NOTES FOR APPLICANTS
MASTER OF BUSINESS ADMINISTRATION, UNIVERSITY OF WOLLONGONG

1. Information provided in the application form will be used for the following purposes:
   - Selection for admission to the programme
   - Filing in student record if admitted
2. Information of unsuccessful candidates will be destroyed after the completion of admission exercise.

Application Procedures:
3. Applicants should:
   - Fill in the application form;
   - Attach one photocopy of HKID card; two full sets of photocopies of credentials including academic records, transcripts and certificate of awards; evidence of English proficiency such as TOEFL, IELTS or other English test where applicable; syllabi or subject descriptions and a completed UOW Application Form for Exemption*, if you intend to seek advanced standing (only postgraduate courses and professional qualifications will be considered for advanced standing). Official English translations are required for documents in another language. You must provide full and complete details to ensure that a quick assessment of your qualifications can be made.
   - If you do not have a three-year Bachelor’s degree or equivalent, you must provide the following: (a) A detailed statement confirming the nature and duration of your work experience, together with supporting documentation from your employer(s), and (b) A brief statement of your career strategy.
   - Pay the application fee of HK$200 by cheque made payable to “Hong Kong Baptist University”. The application fee is non-refundable.
*Please contact the UOWMBA Programme Administrator for such form.
4. All application documents should be put in an envelope marked “Application for Master of Business Administration - University of Wollongong”.
5. Applications must be submitted either by post or by hand to the Headquarters of the School of Continuing Education, Hong Kong Baptist University on or before the application deadline.

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<tr>
<th>Address</th>
<th>Office Hours</th>
<th>Application Deadline</th>
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<tr>
<td>School of Continuing Education&lt;br&gt;Hong Kong Baptist University&lt;br&gt;2/F, Franki Centre,&lt;br&gt;320 Junction Road,&lt;br&gt;Kowloon Tong, Kowloon</td>
<td>9:00am-8:00pm (Monday to Friday)&lt;br&gt;9:00am-12:00noon (Saturday)</td>
<td>31 March 2005</td>
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6. The University reserves the right to reject an applicant if his/her English proficiency is not up to the required standard.
7. Programme Commencement: June 2005

Successful applicants will be required to present their original copies of credentials for verification at the time of registration. Places will be offered to qualified applicants on a first-come-first-served basis. Early application is recommended.

General enquiries<br>Tel: 3411-2891 / 3411-5424 Fax: 3411-5484 Email: sce@hkbu.edu.hk

Exempted Course at Non-Local Courses Registry, Education and Manpower Bureau. (Reference No. 410750)<br>It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.