

# APPLICATION FORM PART 1



**Read this application carefully, complete all sections and ensure that supporting documents (certified) are attached.** A non-refundable application fee of AUD80 by bank draft, credit card or bank cheque (payable to La Trobe University) must be attached to this application. If you wish to pay by credit card, please provide your details in the 'Credit Card Details' section below.

## Application for

Graduate Certificate in Business Administration  (3 months)  
 Graduate Diploma in Business Administration  (6 months)  
 Master of Business Administration  (15 months)  
 Campus  Melbourne (Bundoora)  
 Requested intake Year  January  April  July  October

## Credit Card Details

I wish to pay my application fee by credit card Yes  No  Card Type - Mastercard  Visa   
 Card Number     Expiry Date  /   
 Cardholder Name \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_

## Student Details

Family Name \_\_\_\_\_  
 Given Names \_\_\_\_\_  
 Date of Birth    Title: (Mr, Ms, Miss, Mrs, Dr) \_\_\_\_\_ Sex ( M or F )   
Day Month Year  
 Country of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_  
 Email \_\_\_\_\_ Mobile Telephone \_\_\_\_\_  
 Have you been previously enrolled at La Trobe University? Yes  No   
 If yes, please provide your student identification number \_\_\_\_\_  
 Country where you were living when you filled out this form \_\_\_\_\_  
 Are you a permanent resident of Australia? Yes  No  Personal contact Telephone \_\_\_\_\_

## Address for Notification of this Application

Number and Street \_\_\_\_\_  
 Suburb/Town/Country \_\_\_\_\_ Post/Zip Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
 Email \_\_\_\_\_



## Academic Qualifications

**Documentary evidence of qualifications claimed must be attached. Documents not in English must be accompanied by certified translations. List all courses in which you have been enrolled at tertiary institutions, including those you have not completed.**

Name of qualification (eg. BSc, BA)	Name of Institution	Period of Enrolment	Language of Instruction	Completed
		to		Yes <input type="checkbox"/> No <input type="checkbox"/>
		to		Yes <input type="checkbox"/> No <input type="checkbox"/>
		to		Yes <input type="checkbox"/> No <input type="checkbox"/>

## Employment History

Period of Employment	Employer	Department	Position	Title	Duties & Responsibilities
<input type="checkbox"/> <input type="checkbox"/> to <input type="checkbox"/> <input type="checkbox"/> <small>Year Year</small>					
<input type="checkbox"/> <input type="checkbox"/> to <input type="checkbox"/> <input type="checkbox"/> <small>Year Year</small>					
<input type="checkbox"/> <input type="checkbox"/> to <input type="checkbox"/> <input type="checkbox"/> <small>Year Year</small>					

# APPLICATION FORM PART 2



## English Proficiency (Please tick where applicable and attach documentary evidence)

- English is my first language
- English has been the language of instruction in my tertiary studies (This study must have been completed within the last two years and at an academic level acceptable to La Trobe University)
- I have an overall band score of at least 6.5 on the International English Language Testing System (IELTS) with no individual band score less than 6.0

Date of Test   /   /

I have achieved at least the following scores in the Test of English as a Foreign Language (TOEFL): Paper-based Test: A minimum score of 575 with a score of 5 or better in the Test of Written English (TWE): Computer-based Test - A minimum score of 233 with a score of 5 in essay writing. Internet-based Test (iBT) - A minimum of 88 with no individual score less than 22

Date of Test   /   /

I intend to sit for an IELTS or TOEFL Test on   /   /

I have satisfactorily completed an English language course at: Name of Institution \_\_\_\_\_

I have applied for/am attending an English language course at La Trobe University Language Centre

If yes please indicate approximate start date:   /   /

## Referees

All applicants must ask two [2] senior academics, professional persons and/or employers familiar with their recent achievements to provide a reference stating why they regard the candidate as suitable for a Business Administration course. A copy of the relevant form is attached to this application, which should be given to referees who have agreed to provide this reference; referee reports should be forwarded to the International Programs Office under separate cover.

### Referee 1

Name \_\_\_\_\_  
 Title/Position \_\_\_\_\_  
 Postal Address \_\_\_\_\_  
 Telephone (Home) \_\_\_\_\_  
 (Business/Mobile) \_\_\_\_\_  
 E-mail \_\_\_\_\_

### Referee 2

Name \_\_\_\_\_  
 Title/Position \_\_\_\_\_  
 Postal Address \_\_\_\_\_  
 Telephone (Home) \_\_\_\_\_  
 (Business/Mobile) \_\_\_\_\_  
 E-mail \_\_\_\_\_

## Supplementary Information

Any additional information relevant to your submission should be detailed on a separate piece of paper and attached to your application.

## Declaration and Agreement

I declare that the information provided on this form is true and complete in every detail. I authorise La Trobe University to obtain further information about me from educational and other institutions which I have attended, and from Australian Government authorities such as DIAC and DEST.

I acknowledge that La Trobe University reserves the right at any stage to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

I am aware of the conditions relating to my admission and agree to pay all fees for which I am liable, and have read and agree to the conditions relating to the refund of fees and privacy statement on the University's website at:

[www.latrobe.edu.au/international/apply](http://www.latrobe.edu.au/international/apply)

This agreement does not remove my right to take further action under Australia's consumer protection laws.

By completing this form, I am providing my personal information to La Trobe University and consent to the University using and disclosing my personal information in accordance with the University's Refund Policy and Privacy Statement. I accept that this application and supporting documentation become the property of La Trobe University and are not returnable. Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Checklist/Contact Details

Please note: your application will not be considered unless you have supplied the following information. Check that you have:

- Completed and signed the application form, and answered all questions
- Attached original or certified documents of academic transcripts issued by all institutions at which you have been enrolled
- Ensure that two [2] references are forwarded to the International Programs Office
- Attached a certified copy of any evidence relating to a change of name
- Attached the AUD80 application fee or provided your credit card details?

Please return this form to:

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Universitätsstrasse 11 1010 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
--	--

# REFeree'S REPORT 1



Name of applicant: (Please print)

The person named above is applying for admission to a Business Administration course at La Trobe University, Victoria, Australia. We would be grateful for your assessment of this applicant. This report is one of our admission requirements and no decision can be made regarding the application until we have received your report. Our policy requires us to hold the contents of all referee reports in the strictest confidence.

Please return this form as soon as possible to:

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Friedrichstrasse 95 10117 Berlin Deutschland Tel.: 0049-30-209629593 berlin@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Universitätsstrasse 11 1010 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
--	--	--

1. For how long have you known the above applicant, and in what capacity?

2. Please rate the applicant with other persons you have known who are comparable in age and professional experience and tick the box that best applies.

	Outstanding	Above average	Average	Below average	Unsatisfactory
Academic ability					
Oral expression					
Written expression					
Ability to work independently					
Diligence & effort					
Maturity					

3. Please comment on the applicant's past academic and/or professional work, career aspirations, personal qualities and any other information you believe to be relevant to his/her suitability for the Business Administration program.

Your Name

Title Position

Organisation

Address

Country

Telephone (Business)

Facsimile (Business)

Email

Signature Date

Thank you for your assistance

# REFeree'S REPORT 2



Name of applicant: (Please print)

The person named above is applying for admission to a Business Administration course at La Trobe University, Victoria, Australia. We would be grateful for your assessment of this applicant. This report is one of our admission requirements and no decision can be made regarding the application until we have received your report. Our policy requires us to hold the contents of all referee reports in the strictest confidence.

Please return this form as soon as possible to:

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Friedrichstrasse 95 10117 Berlin Deutschland Tel.: 0049-30-209629593 berlin@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Universitätsstrasse 11 1010 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
--	--	--

1. For how long have you known the above applicant, and in what capacity?

2. Please rate the applicant with other persons you have known who are comparable in age and professional experience and tick the box that best applies.

	Outstanding	Above average	Average	Below average	Unsatisfactory
Academic ability					
Oral expression					
Written expression					
Ability to work independently					
Diligence & effort					
Maturity					

3. Please comment on the applicant's past academic and/or professional work, career aspirations, personal qualities and any other information you believe to be relevant to his/her suitability for the Business Administration program.

Your Name

Title Position

Organisation

Address

Country

Telephone (Business)

Facsimile (Business)

Email

Signature Date

Thank you for your assistance