



**The University of Fiji**

(An Entity of Arya Pratinidhi Sabha of Fiji)

## APPLICATION FOR ADMISSION Master of Business Administration (MBA)

This form is also available from the University website address: <http://www.unifiji.ac.fj/students/forms/>

Last Name

First Name

Middle Name

Title

Please tick (✓) the appropriate box for admission.

- ☐ MBA Programme
- ☐ Diploma Programme
- ☐ Certificate Programme

Indicate your preference for specialisation  
(1 for highest and 3 for lowest)

- ☐ General Management
- ☐ Human Resource Management
- ☐ Tourism and Hospitality Management

Mode of study : (✓) the appropriate box: Full Time ☐ Part Time ☐

### APPLICATION CHECKLIST

- Your application will be deemed **incomplete** if all the necessary documentation is not submitted.
- Photocopies of original documents must be **certified** by a Justice of Peace.

Please tick (✓) the box to indicate the documents that you have submitted with your application.

- ☐ 2 passport-size photographs in an envelope stapled to the application form; photos must be certified to be true likeness of you.
- ☐ Birth Certificate & Tin Registration Letter
- ☐ Marriage Certificate or Deed Poll (if name different from your birth certificate)
- ☐ Full Curriculum Vitae
- ☐ Certified copies of all qualifications and academic transcripts
- ☐ A statement on how the MBA Programme will be helpful to meet your personal and organisation's interests
- ☐ Other documents (please specify) \_\_\_\_\_

### DECLARATION

I certify that all the information given in this application is complete and accurate to the best of my knowledge.  
I acknowledge that the University reserves the right to deny me admission or cancel my registration if the information given is incorrect or incomplete or if there are insufficient resources to offer the programme I have applied for.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_  
(Your application will be deemed incomplete if you do not sign this form)

*Registered with the Fiji Higher Education Commission as a University under the Higher Education Act 2008.  
Registration Certificate Number (RGN0020/11)*

## SECTION A: PERSONAL DETAILS

## A1 Postal & Residential Address


**Tin Number:**

## A2 Telephone

\_\_\_\_\_

### A3 Fax

\_\_\_\_\_

**A4 Email**

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## A5 Gender

Male

☐

Female

9

**A6 Date of Birth**

**A7 Next of Kin:**

**Phone contact:**

**A8 Marital Status:**

Married

☐

Never Married ☐

☐

Divorced /Separated

1

Widowed ☐☐

## SECTION B: ACADEMIC AND PROFESSIONAL QUALIFICATIONS

**B1** Complete the table starting from the highest qualification.

[illegible]

**Medical Records:**

	YES	NO
Do you suffer from any chronic illness, injury, allergy or disability that the University should be aware of? If yes, please give details. _____		
Have you or has any member of your family ever suffered from TB, mental disease, fits or epilepsy or been treated in an institution for any of these diseases? If yes, give details. _____		

**B2 Attach full CV on a Separate Sheet.**

**B3 Attach a statement on a separate sheet on how the MBA programme will be helpful to meet your personal and organization's interests.**

**SECTION C: EMPLOYMENT HISTORY**

**C1 Starting from present employment.**

From.....To	Organisation	Position	Duties and Responsibilities

**Funding details:**    Private ☐    Sponsored ☐

Name of sponsoring organization: \_\_\_\_\_

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**FOR OFFICIAL USE**

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**1. Application vetted and forwarded for assessment**

..... (SAS)

**2. Decision**

Approved ☐

Not Approved ☐

Programme \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Bridging courses recommended, if any:

Course Code: \_\_\_\_\_

Course Title: \_\_\_\_\_

Approved By: Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Decision by Postgraduate Committee: \_\_\_\_\_

Authorising Officer: \_\_\_\_\_ Date \_\_\_\_\_  
(Chair, Postgraduate Committee Signature)

Student Academics Services: \_\_\_\_\_

Decision Actioned - Date

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Where to send your Completed Form**  
Send your application to:

**ADMISSIONS**  
Student Academic Services  
The University of Fiji  
Private Mail Bag  
Lautoka

E-Copy of the Application Forms can also be  
emailed to [admissions@unifiji.ac.fj](mailto:admissions@unifiji.ac.fj)