



# Application Preparation Guide

# Contents

<u>Before you begin the application process</u>	<b>3</b>
<hr/>	
<u>Registration</u>	<b>5</b>
<hr/>	
<u>Documentation Requirements</u>	<b>6</b>
• <u>Identity</u>	<b>7</b>
• <u>Personal Statements</u>	<b>8</b>
• <u>Referee Reports</u>	<b>8</b>
• <u>Academic History</u>	<b>9</b>
• <u>Employment History</u>	<b>9</b>
• <u>English Language</u>	<b>10</b>
<hr/>	
<u>Recognition of Prior Learning</u>	<b>11</b>
<hr/>	
<u>Ready to apply?</u>	<b>12</b>
<hr/>	



# Before you begin

## Choose the program you are interested in

Options include:

<b>Professional Certificate in Business Administration</b> 4 MONTHS +	Business essentials + <b>1 CORE SUBJECT</b>	Equip yourself with the essential personal skills and management tools for becoming a better business executive.
<b>Graduate Certificate in Business Administration</b> 8 MONTHS +	Professional Certificate in Business Administration + <b>2 CORE SUBJECTS</b>	Develop a core business foundation for becoming an effective business executive.
<b>Graduate Diploma in Business Administration</b> 18 MONTHS +	Graduate Certificate in Business Administration + <b>5 CORE SUBJECTS</b>	Gain a robust business toolkit that will develop your understanding of how to deliver value across all areas of business.
<b>Master of Business Administration (MBA)</b> 36 MONTHS +	Graduate Diploma in Business Administration + <b>2 CORE SUBJECTS</b> + <b>6 ADVANCED SUBJECTS</b> + <b>MBA CAPSTONE</b>	Complete the Online MBA to unlock your full potential; transform the way you see business and maximise your career opportunities.

Note: You may only have one active application at any given time.



Go back to contents

# Check your eligibility

Ensure you meet minimum eligibility to apply including English language requirements.

## MASTER OF BUSINESS ADMINISTRATION

To apply for the MBS Online MBA, applicants must have:

- A university degree and two years of work experience, **or** six years of work experience
- Two confidential professional referees
- Four personal statements relating to their goals and how they can contribute to the program
- Meet the University's English language requirements

## GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION

To apply for the MBS Online Graduate Certificate of Business Administration, applicants must have:

- A university degree and two years of work experience, **or** six years of work experience
- Meet the University's English language requirements

## GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

To apply for the MBS Online Graduate Diploma of Business Administration, applicants must have:

- A university degree and two years of work experience, **or** six years of work experience
- Two confidential professional referees
- Four personal statements relating to their goals and how they can contribute to the program
- Meet the University's English language requirements

## PROFESSIONAL CERTIFICATE IN BUSINESS ADMINISTRATION

To apply for the MBS Online Professional Certificate of Business Administration, applicants must have:

- A university degree and two years of work experience, **or** six years of work experience
- Meet the University's English language requirements

Note: Meeting these requirements does not guarantee selection.

### ENGLISH LANGUAGE REQUIREMENTS

Documentary evidence of meeting the accepted minimum scores within the previous 24 months may be required.

**The minimum accepted scores are:**

- IELTS Academic test with a minimum score of 7.0 overall and with no individual band less than 6.5
- [TOEFL iBT](#), with a minimum score of 102 (written score of 24+ and no individual score lower than 21)
- [PTE](#): Overall score minimum of 65, with writing skills of minimum 65 and no other communicative skill below 50



Go back to  
contents

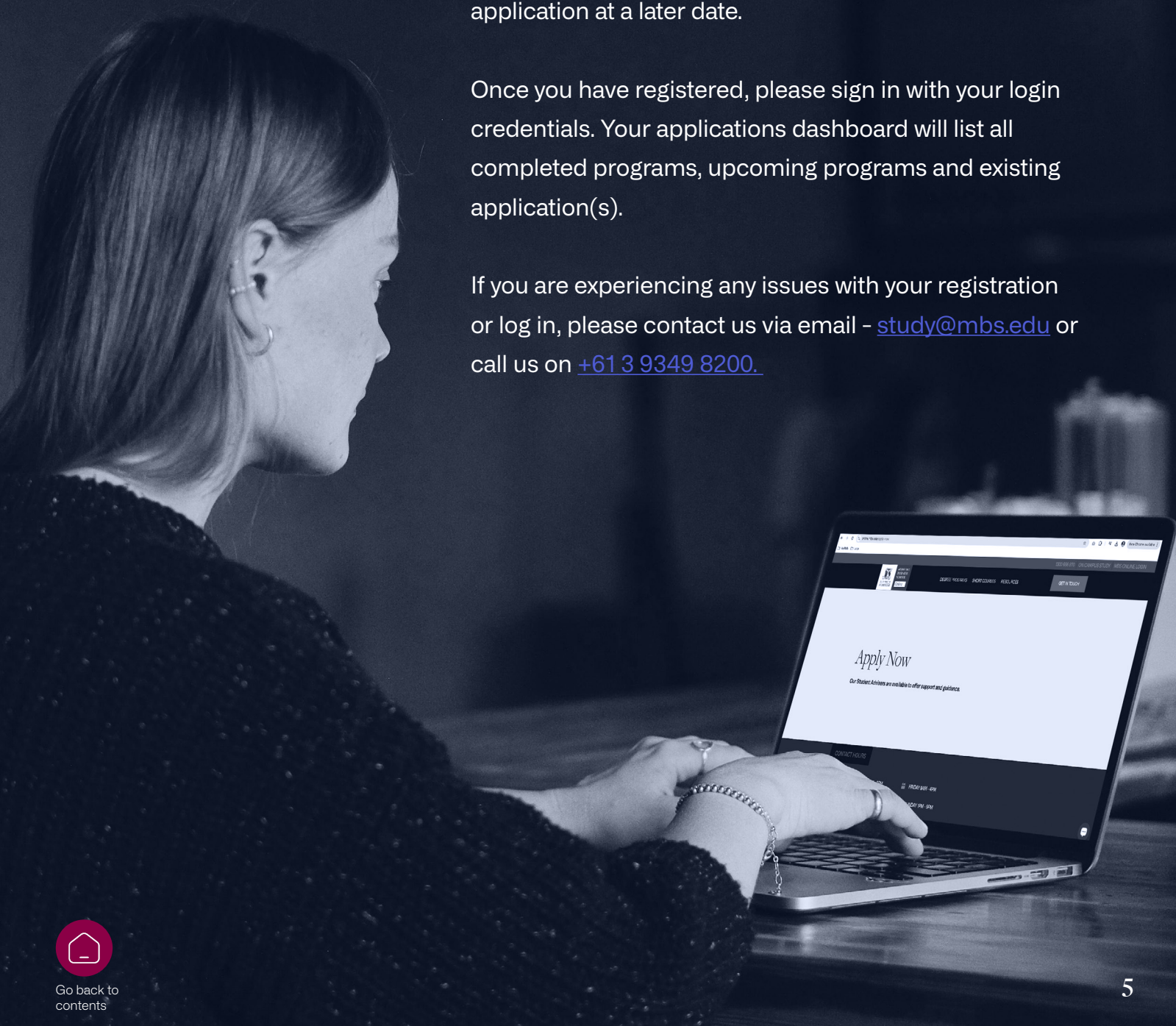


## Registration

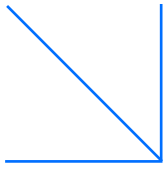
If you are using the Application Portal for the first time, you will need to register. It is a good idea to register with an easily accessible personal email address (and not an email address from another education provider or workplace). This will ensure you can access your application at a later date.

Once you have registered, please sign in with your login credentials. Your applications dashboard will list all completed programs, upcoming programs and existing application(s).

If you are experiencing any issues with your registration or log in, please contact us via email - [study@mbs.edu](mailto:study@mbs.edu) or call us on [+61 3 9349 8200](tel:+61393498200).



Go back to  
contents



# Documentation requirements

As part of your degree program application, you are required to provide supporting documentation.

Below are some examples of the types of documentation required for each section. It is important to get your documentation right, otherwise your application may not be considered.

Melbourne Business School reserves the right to request for additional documentation to verify your qualification. Applications where information or documentation is incomplete may not be considered. If you are unable to provide any of the required documentation, please contact us via email - [study@mbs.edu](mailto:study@mbs.edu) or call us on [+61 3 9349 8200](tel:+61393498200).

DOCUMENT REQUIREMENTS BY PROGRAM						
	Identity	Personal Statement	Referee Report	Academic History	Employment History	English Language
Master of Business Administration	✓	✓	✓	✓	✓	✓
Graduate Diploma in Business Administration	✓	✓	✓	✓	✓	✓
Graduate Certificate in Business Administration	✓	N/A	N/A	✓	✓	✓
Professional Certificate in Business Administration	✓	N/A	N/A	✓	✓	✓



### Documentation tips:

- If any of your documents are not in English, you will need to provide certified translated copies. Our preference is translations made by [NAATI](#) qualified translators.
- Ideally, you should upload one document per section. If you have multiple documents for a single entry (e.g. Transcripts and Certificate), please combine these into a single PDF document. If you are unable to upload a PDF document, the system supports other document formats, including .doc files.

## Identity

Australian citizens are required to provide one of the following:

- Citizenship Certificate
- Birth Certificate
- Valid passport (showing passport ID number, place of birth, DOB, Expiry date).

Australian Permanent Resident and other visa holders are required to provide all the following:

- Valid passport (showing passport ID number, place of birth, DOB, Expiry date), AND
- A copy of your current valid visa letter (if applicable).

If your name differs on your supporting documentation, please provide one of the following:

- Change of name certificate
- Marriage Certificate.



# Personal Statements

*Note: Personal statements are not required for the Professional Certificate or Graduate Certificate.*

If needed, you will be asked to respond to four questions. These statements offer you a chance to articulate your motivations and goals for the program and demonstrate how you can contribute to it.

Each statement should:

- Be around 250-300 words
- Address the question and include relevant examples where necessary.

## **Personal Statements tip:**

- We recommend starting the personal statement section early in the application process, as crafting and reviewing your statements may require some time and attention.

# Referee Reports

*Note: Referee Reports are not required for the Professional Certificate or Graduate Certificate.*

If needed, please provide contact details of your professional referees so we can contact your referees to complete a confidential report. Your referee should:

- Have known you for at least six months and is current within the last five years.
- Be a professional referee such as a manager, supervisor, client, or stakeholder. Reports from friends, relatives, or personal relationships will not be accepted.

Please note, for your application to be successful completed referee reports must be received to complete this section of your application.

## **Referee tips:**

- We recommend seeking permission from your referee ahead of time to ensure there aren't any delays in your application.
- Reports typically take referees only 15 minutes to complete. We recommend addressing this step early in the application process to ensure your application progresses smoothly.





# Academic History

If you have completed any tertiary studies, please provide the following:

- Official academic transcripts and evidence of completion for all completed tertiary qualifications.
- Academic transcripts for any incomplete or attempted tertiary studies (if applicable).

Academic transcripts must include:

- Your name and the name of the awarding institution
- Each subject taken and the mark/grade received
- An explanation of the grading schema.

*Please note: If you have received Advance Standing for prior learning, please make sure to submit the academic transcripts that display the results where the Advance Standing was granted.*

# Employment History

## **CV/resume**

Your CV/resume should include:

- Employment history including duration (month and year), tasks or duties and responsibilities for each role to date
- Education
- Volunteer work/internships (if any)
- Achievements
- Awards/prizes/scholarships (if any).

Please note that evidence or an explanation is required for any gaps longer than six months in your CV/resume.

You may also provide your LinkedIn and/or work reference letters (where applicable).



# English Language

IELTS (Academic), TOEFL (Internet based) or Pearson Test of English (Academic) scores are required for entry. Course specific requirements can be found under the application requirements section within the individual [degree program](#) page.

If you've completed an undergraduate degree, or a graduate degree of at least two years duration, where the degree was taught and assessed entirely in English, you may satisfy the [University's English requirements](#). Applications will be assessed on a case-by-case basis.

***Please note:***

You can only submit results from one sitting within 24 months preceding the proposed date of commencement of enrolment.

The University does not accept the revised TOEFL Paper-delivered Test of ITP. The University also does not accept any online/at home versions of the tests listed above. English language proficiency tests must be taken at a test centre in one sitting.

The University will only accept approved English test results conducted in the student's country of citizenship, their last country of education, or their current country of residence or employment.





# Recognition of Prior Learning

Recognition of prior learning (RPL) may be considered based on professional qualifications or prior study of relevant subject(s) at a recognised academic institution. RPL is available only if you have completed comparable postgraduate study elsewhere and if the subject material is comparable in form and content to a core subject in the Melbourne Business School.

The eight core subjects are listed below:

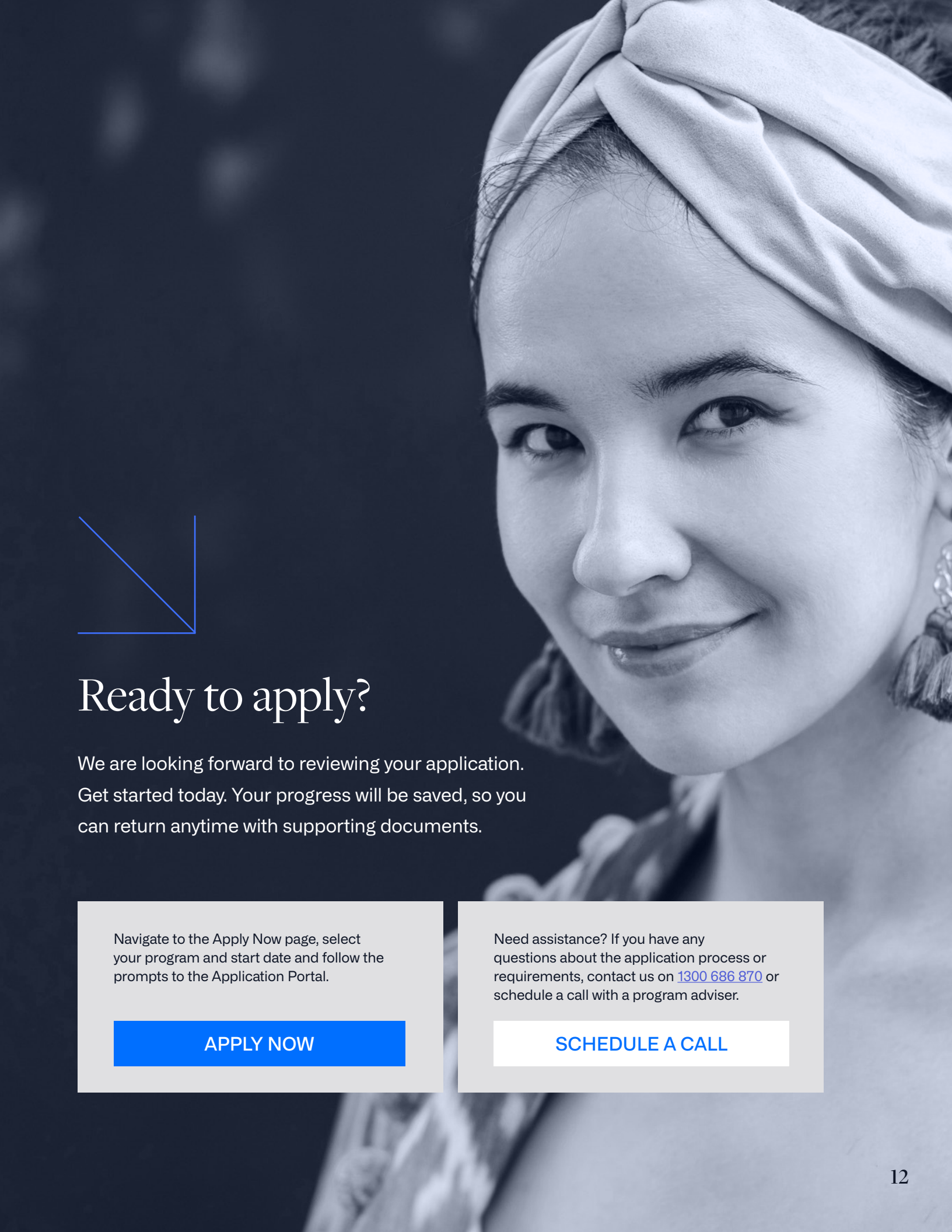
- Data Analytics for Decision Making
- Finance
- Financial Accounting
- Managerial Economics
- Managing People
- Marketing
- Operations
- Strategic Management.

Please note: Time limitations as well a credit cap will apply according to school policy.

To apply, please provide the following:

- Academic transcript/s (as per the Academic History section).
- Unit outline/Subject syllabus (for each subject) in the year it was completed.





## Ready to apply?

We are looking forward to reviewing your application. Get started today. Your progress will be saved, so you can return anytime with supporting documents.

Navigate to the Apply Now page, select your program and start date and follow the prompts to the Application Portal.

[APPLY NOW](#)

Need assistance? If you have any questions about the application process or requirements, contact us on [1300 686 870](tel:1300686870) or schedule a call with a program adviser.

[SCHEDULE A CALL](#)