

Application Checklist

3328: Graduate Certificate in Business Administration

Please use this checklist to ensure you successfully submit your application for the accelerated online Graduate Certificate in Business Administration.

Step 1. Gather these documents to upload to your application:

- **Demonstration(s) of your leadership skills**
Please include a written statement of leadership experience, including the number of people you've managed, examples of your applied leadership* skills and how your experiences will be complemented by the Graduate Certificate in Business Administration. You must also demonstrate a sound knowledge of the Griffith Business School values. (Max. 750 words)

**Leadership can include direct management or supervisory experience and/or managing and driving change in complex environment or project.*

- **Legal documents indicating a change of name** (if applicable)
- **Any other supporting documentation** e.g. English language proficiency results or evidence (*applicable to all applicants whose first language is not English*)

Step 2. Go to the [Application Portal](#)

You'll need Internet Explorer 9 or 10, Firefox Mozilla or Google Chrome to complete your online application. Please give us a call if you need any help with this.

Step 3. Click on 'sign-up' and register to begin your application.

Step 4: Complete all sections of the online application and upload your supporting documentation.

Step 5: Review your application and click 'submit'.

Please note: The online application allows you to submit, save and return to your application at any time.