

Application for postgraduate study in the
MBA, PGDipBA and PGCertStratLdrship programmes



UC MBA

1. Personal Details

Title: Mr Ms Mrs Miss Other _____

Surname or Family name _____

Given name _____ Middle name(s) _____

Preferred given name _____

Date of birth _____ Gender: Male Female

Citizenship: NZ Citizen NZ Permanent Resident Other (please state nationality) _____

2. Contact Details

Email address (mandatory) _____

Street number and name / PO Box number _____

Suburb _____ City/town _____

Postcode _____ Country _____

Telephone _____ Mobile _____

3. Qualification applied for

Qualification MBA PGDipBA PGCertStratLdrship

Full-Time Part-Time

Intended start date: Year _____ February April July October

4. Qualification and work history

Qualifications

Name of qualification	Institution	Country	Date completed/expected

Work experience

Current discipline/profession _____

Total years work experience _____ Total years at a managerial level _____

5. Supporting Documents

Personal Statement

Please complete a personal statement that gives an introduction of yourself, outlines why you are applying, and how this relates to your future career goals. The length is not prescribed; however, you are reminded that some of the qualities of a good candidate are clarity, succinctness, focus, originality, imagination and logic.

Curriculum Vitae

Please include a current CV with your application.

Referee Details

Please provide the names of three referees, preferably a current and previous employer, as well as a current or past subordinate, who can comment on the questions on the referee form.

Name of referee	Position	Organisation

UC cannot consider your application until you have sent the required supporting documents.

Please check which documents you need to send by visiting www.canterbury.ac.nz/enrol/docs/

UC will consider your application on the basis of scanned document but if you are accepted you will need to provide the documents in hard (physical) copy before you can enrol.

Scanned documents must be clear and readable. For security reasons, UC cannot open compressed (zipped) documents or documents stored in the cloud.

Document checklist

- Academic documents
- Personal Statement
- CV
- Referee Details
- English translation of all documents (if applicable)
- Evidence of English Language proficiency (if applicable)
- Passport personal details page or birth certificate (if applicable)

6. English language proficiency (International Students Only)

Note: to study at UC, you MUST be proficient in English. Evidence of English Language Proficiency must be no more than two years old.

I have completed an academic qualification in a country where English is the main language spoken; or

I have sat / will sit an English Language Proficiency test (IELTS, TOEFL, Cambridge, APIEL, PTE Academic)

Date of test _____ English test name _____

Results (if known) _____ The testing centre will send the results directly to UC. (For TOEFL, the institution code for UC is 9482)

I will attend CCEL to improve my English. (CCEL is UC's partner institution. Please go to www.ccel.co.nz for further information.)

7. Submitting your application

Send your application and supporting documents to:

UC MBA
College of Business and Law
University of Canterbury
Private Bag 4800
Christchurch 8140
New Zealand

Email: mba@canterbury.ac.nz

We look forward to receiving your application!

8. Next Steps

Referees' forms

Send a form to each referee. Completed forms can be emailed to the MBA Office (details are on the referee form). Check with each referee to ensure they have completed and submitted their form.

Interview

All applicants will be interviewed after the Selection Committee receives the application. You will be contacted to arrange an in-person or telephone interview.

9. Feedback

In order for us to continue to successfully market our programmes, please tell us how you found out about the programme you are applying for:

- Information Evening
- Friend/Colleague
- Alumni
- UC Website
- Lecturer
- Advertising (e.g. online, magazine, newspaper)
- Other _____

11. Declaration

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

- a) 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;
- b) that it may be used for purposes external to the University of Canterbury 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;
- c) that I have the right to see and correct if necessary the information I have provided;
- d) that my application cannot proceed without my consent to the foregoing conditions.

All work submitted in support of my application is entirely my own, except where explicitly identified as the work of another or others.

I declare that all the information submitted on the application form and in the attached documents is true and correct in every particular and that no information which would have a material bearing on this application has been withheld.

I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my offer and/or my enrolment. I acknowledge that the submission of fraudulent, forged, or otherwise dishonest 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 Police may also be informed.

I understand that it is my responsibility to provide all necessary documentary evidence of my qualifications and experience.

I accept that all documents submitted in support of this application become the property of the University of Canterbury. I authorise the University to obtain further information wherever necessary.

I consent to the disclosure of relevant information to agencies outside the University as required by protocols between the University and the agency where such disclosure is necessary for any statutory purpose or to enable that agency to properly fulfil its function in relation to the University.

I give my consent to the University to disclose relevant information to my sponsor, agent, homestay agent and homestay family.

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

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 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 am not eligible for financial assistance.

Signature of Applicant _____

Date _____