# Checklist

## International applicants applying to the MBA

This checklist will help you to prepare for and submit all documents required for your MBA application. Please ensure you have checked your eligibility for the MBA before applying. You can email the GSM team at gsm@auckland.ac.nz with your CV and a complete bachelors degree transcript so we can assess your eligibility before applying.

## Phase one: Start your application

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<tr>
<td>1. Go to applytostudy.auckland.ac.nz and follow the directions to create your user name, password and MBA application.</td>
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The system will guide you through the process of setting up a new username. You can sign back into your application as required.

- **USER NAME:**
- **PASSWORD:**

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<tr>
<td>2. Upload a current CV, detailing your education and employment history in reverse chronological order, highlighting roles, responsibilities and key achievements.</td>
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<td>3. Upload a Personal Statement.</td>
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Please write approximately 500 words explaining your decision to pursue an MBA. Your statement should cover the following:

- The experience, skills and competencies you believe you will bring to the programme
- Any significant role and/or responsibility changes made in your career
- Additional skills and competencies you feel the MBA will support you to develop

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<td>4. Upload academic documents as one PDF and include:</td>
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- Official academic transcripts and degree certificate from your tertiary study
- GMAT Certificate (score of at least 550 required)
- iELTS Certificate (score of 6.5 and no less than 6.0). [See approved alternative English-language tests or qualifications.](#)

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<td>5. Nominate two referees who can comment on your suitability for the MBA programme:</td>
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- Download the reference form.
- One reference must be from your current employer.
- For the second reference, choose someone who knows you well and can comment on you as a professional, your work history and work ethic.

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<td>6. Each referee should complete the reference form, which includes a letter of recommendation and send to the Graduate School of Management.</td>
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The recommendation forms can be e-mailed to: gsm@auckland.ac.nz

Alternatively, the forms can be posted to:
Graduate School of Management, MBA Department
The University of Auckland Business School
Private Bag 92019, Auckland 1142, New Zealand

**The University Admission team will check your transcript and confirm the validity. Please allow plenty of time as there can be delays, especially during peak periods.**
7. Submit proof of identity documents.

In order for us to verify your legal name, date of birth and citizenship status, please send in certified hard copies of your identification documents such as a certified copy of your birth certificate or relevant pages of your passport. View the certified copy guidelines.

Postal address
Applications and Admissions, The University of Auckland
Private Bag 92019, Auckland 1142, New Zealand

8. Upload a recent passport style photo.

You can submit your Campus Card photo online on the Your Campus Card photo webpage.

9. Complete further assessments or pre-MBA courses.

Once an initial review of your application has been done, you will be advised of any additional application requirements (e.g. further assessments or pre-MBA courses to complete). The specific details relating to these will be sent to you via email.

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Phase two:
Application review

Once we have reviewed your application (Personal Statement, CV, both references, completed assessment), a decision will be made to progress you to the next phase.

Phase three:
The MBA interview

If shortlisted, you will be required to attend an interview, via Skype, with MBA faculty and GSM professional staff.

Phase four:
Offer of place and apply for a visa

1. A full offer will be made once all conditions are met as required in Phase 1–3 above. Please sign into your application and accept your offer. applytostudy.auckland.ac.nz

2. Apply for a visa. Before applying for a student visa with Immigration New Zealand you will need:
   - An ‘offer of admission’ letter from the GSM
   - A fees receipt (included in the offer letter)
   - Evidence of funds to support yourself in New Zealand
   - Proof of fee payment in full for the first calendar year of study
   - Be aware that the processing time for visa applications vary depending on complexity and the need for further information (apply a minimum of 3-4 months before programme start date)

For more advice, view the New Zealand Student Visa Guide.

Your Orientation details will be sent to you along with other details related to arrival in New Zealand.

Welcome to the programme!