

**MGSM POSTGRADUATE AND MBA PROGRAMS HONG KONG**  
**APPLICATION FOR  
ADMISSION**

Applications must be lodged by the closing date in accordance with the instructions on the back page of the form. Applications by fax or email will not be accepted.  
All questions must be completed and incomplete applications will delay assessment.

**PERSONAL DETAILS**

**01**  Mr  Mrs  Miss  Ms  Dr  Other

Family Name or Surname

First Given Name

Other Given Names

Preferred Given Name

Previous or Former Surnames

**02** Date of Birth (dd/mm/yy)   /   /

Sex:  Male  Female

**CONTACT ADDRESS DURING TERM**

(Mailing address for all correspondence)

**03** Address

Country

**PERMANENT HOME RESIDENCE ADDRESS**

This must not be a PO Box address. For Temporary residents and International students, this must be a non-Australian residential address.

**04**  Same as above

Address

Country

**OTHER CONTACT DETAILS (MANDATORY)**

**05** Email

Mobile

Home Telephone (  )

Work Telephone (  )

Facsimile (  )

**06** Organisation

Position

Industry

**07** Have you previously applied to or been enrolled as a student at Macquarie University?

Yes  No

If yes, indicate year(s) of enrolment and student number (whether or not you proceeded with the programme).

Programme

Years Applied/Enrolled

Student Number

**PROGRAM CHOICE**

**08** Please indicate which programme you are applying for by placing a tick (✓) next to the relevant option. (Please tick one option only)

**Master of Business Administration (MBA)**

**Graduate Diploma of Management**

**Graduate Certificate of Management**

**09** Please indicate the intake and year for which you are applying:

Term 1 (January) Year

Term 3 (June) Year

**10** If your application is unsuccessful, would you like to be considered for a place in an alternative program?

Yes  No

### NEXT OF KIN OR EMERGENCY CONTACT DETAILS

**11** Full Name

Home Address

Country

Home Telephone (  )

Work Telephone (  )

Mobile

Relationship to applicant (please tick (✓) one option)

- Parent  Spouse  
 Partner  Brother/Sister  
 Son/Daughter  Other Relative  
 Other (please specify)

### RESIDENTIAL STATUS

**12** What is your official residential status? (please tick (✓) one option)

Hong Kong Citizen

HKID Card/Passport Number

Name in the order it appears on the HKID Card/Passport

(Please provide a copy of HKID card and bring the original document to the induction seminar for authorisation)

Australian Citizen (including Australian Citizen with dual citizenship – provide a copy of passport/Australian Citizenship Certificate and bring the original document to the induction seminar for authorisation).

If yes, are you an Australian Aboriginal or a Torres Strait Islander?

- No  
 Yes, Australian Aboriginal  
 Yes, Torres Strait Islander  
 Yes, Australian Aboriginal & Torres Strait Islander

New Zealand citizen or a diplomatic representative of New Zealand, a member of the staff of such a representative, or the spouse or dependant relative of such a representative, excluding those with Australian citizenship.

(Note: Includes any such persons who have Permanent Residency status of Australia – provide a copy of passport and bring the original document to the induction seminar for authorisation)

Permanent Australian Resident (not Australian or New Zealand Citizen – provide a copy of all documentation and bring the original document to the induction seminar for authorisation)

If yes, are you the holder of an Australian Permanent Resident Humanitarian Visa?

- No  
 Yes

Year residency was granted (dd/mm/yy)

Year of arrival in Australia (dd/mm/yy)

Citizen of country other than Australia or New Zealand or Hong Kong (provide a copy of all documentation and bring the original document to the induction seminar for authorisation)

Of which country are you a citizen?

**13** Country of birth

Main language spoken at permanent residential address.

### PLACE OF RESIDENCE

**14** Please provide details of your residence (if different to the address details provided previously).

Home Address

Country

Telephone (  )

## ENGLISH LANGUAGE PROFICIENCY

- 15** Applicants who have not undertaken recognised studies taught in English (e.g. undergraduate degree) are required to demonstrate proficiency in English.

The required scores for English Academic Tests are:

- **IELTS Academic** (General tests not accepted) – Overall 6.5, with minimum scores of 6.0 in all components
- **TOEFL (Paper)** – Overall 570, with minimum scores of Listening 53, Writing 59, Reading 52 and Essay Writing 4.5
- **TOEFL (Internet)** – Overall 90, with Speaking 20, Listening 20, Structure/Writing 22, and Reading 20.

Have you completed a qualification where the primary language of instruction was English?

- Yes, state the qualification and institution:



- No, have you undertaken an English language test?

- Yes\*                       No

English Test Name

Date Test Taken

Result (if known)

*\* Please attach a copy of your result and bring the original certificates to the induction seminar for authorisation.*

## ORIGINAL SOURCE OF INFORMATION

- 16** Please indicate where you first heard about MGSM's programmes:

- Direct Mail                       TradeShow/Exhibition  
 HKMA Email                       Search Engine  
 Display at HKMA Centre       Word of Mouth

- Website Advertisement (please specify)

- Mobile Advertisement (please specify)

- Newspaper/Magazine (please specify)

- MGSM Website                       HKMA Website

- Social Media (please specify)

Have you attended an Information Session?

- Yes                       No

Have you attended a Personal Consultation?

- Yes                       No

Did you apply to MGSM as a result of a referral?

- Yes                       No

If yes, was the referral one of the following:

- MGSM Current Student     MGSM Alumni  
 Colleague  
 Other (please specify)

Referrer's Name

## ACADEMIC QUALIFICATIONS

- 17** Please provide details of your academic qualifications.

	NAME OF INSTITUTION AND LOCATION	COURSE UNDERTAKEN AND QUALIFICATION GAINED (INCLUDING CLASS OF HONOURS, WHERE RELEVANT)	YEAR OF GRADUATION
HIGHEST QUALIFICATION ACHIEVED			
PROFESSIONAL QUALIFICATION			
OTHERS			

*A copy of an academic transcript of results from each institution attended (including Macquarie Students who have undertaken studies elsewhere) must be submitted with this application. If the transcript is in a former name, evidence of change of name must be submitted. Documents not in English must be accompanied with certified translations. Please note that any original documents will not be returned. Please attached two full sets of photocopies of certificates and transcripts of education qualifications detailed above. All participants must bring the original documents of their education qualifications to the induction seminar for authorisation.*

**In addition to completing the above table, please attach your résumé/CV (maximum of 5 pages).**

## ADVANCED STANDING

**18** Advanced Standing is only considered for CORE units of the MGSM programme for which you are applying. Are you seeking advanced standing or exemptions for previous tertiary studies or as a result of your membership with a professional association e.g. CPA?\*

No

Yes Please download and complete the Application for Advanced Standing available at [www.mgsm.edu.au/pgdownloads](http://www.mgsm.edu.au/pgdownloads)  
New applicants must apply for advanced standing at the time of application.

## SUMMARY OF WORK EXPERIENCE

**19** Current position held:

Industry:

**Please** provide a clear outline of your employment/work history, ensuring that you provide details such as: the number of staff reporting to you; budgetary authorities; and reporting lines.

PERIOD OF EMPLOYMENT (START WITH MOST RECENT)	POSITION	NAME AND NATURE OF ORGANISATION	OUTLINE YOUR KEY ACTIVITIES (IN POINT FORM)
From			
To			
From			
To			
From			
To			
From			
To			
From			
To			
From			
To			

Total years of work experience

Total years of managerial/professional experience

**In addition to completing the above table, please attach your résumé/CV (maximum of 5 pages).**

**20** Please indicate the number of years you have had experience in each of the following areas.

ACTIVITY	NUMBER OF YEARS	PLEASE GIVE A BRIEF EXAMPLE
Strategic decision making (e.g. own business, senior management, etc)		
Responsibility for managing or supervising staff (indicate number of staff managed/supervised)		
Controlling or being responsible for budgets		
Responsibility for overseeing a functional area (e.g. finance, marketing, etc)		
Responsibility for project design and implementation		
Preparing reports and submissions		
Responsibility for achieving results (e.g. sales targets, etc)		

### SPONSORSHIP

**21** Is your employer providing you with financial support?

No  Yes, please indicate level of financial support:  Full-sponsorship (100%)  Part-sponsorship

### STATEMENT OF PERSONAL AIMS AND ACHIEVEMENTS (COMPULSORY)

**22** Please ensure the statement of aims and achievements, including details of your career achievements to date and your professional ambitions, is completed and attached. This statement provides an opportunity to expand on the information already provided.

### REFEREE REPORTS (COMPULSORY)

**23** Applicants are required to obtain two referee reports to provide information about the applicant's work history. Referees should be chosen carefully on the basis of their direct knowledge of your potential managerial capability. Family members should only be used if they have a direct work connection. Referees are asked to return their reports to the applicant in an envelope, signed across the seal to ensure confidentiality before the deadline for application.

Please list the name and contact number for each referee below.

1 Referee  Telephone ()

2 Referee  Telephone ()

Please ensure referees are aware of the closing date for applications as your application CANNOT proceed without receipt of all referee reports. **Please note references will only be accepted on current MGSM referee forms. No other format is acceptable.**

### PASSPORT PHOTOGRAPHS

**24** Please attach a small envelope with two passport size photographs of yourself with your name on the back.

## PRIVACY NOTIFICATION

I wish to be considered for enrolment in the specified programme at Macquarie Graduate School of Management ("MGSM"), as part of Macquarie University ("the University").

The information provided on this form is "personal information" as defined by the Privacy and Personal Information Act 1998 (NSW) (the "PPIP Act"). I understand that upon my registration in the programme, the information will become part of my student record and may be used and processed for all lawful purposes relating to my academic activities in accordance with the established privacy policy of The Hong Kong Management Association (HKMA), MGSM (a copy of the MGSM privacy policy can be found at <http://www.mgsm.edu.au/privacy-policy>) and/or the University, and in accordance with the PPIP Act, the Australian federal Privacy Act 1988 (Cth) and the Hong Kong Personal Data (Privacy) Ordinance (Cap. 486) (the "HK Privacy Ordinance"). I shall comply with the HKMA Privacy Policy Statement (a copy of which can be found at <http://www.hkma.org.hk/privacy-en.htm>) and other related regulations in force from time to time.

I understand that the collection of the information on this form will be used for the purpose of assessing my application to the programme and for this purpose I consent to and authorise HKMA, MGSM and/or the University to carry out checks on my academic status, including but not limited to, multiple admission applications and records of previous studies, and to obtain and the relevant authority to release, official records from any university or other tertiary institution previously attended by me.

I consent that the information on this form may be used by MGSM, HKMA and/or the University for their respective administrative, academic, research, statistical and alumni activities and any prescribed purposes allowed by applicable law and in relation to the University and MGSM, for any of the purposes described in the applicable privacy collection notice at the University's website (a copy of which can be found at privacy collection notices – [http://www.mq.edu.au/about\\_us/how\\_mq\\_works/privacy/collections\\_notices/](http://www.mq.edu.au/about_us/how_mq_works/privacy/collections_notices/)).

I also consent to HKMA, MGSM and/or the University contacting me regarding any seminars or education or training programmes or management services they offer from time to time. However, I understand that I can opt-out of receiving such material by ticking the box below or at any other time by contacting any of those institutions at the contact details below.

I consent to the disclosure of my personal information to:

- MGSM staff, University staff and HKMA staff;
- data service providers engaged by MGSM, HKMA and/or the University from time to time, my employer organisations and/or referees, and any other body which forms part of MGSM, HKMA and/or the University in circumstances when such disclosure is deemed necessary to further my application or admission into the programme;
- any other overseas partners and/or education partners who require the information for administrative purposes in connection with my application or admission into the programme; and
- in relation to the University and MGSM, to any of the bodies listed in the applicable privacy collection notice at the University's website (a copy of which can be found at privacy collection notices – [http://www.mq.edu.au/about\\_us/how\\_mq\\_works/privacy/collections\\_notices/](http://www.mq.edu.au/about_us/how_mq_works/privacy/collections_notices/)).

I understand that the provision of the information is voluntary but if this information is not provided, MGSM and HKMA and/or the University may be unable to process my application for admission or to conduct further correspondence. I understand that I have a right of access to and correction of my personal information in accordance with the PPIP Act, the Privacy Act and the HK Privacy Ordinance. I understand that I can request access to or correction of my personal information by contacting MGSM, the University or HKMA as follows: HKMA – [adasiu@hkma.org.hk](mailto:adasiu@hkma.org.hk) / [pollywong@hkma.org.hk](mailto:pollywong@hkma.org.hk); MGSM – [info@mgsm.edu.au](mailto:info@mgsm.edu.au); or Macquarie University – [privacyofficer@mq.edu.au](mailto:privacyofficer@mq.edu.au).

The information is being collected by each of MGSM, the University and HKMA and will be held by MGSM, the University and HKMA.

I declare that the information provided in support of this application is to the best of my knowledge true, accurate and complete. I understand that the information will be used in the admission assessment process and that MGSM, HKMA and/or the University may disqualify my application for admission and enrolment in the programme, or vary or reverse any decision made on the basis of incorrect, incomplete or misleading information.

- I do not wish to receive information from MGSM, Macquarie University or HKMA regarding any seminars or education or training programmes or management services offered by any of those institutions from time to time.

Signature

Date

/ / 

### CHECKLIST

- All parts of the application form have been completed
- Ensure the following documents are included with your application:
  - Two sets of photocopies of all certificates of education qualifications including academic transcripts
  - Résumé/CV
  - Details of your nominated referees
  - Statement of personal aims and achievements
  - Two referee reports
  - Two passport size photographs
  - Application Fee of HKD250.00 in the form of a cheque made payable to the Hong Kong Management Association
- Ensure the following documents (where applicable) are included with your application:
  - Copies of documentation showing residential status or copies of visa or passport
  - Documentation showing change of name
  - Proof of proficiency in English
  - Advanced standing form and related information
- Ensure that referees are aware of the closing date for applications as your application **CANNOT** proceed without receipt of all referee reports
- Send the original application addressed to The Local MGSM Secretariat

**Please ensure all questions are answered and all documentation is attached as incomplete applications will delay assessment.**

**Please note all documents submitted become the property of MGSM and will not be returned.**

### APPLICATION LODGEMENT

#### By mail to:

The Local MGSM Secretariat  
c/o The Hong Kong Management Association  
16/F  
Tower B, Southmark  
11 Yip Hing Street  
Wong Chuk Hang  
HONG KONG

#### In person at any HKMA centre.

#### Further Information

The Hong Kong Management Association  
Telephone: +852 2774 8592/8500/8585  
or 2774 8534  
Facsimile: +852 2365 1000  
Email: [carolwong@hkma.org.hk](mailto:carolwong@hkma.org.hk)/  
[dorisng@hkma.org.hk](mailto:dorisng@hkma.org.hk)  
Web: [www.hkma.org.hk/mgsm](http://www.hkma.org.hk/mgsm)

**STATEMENT OF  
PERSONAL AIMS AND  
ACHIEVEMENTS**

**APPLICANT DETAILS**

Family Name or Surname

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Given Names

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Name of Postgraduate Programme Applied For

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**Please expand on your achievements to date and your professional ambitions.**

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**APPLICANT DETAILS**

Family Name or Surname

Given Names

Telephone (  )

Email

**REFeree DETAILS**

Name of Referee

Position

Organisation

Address

Telephone (  )

Email

How long have you known the applicant?

What is your work connection with the applicant?

  
  


For what type of management position would you see the applicant being suited in the long run (for example, would you see the applicant's future as a line manager, chief executive officer, adviser or specialist)?

  
  
  


**NOTE TO REFeree**

The applicant mentioned has applied for admission to a program at Macquarie Graduate School of Management (MGSM) and has nominated you as a referee.

The purpose of this MGSM program is to provide an opportunity for students to develop knowledge, abilities, attitudes and understanding which will constitute a foundation for their growth into competent and responsible managers. It would assist the School if you would provide your assessment of the applicant.

This report asks for information that the School finds useful in assessing the applicant's ability to successfully complete the program. The form is provided for your convenience and allows for the relevant information to be supplied in the necessary structure. Any information you provide will be considered strictly confidential.

We are aware that we are asking for considerable time and effort on your part in completing this form. However, far more applications are received than there are places available and it is necessary to select carefully those applicants to be admitted. Your assistance in giving this appraisal is very helpful to us and greatly appreciated.

**PLEASE RETURN YOUR REPORT TO THE APPLICANT IN AN ENVELOPE, SIGNED ACROSS THE SEAL TO ENSURE CONFIDENTIALITY, BEFORE THE DEADLINE FOR APPLICATION.**

Please rate the applicant on the following characteristics (tick (✓) appropriate box). Use what you consider to be general managerial ability as a base for comparison.

	<b>VERY POOR</b> LOWEST 10%	<b>POOR</b> NEXT 25%	<b>AVERAGE</b> NEXT 30%	<b>GOOD</b> NEXT 25%	<b>EXCELLENT</b> TOP 10%	<b>COMMENT</b> OPTIONAL
Drive to succeed						
Self discipline						
Ability to work with others						
Initiative						
Senior executive potential						
Verbal skills						
Writing skills						
Analytical skills						

What are the applicant's outstanding strengths?




What are the key areas in which the applicant would benefit from development?




Do you have any comments about the applicant undertaking a demanding postgraduate program in respect to his/her:

1. Motivation




2. Aptitude to study




3. Time Management




Signature of Referee

Date:

/
/

If you have any questions regarding the completion of this referee report, please contact HKMA on +852 2774 8592/8500/8585 or email [carolwong@hkma.org.hk](mailto:carolwong@hkma.org.hk)/[dorisng@hkma.org.hk](mailto:dorisng@hkma.org.hk).