

## INTERNATIONAL STUDENT APPLICATION FOR THE POSTGRADUATE BUSINESS ADMINISTRATION STUDY ABROAD PROGRAM, GRADUATE SCHOOL OF MANAGEMENT

Read this application carefully, complete all sections and ensure that supporting (certified) documents are attached. Please write in BLOCK letters using a black or blue pen.

### Personal Details

Have you been previously enrolled at La Trobe University? Yes  No  If yes please provide your student number \_\_\_\_\_

Family Name \_\_\_\_\_

Given Name(s) \_\_\_\_\_

Date of Birth   /   /   Title  (Mrs, Miss, Ms, Mr, etc) Sex M  or F   
DAY MONTH YEAR

Country of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Country (Where you were living when you filled out this form) \_\_\_\_\_

### Student Contact Details (compulsory)

Number and Street \_\_\_\_\_

Suburb/Town/Country \_\_\_\_\_

Postcode/Zipcode \_\_\_\_\_

Email \_\_\_\_\_

Home Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

### Agent Contact Details (if applicable)

Number and Street IEC Online GmbH, Marienstrasse 19-20

Suburb/Town/Country Berlin / Germany

Postcode/Zipcode 10117

Email info@ieconline.de

Telephone +49-30-20458687

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### Current Studies (you must complete this section and attach documentary evidence)

Name of Home Institution \_\_\_\_\_

Country \_\_\_\_\_

Title of degree or major (if known) \_\_\_\_\_

Degree commencement date   /   /   Expected completion date   /   /    
DAY MONTH YEAR DAY MONTH YEAR

Please attach original or certified copies of your transcript(s) of results. Documents not in English must be accompanied by a certified translation. In addition, please list any units in which you are currently enrolled which are not included in your transcript(s), and which may be important to your application.

Current units, that do not appear on your transcript:

### Undergraduate Studies

Name of Award (e.g. Bachelor of Business)	Institution	Major Area of Study	Language of Instruction	Country	Year Completed

Are you currently enrolled in a tertiary course? Yes  No  If yes, when do you expect to qualify?   /   /    
DAY MONTH YEAR

### English Language Proficiency (please tick where applicable and attach documentary evidence)

English is my first language.

I have satisfactorily completed at least one year of a tertiary course at a college/university where the language of instruction was English. (This study must have been completed within the last two years and at an academic level acceptable to La Trobe University).

I have satisfactorily completed an English language subject at Year 12 or an equivalent level. (This study must have been completed within the last two years and at an academic level acceptable to La Trobe University).

I have achieved an overall band score of at least 6.5 (PG) on the International English Language Testing System (IELTS) with no band less than 6.0. My overall band score is \_\_\_\_\_ Date of Test   /   /    
DAY MONTH YEAR

I have achieved at least the following scores in the Test of English as a Foreign Language (TOEFL):  
Paper-based Test: A minimum score of 575 with a score of 5 or better in the Test of Written English.  
Computer-based Test: A minimum score of 233 with a score of 5 or better in essay writing.  
Internet-based Test (IBT): A minimum score of 88 with no individual score less than 22.  
Date of Test   /   /    
DAY MONTH YEAR

I intend to sit for an IELTS or TOEFL test on   /   /    
DAY MONTH YEAR

I have applied for/am attending an English language course at the La Trobe University Language Centre. Please indicate approximate start date: For  10  20  25  30 or  weeks   /   /    
DAY MONTH YEAR

## Study Abroad Program (please tick)

I wish to study at La Trobe University for:  One Term  Two Terms  
 Commencing:  Term 1 (January 20\_\_\_\_)  Term 2 (March 20\_\_\_\_)  Term 3 (June 20\_\_\_\_)  Term 4 (September 20\_\_\_\_)

## Study Plan

List, in order of preference, the units (subjects) you would like to study at La Trobe. Be sure to list the correct unit code; refer to the Postgraduate Business Administration Unit Guide.

Please note the following:

- Mark with an asterisk (\*) any unit your home institution requires you to take at La Trobe University
- Choose units from the Melbourne (Bundoora) Campus Only
- List at least 8 units per term

	Unit code	Unit name	Credit points	Term	Melbourne (Bundoora) Campus	LTU approval	Alternative units
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Internal use

**Please note:** If you are applying for more than one term or wish to list more units please attach a separate sheet.

## How Did You Hear About Us?

Please indicate where you first heard about La Trobe University.

- Internet (includes University or other websites)  Education Agent  Education Exhibition  Event (name event) \_\_\_\_\_
- Australian Education Centre  Australian Embassy  Advertisement/Article (name publication) \_\_\_\_\_
- Friends  Family  Other (please specify) \_\_\_\_\_

## Declaration and Agreement

I declare that the information provided on this form is true and complete in every detail. I authorise La Trobe University or its agent to obtain further information about me from educational and other institutions which I have attended, and from Australian government authorities such as DIAC and DEST.

I acknowledge that La Trobe University reserves the right at any stage to vary or reverse any decision regarding admission or enrolment which has been made on the basis of incorrect or incomplete information.

I am aware of the conditions relating to my admission and agree to pay all fees for which I am liable, and have read and agree to the conditions relating to the Refund Policy and Privacy Statement as set out on the University's website at: [www.latrobe.edu.au/international/apply](http://www.latrobe.edu.au/international/apply)

This agreement does not remove my right to take further action under Australia's consumer protection laws.

I consent to the University:

- (a) using and disclosing my personal information in accordance with the University's Refund Policy and Privacy Statement; and  
 (b) disclosing my personal information to a third party, authorised by the University, to enable the third party to contact me for the purpose of providing me with information about the University.

I accept that this application and supporting documentation become the property of La Trobe University and are not returnable. Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

Signature \_\_\_\_\_

Date  /  /   
 DAY MONTH YEAR

## Check List

Have you...

- Answered ALL questions?  
 Listed at least 8 units per term?  
 Made sure all your selected units are offered at the Melbourne (Bundoora) Campus?  
 Made sure all your selected units are offered in the same term in which you wish to study?  
 Marked which units are required by your home institution with an asterisk (\*)?  
 Attached certified copies of all necessary documentation?  
 Signed and dated the application?  
 Kept a copy for yourself?

## Contact Details

La Trobe University  
 International Programs Office  
 Victoria 3086  
 AUSTRALIA

Ph: (+61 3) 9479 1199  
 Email: [international@latrobe.edu.au](mailto:international@latrobe.edu.au)  
 Fax: (+61 3) 9479 3660  
 Web: [www.latrobe.edu.au/international](http://www.latrobe.edu.au/international)  
 CRICOS provider number: 00115M