

College of Business and Economics

MBA Programme

Tel: +64 3 364 2657, Fax: +64 3 364 2925, www.mba.canterbury.ac.nz

- I am applying for the MBA
 I am applying for full-time study
 I am applying for the Graduate Diploma
 I am applying for part-time study
 I hold an international qualification (non NZ) *(Applicants who do not hold a New Zealand qualification must also fill in PART B)*

PART A – all applicants must complete this part

First or Given name(s) _____

Preferred name _____

Family name _____ Title (Mr/Mrs/Ms/Miss/Dr) _____

Postal address _____

Telephone Home: _____ Business: _____ Mobile: _____

Fax: _____ E-Mail: _____

Date of birth

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

NZ citizen? Yes No Country of Permanent Residence _____

Nationality _____

Have you previously applied for the University of Canterbury MBA or Graduate Diploma Programme? Yes No

If yes, please give date

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

 Have you applied for another MBA Programme this year? Yes No

If yes, which Programme(s) have you applied to join? _____

Why have you applied to join the University of Canterbury MBA Programme?

Tertiary Education

Please give details of your polytechnic, professional and /or university qualifications.

Please ensure that you include the original or certified true copy of transcript(s) with this application.

Qualification	Tertiary Institution	Country	Date(s)

Please continue on a separate sheet if there is not enough space in the above table.

Employment and Activity Experience

Please list in chronological order your employment experience, including consulting and/or contract work or any voluntary/community work as well as any leadership, self-employment or entrepreneurial activities.

Organisation	Position/Responsibility	Date(s)

Please continue on a separate sheet if there is not enough space in the above table.

Self-evaluation Exercise

All applicants are asked to complete an essay about themselves. The essay shall indicate:

“Why I should be given (or deserve) a place on the Canterbury MBA Programme”. The length/word count is not prescribed. You are, however, reminded that some of the qualities of a good MBA candidate are clarity, succinctness, focus, originality, imagination and logic.

Referees' Reports

Please give the names of 3 referees, preferably a current and previous employer as well as a subordinate who can comment on the questions on the enclosed referee form.

Please send the forms to the referees who can then fax them directly to us (+64-3-364-2925) or send them to the address on page 6.

You are advised to follow up and check with each referee that they have completed and forwarded the form.

Detail of Referees

Name _____ Title _____

Organisation _____

Name _____ Title _____

Organisation _____

Name _____ Title _____

Organisation _____

Interview

Applicants will be interviewed after the Programme Selection Committee receives their application. This may mean a telephone interview for some applicants.

Declaration and Signature

I supply the information on this form and in support of this application on the understanding:

- that it may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of the University of Canterbury;
- that it may be used for purposes external to the University when it is in statistical form or when it is not to my disadvantage for this to be done, and also where disclosure is required to comply with the provisions of the Privacy Act 1993;
- that I have the right to see and correct if necessary the information I have provided;
- that my application cannot proceed without my consent to the foregoing conditions. I understand that it is my responsibility to provide all necessary documentary evidence of my qualifications and experience. I authorise the University to obtain further information wherever necessary.

I acknowledge that the submission of fraudulent or forged documentation in support of this application will automatically disqualify me from enrolment. I understand that in such a case the University of Canterbury reserves the right to inform all other New Zealand universities of the fact, along with my name and date of birth.

My signature below denotes acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 set out in the Privacy Act 1993.

Signed _____

Date _____



PART B – Application for Admission with International Qualification

Who should complete this section

- You wish to apply for the MBA programme and you have an international qualification that you think is the equivalent of a New Zealand Bachelor degree.

Who should not complete this section (Go To Part C)

- You wish to apply for the MBA programme and you have a New Zealand Bachelor degree.

Qualifications

I attach the following originals or certified true copies of my academic transcripts and graduation certificates as evidence in support of my admission, as well as certified translations, where applicable.

First Degree/ Qualification _____

Institution Name _____ Country _____

Date Commenced Date Completed

Second Degree/ Qualification (If Applicable) _____

Institution Name _____

Country _____

Date Commenced Date Completed

N.B. Copies of original documents must be certified as a true copy of the original document by a competent authority of the institution which issued the documents or a Justice of the Peace or Solicitor or Notary Public and must bear the official stamp of that person.

Uncertified photocopies, faxes or electronic documents will not be accepted.

English Language

- I have sat/will be sitting IELTS, TOEFL, APIEL, Cambridge on (date)
- The result notification will be sent to the University of Canterbury by the test centre. *The University of Canterbury TOEFL Institution Code is 9482*
- I have completed my tertiary qualification in English in a country where English is the major language.
- English is my first language.

Source of Information

How did you learn about the University of Canterbury? Please tick box to indicate the first source of information.

- Authorised Agent of University of Canterbury (please give name) University Advertising (please state name of publication)
- Education Fair (please state where and when) World Wide Web (please give web site)
- Friends/Relatives School/Institution (please give name)
- Other (please give details) _____

Declaration and Signature

I supply the information on this form and in support of this application on the understanding:

- that it may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of the University of Canterbury;
- that it may be used for purposes external to the University when it is in statistical form or when it is not to my disadvantage for this to be done, and also where disclosure is required to comply with the provisions of the Privacy Act 1993;
- that I have the right to see and correct if necessary the information I have provided;
- that my application cannot proceed without my consent to the foregoing conditions. I understand that it is my responsibility to provide all necessary documentary evidence of my qualifications and experience. I authorise the University to obtain further information wherever necessary.

I acknowledge that the submission of fraudulent or forged documentation in support of this application will automatically disqualify me from enrolment. I understand that in such a case the University of Canterbury reserves the right to inform all other New Zealand universities of the fact along with my name and date of birth and that the New Zealand Immigration Service and the New Zealand Police will also be informed.

My signature below denotes acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 set out in the Privacy Act 1993.

I understand that if this application is submitted through an agent of the University, the result will be communicated to the agent also unless I give instructions to the contrary.

I am aware of the tuition and living costs associated with studying in the course and I am able to meet all expenses for the duration of my study. I understand that if I am unable to meet these costs, the University and the New Zealand Government will not be expected to help me if I cannot provide funding.

Signed _____ Date





College of Business and Economics

MBA Programme

Tel: +64 3 364 2657, Fax: +64 3 364 2925, www.mba.canterbury.ac.nz

CONFIDENTIAL

Applicant's name _____

To the Referee

The person whose name appears above has applied for the Master of Business Administration (MBA) or Graduate Diploma of Business Administration Programme at the University of Canterbury, New Zealand.

The MBA Director would appreciate your candid comments on this person's suitability for the programme.

It would be appreciated if you were able to complete this form promptly as the applicant cannot be considered without your comments.

Please return this form, once completed, by post to:

MBA Director
College of Business and Economics
University of Canterbury, Private Bag 4800
Christchurch, New Zealand
Or fax to +64-3-364-2925

Referee's name _____

Title _____ Organisation _____

Address _____

Business telephone _____ Mobile _____ Fax _____

Email _____

Over what period of time have you known the applicant? From _____ to _____

In what capacity have you known the applicant? _____

1. Please comment on the applicant's interpersonal skills. How well does s/he interact with peers, managers, direct reports, customers or clients?

2. Please describe the applicant's two key strengths.

3. Please describe the applicant's two key weaknesses or areas that the applicant has worked to improve on.

4. In your opinion, how suited is the applicant to study at a postgraduate level?

5. Please rate the applicant's written and oral skills in English (1 = poor, 5 = excellent)

Written Communication _____ Oral Communication _____

6. Using the same scale, please rate the applicant's

(a) problem solving ability _____ (1 = poor, 5 = excellent)

(b) ability to make decisions _____ (1 = poor, 5 = excellent)

(c) ability to re-think decisions that did not work _____ (1 = poor, 5 = excellent)

7. Please describe the applicant's management and leadership potential when compared to his/her peers

8. Is there any other information that you consider pertinent?

Signed _____ Date | | | | | | | | | |