



• APPLICATION FOR ADMISSION TO A GRADUATE SCHOOL OF BUSINESS PROGRAMME

This form is also available on the USP website: www.usp.ac.fj/forms

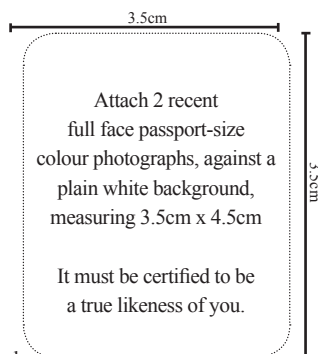
APPLICATION CHECKLIST

Please ensure that you have all the requirements stated in this checklist before submitting this form.

- i. Your application will be deemed incomplete if all the necessary documents are not submitted.
- ii. Photocopied (non-original) documents must be certified by a Justice of the Peace or Commissioner for Oaths.
- iii. Do not submit photocopies of a certified copy.

Please tick the check box to indicate the documents that you have submitted with your application.

- 2 recent certified colour passport photographs (taken within 6 months of the date of application), against a plain white background and the size must be 4.5cm x 5.5cm in dimension.
Photos must be labelled with your name and date of birth. Place it in an envelope and staple it onto the application form.
- Certified copy of your Birth Certificate (only if you do not have a USP Student ID).
- Certified copy of your Marriage Certificate or Deed Poll (only if your last name has changed since you were last registered at USP)
- Certified copies of all award certificates and full academic transcripts (Displaying your Grade Point Average (GPA))
- Full detailed Curriculum Vitae indicating job responsibilities.
- Two Letters of reference indicating evidence of management/ professional experience (refer to Section F).
- Results of English Language Competency Test.
(Required for applicants whose tertiary education was completed in a language other than English - TOEL, IELTS or MELB will be accepted)
- Certified copy of your Work Permit (Expatriate applicants only)



You need to attach the documents listed in the checklist with your application, if you are applying:	You need to submit only the completed application form, if you are applying:
<ul style="list-style-type: none"> - for the first time - from another campus - to resume studies in the same programme after a break of 2 or more years from your last official registration 	<ul style="list-style-type: none"> - for a higher programme after completing the USP PGCBA, PGDBAD programmes.

Graduate School of Business Admission Process:

- Applications will be vetted for required documentation. You will be notified should there be additional documents required or comments regarding your application.
- **First Round of Decisions:** Your application will be tabled at the MBA Admissions Committee (MAC) meeting for its first round of decisions, which is in no particular order.
- **Admission Test:** Should you be successful on the first round of decisions, you will be invited to undertake an Admissions Test. You will be notified via official email of the Admission Test date and venue.
- **Final Admissions decisions:** Decision on applications are communicated via email and official letter of correspondence to each applicant. There is no particular order in which the final decisions will be released.
- **Successful applicants** are required to attend a compulsory Orientation organised by the school, the date and venue of which will be confirmed via email and official letter of correspondence. Full details regarding the enrolment process, programme of admission and academic advisors will be available during the Orientation.
- **Applications Received after Official Deadline:** Applicants who miss the First Round of Decisions can expect to remain on the waitlist until the following round of decisions is released for the next appropriate programme/trimester intake.

CLOSING DATES

The deadlines for the receipt of applications by the University at its Campuses are:

For Trimester I: 31 October (Laucala)

For Trimester II: 31 March (resuming students ONLY) Laucala

For Trimester III: 31 July (resuming students ONLY) Laucala

Respective campuses can be contacted for application deadlines for advertised regional cohorts.

For more information please visit the USP website: www.usp.ac.fj/mba

SECTION A: PERSONAL DETAILS

Trimester: Year:

Title: Full Name:

*(As it appears on your Birth Certificate)*USP ID Number:
(If you were previously granted admission)

Campus:

Exam Site:
*(Where you are going to sit your exams)*Date of Birth: DD / MM / YYYY
(certified copy of birth certificate must be attached)

Citizenship:

Sex : Female MaleMarital Status: Married Single

Please provide a postal address for correspondence. If your mailing address is a residential address outside the Suva and Lautoka City areas, you will collect your mail from a Post Office or Postal Agency near you.

Postal Address:

Vacation Address:

Telephone:

Email:

Emergency Contact:

Provide details of a person who can be contacted in case of an emergency.

Name:

Indicate the relationship of the person you have given:

 Parent Other Family Member

Home Address:

 Spouse Non Family Member

Telephone:

Email:

SECTION B: PROGRAMME OF STUDY

Within the suite of Graduate School of Business (GSB) programmes, the Postgraduate Certificate has been designed to open up wider opportunities for managers to improve their administrative performance through exposure to high-level administrative training.

Programme: **Graduate Certificate in Entrepreneurship**

The Postgraduate Certificate in Business Administration is offered in two streams: Financial Administration and Human Resource Management. It also provides a staircase into the Postgraduate Diploma in Business Administration programme. Those who complete either of these certificates may apply for admission to the Postgraduate Diploma in Business Administration or the Master of Business Administration (MBA), provided they have a GPA of 3.0, and if successful they will normally receive cross-credit for the three Postgraduate Certificate courses.

Programme: **Postgraduate Certificate in Business Administration programme**

Select a stream by ticking a box : Financial Administration Human Resource Management

The Postgraduate Diploma in Business Administration is offered in two streams: for General Managers and Advanced Analytical Skills. It also provides a staircase into a Master of Business Administration programme. Those who complete the Postgraduate Diploma in Business Administration may apply for admission to the Master of Business Administration (MBA) programme, provided they achieve a GPA of at least 3.0, and if successful will normally receive cross-credit for the six postgraduate diploma courses.

Programme: **Postgraduate Diploma in Business Administration Programme**

Select a stream by ticking a box : General Managers Advanced Analytical Skills

Programme: **Master of Business Administration (MBA) programme**i. Mode of study? Full time Part time

ii. Which campus do you wish to enroll in for this programme? _____

iii. Select your exam site: Laucala Labasa Nadi Region

SECTION C: DETAILS OF ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Please list your undergraduate and postgraduate programme below. In addition, certified photocopies of official transcripts from each of the tertiary institutions which you attended must be supplied with this application. The transcripts must contain the subjects taken and the grades/marks for each subject. We regret that applicants who do not have at least a tertiary diploma will not normally be considered.

1. Institution		Year:	
Qualification	Major Area of study:	GPA:	
2. Institution		Year:	
Qualification	Major Area of study:	GPA:	
3. Institution		Year:	
Qualification	Major Area of study:	GPA:	

If you are awaiting graduation or completion from another tertiary institution, please submit a certified copy of your completion letter from that tertiary institution.

SECTION D: OTHER SCHOLARLY AND PROFESSIONAL ACHIEVEMENTS

Provide details regarding undergraduate or postgraduate scholarships or awards received, membership of professional bodies, articles or books published and other similar information.

Year	Awards/ Memberships, etc

SECTION E: WORK EXPERIENCE

Work Experience: *(Please attach a recent CV and reference(s) detailing your work experience, responsibilities and duration of employment).*

1. Position/ Employer:	Period	
2. Position/ Employer:	Period	
3. Position/ Employer:	Period	
4. Position/ Employer:	Period	

SECTION F: LETTERS OF REFERENCE

Please attach two letters of reference. One from your current employer or supervisor; this letter must explain your job duties and evaluate your performance. The other can be from a lecturer, previous employer or supervisor, or other persons who are able to objectively assess your personal and professional conduct and academic credentials (e.g. local community leaders). **No letters of reference written by your colleagues or relatives will be accepted.**

SECTION G: CREDIT TRANSFER FOR PREVIOUS STUDY

Credit Transfer is a process for enabling students to have their learning experiences (typically whole courses) from another faculty or higher education institution recognised as equivalent in content and, particularly, learning outcomes to those within USP’s educational offerings.

Applications for Credit Transfer shall be processed at Student Administrative Services, but Schools and Departments shall provide assistance at the request of Student Administrative Services to determine particular Applications.

Students applying for Credit Transfer need to complete the **Application for Credit Transfer (SAS 3.34.05)** form *available online at www.usp.ac.fj/forms* and provide all information for courses passed elsewhere, such as:

- a) A certified copy of the original grade report or transcript from the institution at which the course(s) was undertaken.
- b) Course outline with readings, assessment and other critical information.

Note: For more information refer to the USP Handbook & Calendar under Credit Transfer Regulations on approved institution arrangements with other institutions.

SECTION H: FINANCING OF STUDY

Will you be pursuing your study as a private student or will you be sponsored by your employer or some other organisation?
(If this matter is yet to be resolved, state what your hopes/ expectations are at the time of completing this form).

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SECTION I: APPLICANTS WITH DISABILITY

The University of the South Pacific supports equal opportunities for those who wish to study at USP and will put in place the necessary support structures that will ensure the successful transition of students during their studies. To ensure that the needs of students with disabilities are adequately met, the University would like to actively encourage applicants to indicate any disability they may have and the type of support they may require at the University. Supporting documents should be attached with this form and should describe the disability and it’s impact on the applicant. Any disclosure on disability will be used solely for the University’s administrative purposes and will be treated with confidentiality.

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SECTION J: STUDENT SURVEY

Which of the following USP campaigns caught your **attention**?
Please rate on a scale of 1-5 with 1 being the **least attractive** and 5 being the **most**.

Attractive	Least	Most
Adpost (Flyers in the mailbox)	1	2 3 4 5
Bus Advertisement	1	2 3 4 5
Enrolment Drive at Ivi Triangle (Suva)	1	2 3 4 5
Family Members or Friends (word of mouth)	1	2 3 4 5
Magazine Advertisement	1	2 3 4 5
Newspaper Advertisement	1	2 3 4 5
Radio Advertisement	1	2 3 4 5
Radio Talk Back Show	1	2 3 4 5
Road show (All Towns and City Centers)	1	2 3 4 5
SMS	1	2 3 4 5
Social Media (Facebook, Twitter, Instagram)	1	2 3 4 5
TV Advertisement	1	2 3 4 5
USP High School Visits	1	2 3 4 5
USP Open Day	1	2 3 4 5
USP Website	1	2 3 4 5
Others (Specify)	1	2 3 4 5

Which of the following USP campaigns did you find most informative?
Please rate on a scale of 1-5 with 1 being the **least informative** and 5 being the **most**.

Informative	Least	Most
Adpost (Flyers in the mailbox)	1	2 3 4 5
Bus Advertisement	1	2 3 4 5
Enrolment Drive at Ivi Triangle (Suva)	1	2 3 4 5
Family Members or Friends (word of mouth)	1	2 3 4 5
Magazine Advertisement	1	2 3 4 5
Newspaper Advertisement	1	2 3 4 5
Radio Advertisement	1	2 3 4 5
Radio Talk Back Show	1	2 3 4 5
Road show (All Towns and City Centers)	1	2 3 4 5
SMS	1	2 3 4 5
Social Media (Facebook, Twitter, Instagram)	1	2 3 4 5
TV Advertisement	1	2 3 4 5
USP High School Visits	1	2 3 4 5
USP Open Day	1	2 3 4 5
USP Website	1	2 3 4 5
Others (Specify)	1	2 3 4 5

SECTION K: DECLARATION

- I, acknowledge that the University reserves the right to deny me admission to a programme or cancel my registration in any course if the information given is incorrect and or incomplete or if there are insufficient resources available at the University for me to successfully complete the programme for which I have applied for or the course I have registered in,
- authorise the University to obtain further relevant information/documentation from relevant parties to verify and or support my application submitted herewith for assessment purposes,
- understand that any documentation I submit becomes the property of the University and will not be returned to me,
- acknowledge that due to the confidential nature of this application, the University cannot disclose information to any third party without my written consent.

Applicant's signature: _____

Date: _____

DD / MM / YYYY

(Your Application will be deemed incomplete if you do not sign this form)

WHERE TO SEND YOUR COMPLETE APPLICATION FORM

Please send your application to :

GSB Admissions
Graduate School of Business
Statham Campus
The University of the South Pacific
Private Mail Bag, Suva, **FIJI**

Contact Details:

Telephone: (+679) 323 1391
Email: mba@usp.ac.fj

FOR OFFICIAL USE

1. Application vetted: COMPLETE INCOMPLETE HOLD PENDING RESULTS

Comments:

Vetted by:

Date: DD / MM / YYYY

2. Applicant's Details entered in Banner and forwarded for assessment:

Entered by:

Date: DD / MM / YYYY

3. Decision: APPROVED NOT APPROVED

Programme: Graduate Certificate in Entrepreneurship

Postgraduate Certificate in Business Administration (PGCBA)

FA

HRM

Postgraduate Diploma in Business Administration (PGDBAD)

AAS

GM

Master of Business Administration (MBA)

Mode of Study: Full time

Part time

Campus and Exam Site :

Notes by authorising officer on decision taken:

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Signature:

(Chair - Relevant Faculty Committee)

Date: DD / MM / YYYY

4. Banner Update: Marketing Survey

Decision on Programme

Updated by :

Date: DD / MM / YYYY