace, police officer, post office manager or person holding a similar professional position. The above website provides further examples of acceptable authorities. The person certifying the document must: print their name, contact number, occupation and date verified; write "This appears to be a true copy of the original document sighted by me"; affix an official organisation stamp if available; and sign each copy. Please note that any documents sent with your application cannot be returned.

11. APPLICANTS WITH SPECIAL NEEDS

If you have a disability and require advice or assistance with your studies, please contact the Disability Liaison Officers, telephone +61 2 4221 3445 or go online www.uow.edu.au/student/services/ds

12. IMPORTANT INFORMATION FOR APPLICANTS

1. **Privacy General Consent and Disclosure Statement:** <http://www.uow.edu.au/legal/privacy/UOW089606>
4. Declaration and Signature: **This application form must be signed by the applicant.**

13. DECLARATION, TERMS & CONDITIONS AND SIGNATURE

PRIVACY AND DISCLOSURE

1. I declare that all the information I have given in this application is true, correct and complete, and is not false or misleading. I understand giving false or misleading information is a serious offence under state and/or federal law in Australia.
2. I declare that the signature on this form is my signature, and has not been signed on my behalf by another person, including my agent or sponsor.
3. I agree to tell UOW College ("College") and/or the University of Wollongong ("University") immediately if there is any change to the information I have given in this application.
4. I understand that the College/University reserves the right to vary or reverse any decision made on the basis of incorrect, incomplete, false or misleading information which I may have provided, including in some circumstances, termination of my enrolment.
5. I declare that I have not been excluded or subject to disciplinary action at any tertiary institution.
6. I understand that the College/University may obtain official records from any educational institution I have previously attended or my employer.
7. I authorise any institution or organisation named on any document provided as evidence of my qualification or work experience OR which are named in my application, to release to the College/University any personal information which they may hold about me for the purpose of verification of my supporting documents.
8. I authorise the College/University to release any personal information they may hold about me to any other educational institution which is seeking to verify my student conductor academic record for the purpose of determining my eligibility for admission to, or enrolment at, that institution.
9. I understand and accept the terms and conditions in the Privacy General Consent and Disclosure Statement which can be viewed at: <http://www.uow.edu.au/legal/privacy/UOW089606.html>
10. If the payment for my course is made by a sponsor (a third party paying my tuition fees or nominated by me as my sponsor), I agree to the release of all information to my sponsor regarding my application and subsequent enrolment including my subject results, progress reports, and enrolment details (including contact details). I acknowledge that I am responsible for managing my own relationship with my sponsor, and that the College/University accepts no responsibility for and cannot control the relationship between myself and my sponsor.

CANCELLATION AND REFUNDS

11. College applicants: I have read and understand the College's Fees and Refund Policy at: www.uowcollege.edu.au/policies
12. University applicants: I have read and understand the University's Fees Policy (including refunds) at: <http://www.uow.edu.au/about/policy/UOW058686.html>

WHILE I AM ENROLLED AT THE COLLEGE/UNIVERSITY

13. I agree to be bound by all the Rules and Regulations and any relevant policies of the College/University.
14. I agree to advise the College/University of my residential and postal address and mobile telephone number in Australia and of any change in my contact details.

WHILE STUDYING ON A STUDENT VISA AS AN INTERNATIONAL STUDENT

15. By nominating an agent, as listed in the "contact address for correspondence", to represent me in my application to the College/University, I agree to the release of all information relating to my application and subsequent enrolment at the College/University to my nominated agent, until such time as this nomination is revoked by me in writing.
16. I understand that the College/University reserves the right to vary or reverse any decision made on the basis of incorrect, incomplete, false or misleading information which I or my agent/sponsor may have provided, including in some circumstances, termination of my enrolment.
17. I understand that any information provided to the College/University may be made available to Australian Commonwealth and state government departments and agencies, pursuant to the College/University's obligations under Australian or state law, including the ESOS Act 2000 and the National Code. This information may also be made available to any company or organisation in which the College/University arranges a private or public work placement or practicum. This information includes, but is not limited to, changes to my enrolment and any breach of a student visa condition relating to attendance or satisfactory academic performance.
18. I have read and understand the description of the ESOS framework made available electronically by DEEWR at: <https://internationaleducation.gov.au>
19. I understand my obligation to, and I agree to, maintain Overseas Student Health Cover for the duration of the course.
20. I agree to advise the College/University of any studies that I am undertaking or will undertake at any period with another provider which coincides with a period of study I am applying to undertake or undertake at the College/University. I understand that should I have obligations to another provider, the College/University is unable to offer me enrolment. I understand that I must present any documents requested by the College/University to confirm my status.
21. I understand I must enrol in a study pattern that allows me to complete my course within the course duration set in my Confirmation of Enrolment (COE).
22. As the holder of a student visa, I understand and agree to abide by all the requirements of the student visa.
23. If I am not the holder of a student visa, I understand that it is my

responsibility to ensure that the visa I hold permits me to undertake the course in which I enrol at the College/University.

FINANCIAL OBLIGATIONS WHILE STUDYING ON A STUDENT VISA AS AN INTERNATIONAL STUDENT

24. I agree to provide any financial information requested by the College/University for the purpose of the College/University assessing my financial ability to undertake a course of study.
25. I declare that I have access to funding:
 - for the payment of all fees for the course which I am undertaking at the College/University; and
 - for the living expenses of myself and my dependants in Australia for the duration of the course or courses which I have been offered, at an expected amount per individual of \$15,000 per year (for Wollongong) and \$20,000 per year (for Sydney).
26. I declare that I am not relying on employment in Australia during or following my course to pay any part of my tuition and living expenses for myself and my dependants.
27. I understand that I am required to pay all tuition fees in full for my course prior to the census date for each session/trimester/term of study, and that failure to make payment by the required date may result in the termination of enrolment in my course and notify the Department of Immigration, whom may cancel my student visa.
28. I understand that, in the event that I am unable to pay for my tuition or living expenses in Australia for myself or my dependants, the College/University is not obliged to provide any financial assistance (including in the form of a tuition fee waiver (partial or whole), tuition fee deferral or living expenses support, medical expenses, legal expenses, or leave of absence consideration) and that as a non-citizen of Australia, I do not have access to Australian government support.
29. I understand that if I have a school-aged dependent, I will be required to pay full fees if that dependent is enrolled in a pre-school, child care centre, government school or non-government school.
30. I understand that the College/University will not act as a guarantor for me, and I am solely responsible for all expenses incurred by me and my dependants, including as the result of legal action, while I remain in Australia on a visa issued for the purposes of studying at the College/University, whether or not I have completed the course or remain enrolled at the College/University.

APPLICABLE LAW

31. This agreement, and the availability of complaints and appeals processes, does not remove my right as a student to take action under Australia's consumer protection laws.
32. I understand that these terms are governed by the laws of New South Wales and I agree to submit to the non-exclusive jurisdiction of the courts of New South Wales.

APPLICANT DECLARATION

By signing this form, I declare that:

1. I will abide by the University rules and policies, the University of Wollongong Act 1989, and the By-Laws, rules and policies of the University (where applicable).
2. I have read, understood and agree to abide by the above terms and conditions.
3. I consent to the use of my personal information as set out above.
4. I declare that the information provided by me in the application is true and correct. I understand that it is an offence to submit fraudulent documentation in support of a course application, and that where fraudulent documents are detected, the application will be rejected, any offer of enrolment will be withdrawn, and the matter may be reported to relevant law enforcement agencies.

Applicant's Signature

Date

Applications that are unsigned will not be processed. Applications must be signed by the applicant personally. A third party must not sign on the applicant's behalf.

EMPLOYERS DECLARATION OF SUPPORT TOWARDS APPLICATION

Employer Signature

Date

Upon acceptance of application employer will be required to sign a legal agreement with the University of Wollongong.

POSTGRADUATE COURSE WORK APPLICATION FORM

RETURN TO

MBAScholarship@uow.edu.au

FURTHER ENQUIRIES

Candidates should contact
Postgraduate Marketing and Recruitment
email: future-business@uow.edu.au

Corporate or organisational representatives
should contact Michael Grainger
email: michael_grainger@uow.edu.au

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
- Supporting statement from the sponsor
- Statement of Motivation

Ensure the following documents (where applicable) are included with your application:

- Documentation showing change of name
- Proof of proficiency in English
- Recognition of Prior Learning documentation

Office Use
Only

Family name

Given name

Student number

Application
number

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The University of Wollongong attempts to ensure that the information contained in this form is correct at the time of production (October 2015). However sections may be amended without notice by the University in response to changing circumstances or for any other reason. Applicants should check with the University at the time of application/enrolment whether any later information is available. UOW College is a registered business name of UOWCLimited ABN 14105312329. CRICOS No. 02723D. University of Wollongong CRICOS: 00102E