General Instructions for Completing Your Application

Thank you for your interest in the Master of Accounting programme. Please read the following instructions carefully before completing your application. Supplementary instructions are given in each section of the application form. Please complete the application form and attach copies of the documents as instructed. Once you have completed the form, we suggest that you keep a copy for your record. We encourage you to apply early.

Transcripts

Please submit a set of official transcripts from each and every university, college, or graduate institution you have attended. If your institution does not provide original degree or diploma in English, you need to supplement your official transcripts with a certified translation of these documents noting the names and the designations of the translators.

Personal Statements

For paper applications, you are recommended to send your personal statements together with all the required supporting documents.

Submitting your application

We strongly encourage all applicants to submit their applications online through our website at http://ifas.xmu.edu.cn/ for fast track application process. If you choose to send the applications by mail, make sure that you have signed off your application. Transcripts and photocopies of required documents should be delivered by mail to:

Ms Sophia Ye/ Cindy Xie
Institute for Financial and Accounting Studies (IFAS)
Xiamen University
Xiamen, 361005
P. R. China,

For further information, please contact

Tel.: (0592) 2181055 Ms Sophia Ye
(0592) 2187763 Ms Cindy Xie
Fax: (0592) 2181787
E-mail: sophiaye@xmu.edu.cn Ms Sophia Ye
xy3388@xmu.edu.cn Ms Cindy Xie
Office Hours: 8.30 am - 5.30 pm Monday to Friday
Master of Finance
Master of Accounting

Please complete below:

Applicant’s Full Name: ____________________________________________

(In BLOCK LETTERS. Underline the surname/family name)

Identity Card Number or Passport Number: __________________________

Application Documents:
Before submitting this application, please check the list below where applicable. This checklist will assist you in ensuring that all necessary documents have been included in your application.

□ Application Form (Please include this checklist duly completed)
□ A copy of Identity Card
□ Two passport photographs
□ One personal statement
□ Official academic transcripts of all educational institutions attended
□ Current resume
□ Two reference letters
□ Any other supporting documents
1. PERSONAL INFORMATION

Please read the instructions carefully and print clearly in BLOCK LETTERS. Please check where applicable.

Salutation □ Mr. □ Mrs. □ Ms □ Dr

Full Name ____________________________________________

(As in your NRIC or Passport)

Surname/Family Name (if any) _____________________________ Preferred Name _____________________________

Contact Address

Street/Apt No./House No. _____________________________

City ___________________________ Province __________________ Zip code __________________________

Country ___________________________ E-mail Address __________________________

Home Tel No. ___________________________ Mobile Phone No. __________________________

Permanent Address

Street/Apt No./House No. _____________________________

City ___________________________ Province __________________ Zip code __________________________

Country ___________________________ Home Tel No. __________________________

Office Address

Street/Apt No./House No. _____________________________

City ___________________________ Province __________________ Zip code __________________________

Country ___________________________ Office E-mail Address __________________________

Business Tel No. ___________________________ Fax No. __________________________

Gender □ Male □ Female

Marital Status □ Single □ Married

Religion (optional) __________________________

Ethnic Nationality __________________________

Date of Birth (dd/mm/yyyy) __________________________ Country of Birth __________________________

Nationality __________________________ Please attach photocopies of relevant documents.

2. FAMILY INFORMATION

Particulars of Next of Kin Please complete this information. We need this information for emergency contact.

Name ____________________________________________ Relationship _____________________________

Street/Apt No./House No. _____________________________

City ___________________________ Province __________________ Zip code __________________________

Country ___________________________ E-mail Address __________________________

Home Tel No. ___________________________ Mobile Phone No. __________________________
3. UNIVERSITY EDUCATION

*Please attach official copies of relevant document*

A. Was English a medium of instruction in your undergraduate programme? Yes □ No □

If Not, Please state your medium of instruction ______________________________

B. Was your Undergraduate degree completely pursued (full time) on the campuses of degree granting universities? Yes □ No □

<table>
<thead>
<tr>
<th>From (mm/yy)</th>
<th>To (mm/yy)</th>
<th>Name of Institution</th>
<th>Degree, Major</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. PROFESSIONAL QUALIFICATIONS (Optional)

*Please attach official copies of relevant documents.*

Also include courses currently undertaking/being admitted to.

<table>
<thead>
<tr>
<th>From (mm/yy)</th>
<th>To (mm/yy)</th>
<th>Professional Body</th>
<th>Discipline</th>
<th>Stat/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. IELTS INFORMATION (Optional)

*Please attach photocopies of relevant documents*

Have you taken the IELTS? Yes □ No □

If YES, when was the test taken ______________________________

<table>
<thead>
<tr>
<th>IELTS</th>
<th>Overall</th>
<th>Listening</th>
<th>Reading</th>
<th>Writing</th>
<th>Speaking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Band</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
</tbody>
</table>

If NO, the registered date is ______________________________

Have you taken other English proficiency tests? Yes □ No □

If YES, when was the test taken ______________________________

What was the test result ______________________________
6. EMPLOYMENT HISTORY (Optional)

Please start with the most recent employment, and indicate only full-time work experiences. Exclude full-time national service and part-time, temporary and vacation jobs.

Total number of years of working experience (year to date) ____________________ years

Please check if your current job duty is a front-office or support function.

Front Office □ Support □

Latest Employment

Organization__________________________________________________________________________________________

Designation___________________________________________________________________________________________

Date of joining (mm/yy)_______________________________________________________________________________

Estimated annual salary (US$) ___________________________________Industry _______________________________

(e.g. consulting, banking, finance, hi-tech, pharmaceutical, advertising, medical etc.)

Describe your current job responsibilities


Previous Employment

<table>
<thead>
<tr>
<th>Date of Joining (mm/yy)</th>
<th>Organization</th>
<th>Designation</th>
<th>Industry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. REFEREES

Please list two referees. The reference letters provide the Admissions Committee with an important opportunity to gain further information about your candidacy thus are expected to be written by those who can supply supporting evidence of your professional experience and performance.

**Referee-1**
Name_______________________________________   Position__________________________________
Organization ____________________________________________________________________________
Address ________________________________________________________________________________
Contact No.  _______________________________    E-mail Address  __________________________

**Referee-2**
Name_______________________________________   Position__________________________________
Organization ____________________________________________________________________________
Address ________________________________________________________________________________
Contact No.  _______________________________    E-mail Address  __________________________

8. SUPPLEMENTARY INFORMATION

How did you find out about this master programme?
IFAS public talks/visits  □  IFAS website  □
Newspapers  □  Word of Mouth  □
Others (please specify) __________________

9. PERSONAL STATEMENTS

*Please remember to include your name in all pages.*

A. Provide your motivation to enter the programme and your aspirations beyond the programme.
B. On a separate page, discuss your outstanding talents, skills and inherent abilities that are not evident in your academic qualifications/record.
10. DECLARATION
I affirm that I have read and understood all the instructions in the application package, and that the information given in this application form is correct and complete.

I understand that any inaccuracy or omission of information will render this application invalid, and that, if admitted on the basis of such information, I may be expelled or be required to withdraw from the University.

I understand that the provision of any inaccurate information may render me liable to prosecution in the Court of Law.

I understand that the offer of admission by the University is conditional upon my satisfying all the prevailing criteria for admission.

Signature of Applicant: __________________________________________
Date: ______________________