

Application Checklist

5670: Master of Business Administration

Please use this checklist to ensure you successfully submit your application for the accelerated online Master of Business Administration.

If you are unsuccessful with your MBA application you may be eligible for the 3328: Graduate Certificate in Business Administration pathway. We recommend you make this your second preference in the application for consideration.

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

- Official transcript(s) of completed qualifications
- Curriculum Vitae or professional LinkedIn profile (PDF)
- 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 MBA. 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)* or GMAT scores.

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.