1. Instructions

- Complete all sections of the application form
- Print clearly in block letters using a blue or black pen and answer all questions in English
- Ensure you have read all relevant information (e.g. brochures, websites) regarding the course
- Mail the completed application form with supporting documentation to:

Australian Graduate School of Leadership
Level 31
88 Phillip Street
Sydney NSW 2000
Australia

AGSL considers eligible applications to enrol in a course in order of receipt, which is the date that the completed application form and all required supporting documentation has been received by AGSL. Failure to provide complete information and all requested supporting documentation will delay consideration of your application. Please see http://imia.edu.au/solutions for information on start dates.

2. Resource Access

AGSL courses and development programs require internet access. It is assumed that all participants will have regular and reliable access to the internet. It is also assumed that participants are familiar with basic email, word processing and spreadsheet skills.

3. Essential supporting documentation

All applications must include clear copies of the following documents:
- Official transcripts of any post-secondary or tertiary studies that clearly show the subjects attempted, grades obtained and proof of course completion.
- If you do not reside in Australia and/or your educational qualifications are held from countries where English is not an official or main language, you must provide evidence of your proficiency in the English language (see below).

4. English language requirements

Applicants will be deemed to have sufficient English proficiency if they were born in one of the countries listed below, have completed at least one qualification in one of those countries and the language in which the qualification was undertaken was English; or were not born in one of the following countries but have completed senior secondary study or at least one year of full-time university study in one of these countries and the language in which the qualification was undertaken was English: American Samoa, Australia, Canada, Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, Singapore, Solomon Islands, South Africa, United Kingdom (including Northern Ireland), United States of America, Zambia.

Any of the following results, obtained within five years of commencement of the course for which the applicant is applying, can be used to demonstrate English proficiency:
- Academic IELTS (International English Language Testing System) test result with a minimum overall score of 6.0 and no score below 5.5 in each of the individual skill areas.
- A TOEFL (Test of English as a Foreign Language) test result with an overall score of 550 with a Test for Written English score of 5.0, (computerised result of 213 with an Essay Rating of 5).
- Completion of an AQF Certificate IV (including English for Academic Purposes).
- A score of 155 in the verbal component of the Special Tertiary Admissions Test (STAT).
6. Personal details

Title: □ Mr  □ Mrs  □ Ms  □ Miss  □ Dr  Other, specify: ____________________________

Family name ____________________________  First and other names ____________________________

Previous family name ____________________________  Date of Birth DD / MM / YYYY / /

Sex: □ Male  □ Female

Address ____________________________  Town/ City ____________________________

State/ Province ____________________________  Postcode ____________________________  Country ____________________________

Work phone ____________________________  Home phone ____________________________

Mobile phone ____________________________  Email ____________________________

Have you previously studied with AGSL or IMIA? □ Yes  □ No

7. Previous studies

List the highest and/or most recent educational qualifications or courses you have undertaken:

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<th>Started (year) *</th>
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<th>Name of course</th>
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* Enter "IP" if you are still enrolled in the course or "NC" if you did not complete the course.
8. Employment

Please list your last 10 years of work experience. Attach a more detailed CV if you believe your work experience will enhance your application.

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<th>Main duties</th>
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9. Privacy

The personal information you provide on this form is protected by the Privacy and Personal Information Protection Act 1998 (NSW). You should be aware that you are providing this information of your own free will for the purpose of seeking admission to a course at AGSL. Your information will be used to assess your eligibility for admission and for the related purpose of establishing and maintaining student records. We may disclose some of your information to other individuals or organisations to check the academic and other qualifications upon which your application for admission is based, to meet legislative reporting requirements, and for the administration and collection of fees. We may also disclose some of your information to the Alumni Office for the purpose of initiating contact with you. The personal information you provide will not be made available to any other person or organisation outside of AGSL or for any other purpose without your consent. Your personal information will be stored for a period of six months after an unsuccessful application or six years after your course of study ceases. You may access your personal information to ensure that it is not inaccurate, irrelevant to the purposes for which it was collected, misleading, incomplete or out-of-date. You may also ask us to amend any of the information we hold about you or add comments or explanation in relation to the information we hold on you. To do any of these things, please write to AGSL's privacy officer at: privacy@imia.edu.au.

10. Declaration and signature

I wish to be considered for admission to the course shown in Section 5 of this application form.

- I declare the information supplied in this application and the documentation supporting it is correct and complete.
- I acknowledge that the provision of false or misleading information may result in the non-acceptance of this application or immediate expulsion from the course.
- I authorise AGSL to verify any information provided by me.
- I authorise AGSL to obtain, where necessary, from any other educational institution evidence of my academic record or to seek other corroborating evidence with respect to my application.
- I authorise AGSL to release details of my AGSL academic records as requested by other educational institutions to assist and corroborate the processing of applications I may make to such institutions.
- I understand that AGSL may disclose the personal information I have given in this application to the Department of Education, Science and Training (DEST) and that DEST will collect and store my personal information for use in connection with the Higher Education Information Management System.

NB: Your application may be cancelled if you do not provide true and complete information in connection with your application, or if you make any changes to the above declaration and authority.

Signature

Date / /