



University of  
South Australia

**CONFIDENTIAL**

Ref:

Student Photo  
(2 copies)  
35x45mm

## TRANSNATIONAL ADMISSION FORM

### Division of Business

Application for admission to:  
(program)

<b>Application closing date:</b>	<b>UniSA ID number:</b>
	<b>Partner ID number:</b>

Before submitting this application, please ensure that you have attached all items required in the checklist under 'Student Declaration' (section 8)

Australian citizens cannot enrol in transnational (offshore) programs.

#### Section 1. Personal details (please print clearly):

Full name exactly as it appears on your passport/identity card:			
HKID Number:			
Family name:			
First name:			
Middle/Generation name:			
Preferred name:			
Mr/Miss/Ms/Mrs:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth: (dd/mm/yyyy) ____/____/____	
Country of birth:		Country of citizenship:	
<b>Home and Business Addresses:</b>			
Home address:	Street 1:		
	Street 2:		
	Suburb:		City:
	State:	Country:	Postcode:
Business/Organisation:		Job title:	
Business address:	Street 1:		
	Street 2:		
	Suburb:		City:
	State:	Country:	Postcode:
Please send all correspondence to: <input type="checkbox"/> Home <input type="checkbox"/> Business			
<b>Email addresses:</b>			
Personal:		Business:	
<b>Telephone numbers (please include country and area codes):</b>			
Home:		Mobile/pager:	
Business:		Business fax:	

## Section 2. Education and qualification details (please print clearly):

List all tertiary education/secondary education or post-secondary courses attempted including any in the current year, and attach Official Transcripts in English

Name of institution	Name of qualification	Language of instruction	No. of Years attended (F-full time P-part time Circle one)	Completed (circle one)	Transcript attached (circle one)
			F P	Yes / No	Yes / No
			F P	Yes / No	Yes / No
			F P	Yes / No	Yes / No
			F P	Yes / No	Yes / No
Have you ever been precluded from further study at this University or any other institution?					Yes / No
If <b>Yes</b> , please give details:					
_____					
_____					
_____					
If you have studied at the University of South Australia prior to this application what was your previous Student ID number:					

## Section 3. English language proficiency

Is English your first language?  Yes  No

Have you studied at secondary or tertiary levels with English as the language of instruction?  Yes  No

**Are you currently enrolled in, or have you previously undertaken English Language Studies?**  
Please provide details in the space below and attach evidence of English Standard achieved.

Date of course:	Level:	Institution:
IELTS overall score (academic):	Paper-based TOEFL score:	
Computer-based TOEFL score:	Test date:	
Certificate of Proficiency in English (University of Cambridge ESOL examination) score:	Certificate of Proficiency in Advanced English (University of Cambridge ESOL examination) score:	
<b>IELTS Test report, TOEFL Official Score Report or University of Cambridge ESOL examination must be attached to application where applicable</b>		

## Section 4. Employment and work experience

Current employer	Current position	Dates From To	Full/Part Time (circle one)
			F / P
Sponsored by organisation: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Previous employer	Previous position	Dates From To	Full/Part Time (circle one)
			F / P
			F / P
			F / P
			F / P
			F / P

## Section 5. Work Experience summary

### Managerial Work Experience:

I have at least 5 years full-time (or equivalent) work experience  Yes  No

### Supervision (must have at least one of the following):

I have been a Team Leader for at least 2 years  Yes  No

I have managed major projects for at least 2 years  Yes  No

In these roles I have been responsible for supervising the following number of staff:

1 -5

6 - 20

20+

### Financial Management (must have both of the following):

As a manager, I have had exposure to financial management reports for at least 2 years  Yes  No

As a manager, I have been involved in budgeting and/or responsible for performance management against budgets for at least 2 years  Yes  No

### Small Business Owners/Professionals

I have been a small business owner/manager for at least 2 years  Yes  No

I have been a professional (accountant/lawyer/medical practitioner etc.) for at least 2 years  Yes  No

Please give details of your business:

.....  
 .....  
 .....  
 .....

Please provide any additional information necessary to explain the above answers:

.....  
 .....

## Section 6. Expression of interest

Please submit a one page statement outlining your motivation for seeking admission into this program and any other information which you wish to be taken into account in support of your application.

*(please attach the statement to this application)*

## Section 7. Referees

Please give the name and contact details of two referees relevant to this application. At least one referee should be work related

	Referee 1	Referee 2
<b>Name</b>		
<b>Position</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>Facsimilie</b>		
<b>Email address</b>		

Please give a copy of the Referee's Report to each Referee. Ask the Referee to post or fax the completed report directly to Transnational Support Services at the University of South Australia.

## Section 8. Statistical information (all questions must be answered)

### Section 8a. Bio-Demographic

Are you a citizen of either Australia or New Zealand?  Yes  No

Do you have Permanent Resident status for either Australia or New Zealand?  Yes  No

### Section 8b. Language

Do you speak a language other than English at your permanent home residence?  Yes  No, English only

If you answered yes, please provide the non-English language that is spoken **most** often \_\_\_\_\_

### Section 8c. Disability/Impairment details

Do you have a disability, impairment or long-term medical condition, which may affect your studies?  Yes  No

If you answered yes, please tick the area of impairment below:

Hearing  Learning  Mobility  Vision  Medical  Other

If you ticked Other, please provide details of disability, impairment or long-term medical condition

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Would you like to receive information about University and Partner support services, equipment and facilities that may assist you, and how to access them.  Yes  No

**Note:** Information you provide about your disability or medical condition will be managed in accordance with the University policy on confidentiality of student's personal information.

### Section 8d. Self Education (all questions must be answered)

#### What education had you completed before your current program?

POST-GRADUATE program of any type (Higher Doctorate, PhD, Master's Preliminary or Qualifying, PG Certificate etc)

- a) Never commenced
- b) Commenced but not all requirements completed
- c) Completed all requirements of the award

If you answered (b) or (c), please provide Start Year (yyyy) \_\_\_\_\_ and End Year (yyyy) \_\_\_\_\_

#### BACHELOR DEGREE

- a) Never commenced
- b) Commenced but not all requirements completed
- c) Completed all requirements of the award

If you answered (b) or (c), please provide Start Year (yyyy) \_\_\_\_\_ and End Year (yyyy) \_\_\_\_\_

FINAL YEAR OF SECONDARY EDUCATION at a High School, Technical High School, Secondary School or College

- a) Did not do final year
- b) Did final year

If you answered (b), please provide:

The year in which you completed the final year of secondary education (yyyy) \_\_\_\_\_

OTHER QUALIFICATION or certificate of attainment or competence

- a) Do not have
- b) Do have

If you answered (b), please provide:

The year in which you completed the qualification or certification (yyyy) \_\_\_\_\_

## Section 8e. Parental or Guardian Education

The Australian Department of Education, Employment and Workplace Relations (DEEWR) requires Australian Universities to collect data from all students regarding the highest educational attainment of their parents/guardians.

This includes data relating to transnational students.

Parent/Guardian 1 and Parent/Guardian 2 are the people that you choose to identify in these roles.

Please refer to the attached Frequently Asked Questions document for further information.

[http://www.unisa.edu.au/sas/processes/transnational\\_faq.asp](http://www.unisa.edu.au/sas/processes/transnational_faq.asp)

### PARENT/GUARDIAN 1 – Highest Educational Attainment

- I do not wish to provide this information
- Postgraduate qualification (eg Graduate Diploma, Masters, PhD)
- Bachelor degree
- Other post school qualification (eg VET Certificate, Associate Degree or Diploma)
- Completed Year 12 schooling or equivalent (eg STPM, A Level or equivalent)
- Completed Year 10 schooling or equivalent but did not complete Year 12 schooling or equivalent
- Completed Year 10 schooling or equivalent (eg SPM, O Level or equivalent)
- Did not complete Year 10 schooling or equivalent
- Don't know

Gender:  Male  Female

### PARENT/GUARDIAN 2 – Highest Educational Attainment

- I do not wish to provide this information
- Postgraduate qualification (eg Graduate Diploma, Masters, PhD)
- Bachelor degree
- Other post school qualification (eg VET Certificate, Associate Degree or Diploma)
- Completed Year 12 schooling or equivalent (eg STPM, A Level or equivalent)
- Completed Year 10 schooling or equivalent but did not complete Year 12 schooling or equivalent
- Completed Year 10 schooling or equivalent (eg SPM, O Level or equivalent)
- Did not complete Year 10 schooling or equivalent
- Don't know

Gender:  Male  Female

## Section 9. Additional information

Please indicate how you came to know about the University of South Australia's program for which you are applying:

- Newspaper \_\_\_\_\_
- Brochure
- Internet
- Education Fair
- From a current or past student of UniSA
- From a friend or colleague

## 10. Student Declaration

Please complete the checklist to ensure your application is complete, incomplete applications will not be processed

- I have completed all relevant parts of the application form
- I have attached a copy of my Passport or Personal Identification Papers
- I have attached Certified copies of any degrees, diplomas, certificates and official transcripts in English
- I have attached Certified copies of IELTS Test Report Form, TOEFL Official Score Report or University of Cambridge ESOL examination where applicable
- I have attached two passport sized photos with names printed on the reverse side and signed by staff from your local program administration office
- I have attached a Statement of Interest
- I have given the Referee Report form to 2 referees who will send or fax their report to Hopkins

### I AGREE TO BE RESPONSIBLE FOR:

- Ensuring that the courses I am enrolled in meet the requirements of the program. I undertake to check my enrolment and academic results on a regular basis through the *myUniSA* student portal.
- Withdrawing by the relevant census date for deletion of a course from my record.
- Reading the announcements on *myUniSA* student portal and my student email at least once a week, as the University's primary method of communication.
- Familiarising myself and abiding by the University statutes, by-laws and policies as listed on the University Policies webpage, and any other rules or guidelines established under the authority of the University as listed at <http://www.unisa.edu.au/staff/Policies/default.asp>
- Meeting my financial obligations to the University in full and by the due date provided to me. I understand that I will not be permitted to enrol or graduate if I fail to do so.

### I AUTHORISE THE UNIVERSITY TO:

- Release my personal and academic information in accordance with the Confidentiality of Student's Personal Information policy at [www.unisa.edu.au/policies/policies/academic/A46.asp](http://www.unisa.edu.au/policies/policies/academic/A46.asp)
- Test any work submitted by me for instances of plagiarism using text comparison software. I understand this will involve the University or its contractor copying my work and storing it on a database to test work submitted by others, as described at [www.unisanet.unisa.edu.au/learningconnection/student/studying/integrity.asp](http://www.unisanet.unisa.edu.au/learningconnection/student/studying/integrity.asp)

I hereby state that the information I have provided to the University is true and factual and I understand that the University will take appropriate action if part or all of the information provided is subsequently found to be incomplete, misleading or false.

Student signature:

Date:

### DISCLAIMER:

**The University of South Australia reserves the right to cancel an intake for a Program if the minimal enrolment has not been met, as per the relevant International Program Agreement and Schedule.**

## Lodging your application

The completed application package should be returned to:

**Hopkins Training and Education Group  
Units 31-33, 1/F., Tower 1, South Seas Centre  
75 Mody Road, Tsimshatsui East,  
Kowloon, Hong Kong**

Fee payment details (where applicable)

**OFFICE USE ONLY**

<b>Application</b>	<input type="checkbox"/> Recommended	<input type="checkbox"/> Conditional
	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Provisional
	Program Director's signature:	Date:
<b>Conditions Apply - details</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

# Mail Order Form

OUR REF NO: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_ TEL NO: \_\_\_\_\_

CANDIDATE NAME: \_\_\_\_\_ FAX NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ MOBILE NO: \_\_\_\_\_

\_\_\_\_\_ EMAIL: \_\_\_\_\_

■ PROGRAM APPLIED

PROGRAM APPLIED	PAYMENT DESCRIPTION	AMOUNT (HKD)
University of South Australia MBA Program	Application Fee	HKD 500.00
	Registration Fee	HKD4,500.00
<b>Total Fees</b>		<b>HKD5,000.00</b>

■ PAYMENT INFORMATION

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Credit Card No. _____ Expiry Date: ____ / ____ <small>Month      Year</small> Security Code (last 3 digits at the back of the card) _____ Cardholder Name: _____	<b>For Internal Use Only:</b> Approval Code: _____ Date: ____ / ____ / ____ <small>          Date      Month      Year</small>
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■ REFUND POLICIES

1. Application fee is non-refundable under any conditions
2. Processing / Registration fee is refundable ONLY when the application is declined by the University. Processing / registration fee is NOT refundable if applicants voluntarily withdraw from the application process by not submitting transcripts or work proof documents stated on the application form, or any other reasons. For accepted candidates, the sum is not refundable.
3. Program tuition is calculated and paid on instalment basis. Students who have enrolled in the program are registered for the whole program, not individual courses. Tuition instalments are non-refundable and failure for any instalment payment means voluntarily withdrawal from the program.

**Authorised Client Signature**  
 (same as your credit card's signature): ..... Date: .....

**Please fax the completed form to 2332-2390**

**For questions, please call 2877-9938**