THE UNIVERSITY OF MELBOURNE

APPLICATION FOR ADMISSION AS AN INTERNATIONAL GRADUATE COURSEWORK STUDENT

WHO SHOULD USE THIS FORM?

You should use this form if you are an international applicant applying for:

- Graduate Certificates and Diplomas/Postgraduate Certificates and Diplomas
- Coursework Degrees (except for the Master of Business Administration programs)
- International Graduate Scholarships.

This form should not be used by citizens or permanent residents of Australia or citizens of New Zealand or anyone who holds dual citizenship with Australia. Any applicant who fits these criteria will have their application rejected or enrolment terminated as the case may be.

HOW TO COMPLETE THIS FORM

- Please write in black ink using BLOCK LETTERS.
- Include one set of supporting documents with this application.
- All documents must be certified as true copies of originals.
- Ensure that you sign the declaration at the back of this form.
- An assessment fee of AUD$100 must accompany this application. This application will not be processed if the fee is not provided. The fee will be deducted from your tuition fees if you enrol at the University. Please refer to Part K for payment details.

Please note that delays may occur in the processing of this application if the application is incomplete.

PART A PERSONAL DETAILS

All fields must be completed

If you have previously enrolled at or applied to the University of Melbourne, please state your student/application number:

Six-digit number: | | | | | | |

Title: Mr ☐ Ms ☐ Other:

Family name:

Given name/s:

Date of birth: Day: Month: Year:

Gender: Female ☐ Male ☐

Countries of citizenship*:

* Please note that you must list each country of which you are a citizen.

Have you applied for permanent residency in Australia? Yes ☐ No ☐

Do you have an Australian visa that is not a student visa? Yes ☐ No ☐

If yes, please detail:

and attach a photocopy of the visa from your passport. It is your responsibility to ensure this visa allows you to study and covers the duration of the program for which you have applied.

Country of birth:

Main language spoken at home:

Applicant's email address:

Address for correspondence

Country:

Telephone: Country code: Area code:

Phone number:

Mobile phone:

Telephone: Country code: Area code:

Facsimile number:

Permanent address in home country

Country:

Telephone: Country code: Area code:

Phone number:

Telephone: Country code: Area code:

Facsimile number:

Appointment of Agent
(*to be completed by the applicant – agent stamp not accepted*)

I appoint the following University of Melbourne authorised agent to manage my application and I authorise the University of Melbourne to release personal information and visa documentation relevant to my application to this agent:

CLOSING DATES

Late applications may be accepted in special circumstances.

- Masters by Research and PhD candidature: Apply any time (note scholarship application closing dates).
- Diplomas, Masters and Doctorates by Coursework: Semester 1: 31 October / Semester 2: 30 April.

Before submitting applications for the following courses please confirm the closing date with the relevant faculty.

- Doctor of Veterinary Medicine: 20 December.
- Dental Science, Medicine and Physiotherapy coursework programs: Refer to www.futurestudents.unimelb.edu.au/int/grad/gradcoursework for closing dates and additional application requirements.
- Doctor of Optometry: Refer to www.graduate.science.unimelb.edu.au/science/apply for closing dates.

For scholarship application closing dates, refer to Part H.

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Melbourne JD: Refer to www.law.unimelb.edu.au for information regarding the closing dates and additional application requirements including the Law Schools Admission Test (LSAT). Please note that while a fee will apply to sit the LSAT, no additional AUD$100 University assessment fee is required.

Please provide your LSAT No: L | | | | | | | | | |

PART B GRADUATE PROGRAMS BY COURSEWORK*

To be completed by Graduate Coursework program applicants only i.e. Graduate Certificate/Diploma, Postgraduate Certificate/Diploma/Coursework Masters degrees and coursework Doctoral degree programs.

Program you are applying for:

☐ Graduate Certificate ☐ Postgraduate Certificate

☐ Graduate Diploma ☐ Postgraduate Diploma

☐ Masters Degree by Coursework ☐ Doctoral Degree by Coursework

☐ JD

Year/Semester you are applying for:

☐ Semester 1 Year 20 | | (February)

☐ Semester 2 Year 20 | | (July)

Name of the course(s) you are applying for:

Name: Specialisation: Length:

1.

2.

What are your reasons for applying for these particular courses:

REFERENCES

Please provide the names and contact details of two referees, who may be asked for their confidential advice about your suitability for the course. Note: Doctor of Clinical Dentistry applicants must provide three references.

1. Title: Mr ☐ Ms ☐ Other:

Family name:

Given name:

Position/title:

Relationship to applicant:

Address:

Country:

Phone number:

Facsimile number:

Email address:

2. Title: Mr ☐ Ms ☐ Other

Family name:

Given name:

Position/title:

Relationship to applicant:

Address:

Country:

Phone number:

Facsimile number:

Email address:

NOTE: ADDITIONAL APPLICATION REQUIREMENTS FOR FACULTY OF THE VCA AND MUSIC (VCAM) AND GRADUATE SCHOOL OF BUSINESS AND ECONOMICS APPLICANTS

- **Faculty of the VCA and Music (VCAM):** Please refer to www.futurestudents.unimelb.edu.au/int/ipg/ipgapply.html for information regarding the supplementary application form which must be completed and audition/folio requirements.
- **Graduate School of Business and Economics (GSBE):** Many programs offered by the GS BE require GMAT or GRE results to be submitted with your application. For information about the requirements for GS BE coursework programs please see www.melbournegsm.unimelb.edu.au/courses/admissionrequirements.html.

PART C ACADEMIC QUALIFICATIONS

To be completed by all applicants

Please provide details and documentation for all completed and/or current tertiary studies, including:

1. Official certified copies* of all transcripts.†
2. A university explanation of the grading system. (eg. A–B=100%–80%)
3. If the documents are not in English they must be accompanied by an official certified English translation.
4. Wherever possible please provide official advice from the university detailing the actual numeric marks (eg. 82%) or GPAs (eg. 3.4) you achieved for your tertiary studies. This will assist with the assessment of your application for scholarship.

Are you currently enrolled in a tertiary education program?

☐ Yes ☐ No

If yes, when will your final results be available?

Month: Year:

* A certified copy is a photocopy of the original document with the signature and official stamp of an appropriate authority (eg. solicitor, principal, doctor, police officer) indicating that they have sighted the original. A photocopy or fax of a certified copy is not acceptable. Please note that all documents remain the property of the University of Melbourne.

† Applicants who have completed their degree are advised that if their transcript does not state they have successfully completed their degree, they must provide an original or certified copy of an official letter from their institution confirming completion, in addition to their final academic transcript.

Please complete the table below with your most recent or current qualification listed first.

NAME OF QUALIFICATION:	NAME OF INSTITUTION:	COUNTRY OF INSTITUTION:	COURSE LENGTH: (NO. OF YEARS FULL TIME STUDY)	DATE COMMENCED: (DD/MM/YY)	DATE OF COMPLETION: (DD/MM/YY)

PART E PROFESSIONAL WORK EXPERIENCE (LAST FIVE YEARS)

To be completed by all applicants

Have you had any work experience that is relevant to your proposed area of study? Yes ☐ No ☐

If yes, please give details:

Details of current employment (if applicable)

Current employer:

Position title:

Commencement date: Day: Month: Year:

Nature of work and level of responsibility (include hours worked per week and number of staff supervised):

Has your work been published in a refereed journal? Yes ☐ No ☐

If yes, provide details below and attach a copy of the front page of each publication:

JOURNAL/ PUBLICATION NAME	PUBLICATION VOLUME	DATE	FULL AUTHOR LIST (AS LISTED IN JOURNAL)	TITLE OF ARTICLE

Membership of professional society/association (if any):

NAME OF SOCIETY	GRADE OF MEMBERSHIP	YEAR OF FIRST MEMBERSHIP/ASSOCIATION

PART F GRADUATE ENGLISH LANGUAGE PROFICIENCY

To be completed by all applicants

> Please refer to the University's Future Students website for the latest information on the University's English language requirements including required IELTS, Pearson Test of English and TOEFL scores: www.futurestudents.unimelb.edu.au/courses/pgenglishreq.html

> Documentary evidence is required to demonstrate your English language proficiency.

A

I have a valid IELTS (Academic) or TOEFL or Pearson Test of English language test result that meets the University's English language requirements. Refer to www.futurestudents.unimelb.edu.au/courses/pgenglishreq.html for score requirements.

☐ Yes (attach original test results)

Date completed*:

_____

* Note: test results expire two years after the test was taken.

B

I will be sitting for an IELTS (Academic), Pearson Test of English or TOEFL test or I am waiting for the test results.

☐ Yes

Approximate date test will be taken**:

_____

** Note: Month and Year is okay if a test has not yet been booked.

C

Within the last two years I have satisfactorily completed either a postgraduate degree of at least two years' duration, or an undergraduate degree, where the degree was taught and assessed entirely in English.

☐ Yes

Please provide formal advice from the institution to support your claim that you have satisfied this requirement.

If the degree was completed within the last five years, you can provide evidence of sustained work in an English language environment and/or writing in English since completing the degree for consideration by the selection committee.

D

Within the last two years I have satisfactorily completed either a postgraduate degree of at least one year duration, where this degree was taught and assessed entirely in English and the English language entry standard was at least IELTS (Academic) overall band score 6.5 or equivalent.

☐ Yes

Please provide formal advice from the institution to support your claim that you have satisfied this requirement.

If the degree was completed within the last five years, you can provide evidence of sustained work in an English language environment and/or writing in English since completing the degree for consideration by the selection committee.

E

I am a citizen of one of the designated*countries listed below and have completed undergraduate studies that was taught and assessed in English and have subsequently worked in an English speaking country

☐ Yes

*Australia, Canada, New Zealand, Singapore, South Africa, United Kingdom and the United States.

F

I have achieved the required score in an approved school English subject listed below and have completed undergraduate studies that included the submission of written assignments in English within the past 5 years.

Approved English subjects:

Approved School English:

☐ Denmark Studentereksamen : English A Ð Grade 7, English B Ð Grade 10

☐ Germany Abitur : Grade 10 in Leistungskurs English

☐ Netherlands VWO: Grade 8 in final year English

☐ Norway Vitnemal: Grade 4 in final year English

☐ Sweden Slutbetyg: VG or grade 4 in final year English

PART G EXTERNAL FUNDING

To be completed by all applicants

Do you expect to be sponsored by a company, home government or a scholarship body? ☐ Yes ☐ No

Please provide details of any sponsorship arrangements, scholarships or research grants currently held or applied for. Note that evidence of this award, including details of funding body and duration, must be attached to this application. If you are unable to enclose this with your application, it must be received by the scholarship closing date:

_____

_____

_____

_____

PART H GRADUATE COURSEWORK SCHOLARSHIPS FOR INTERNATIONAL STUDENTS

International applicants who receive an unconditional offer of a place in a University of Melbourne course will be automatically considered, subject to availability, for the scholarships outlined below. The scholarship eligibility requirements include submission of this application and all required documents to the University by the scholarship closing dates noted below. Applicants must meet the University's English language and other requirements to receive an unconditional course offer.

Scholarships for graduate coursework studies

- Asian Development Bank Scholarships (ADB Scholarships)
- International Postgraduate Coursework Awards (IPCAs)
- New Generation International Graduate Scholarships (NGIGS)
- Refugee and Asylum Seeker Scholarships (RASA)
- Human Rights Scholarships (HRSs)

Please refer to www.unimelb.edu.au/scholarships for detailed information about eligibility, academic progress requirements, availability and benefits.

SCHOLARSHIP SELECTION AND ELIGIBILITY GUIDELINES

- Scholarship selection is very competitive. Admission to a course does not guarantee the award of a scholarship.
- Selection is based on academic merit. This usually means a high first-class honours/first division with distinction or equivalent in the most recently completed qualification. Publications in international refereed journals are also taken into account.
- International Scholarships are available to students from any overseas country (excluding citizens and permanent residents of Australia and citizens of New Zealand).
- English language requirements must be met and documentation submitted by the closing date for consideration in the main rounds. Applicants will only be considered when an unconditional offer for admission has been made.
- Most scholarships are accessible across all faculties.
- Students already in receipt of a scholarship that covers tuition fees and/or a living allowance are ineligible for the same type of scholarship.
- Students who have already completed a degree (PhD or Masters) at an equivalent or higher level to the course for which they are seeking a scholarship are not eligible for consideration.

SCHOLARSHIP CLOSING DATES

International applicants are strongly encouraged to submit their application, including all of the required documents, by the application closing dates. This will enable the application to be considered for a greater range and number of scholarships.

Scholarship	Application closing date
IPCA[1]	31 October
HRS	31 October
NGIGS[2]	31 October
ADB Scholarships[3]	31 August (for Semester 1) 15 February (for Semester 2)

Note:

1. 31 October is the closing date for the first round. Applications received after 31 October will be considered for any IPCAs that remain after the first round.
2. Closing dates may vary according to the course for which the applicant is applying. Applicants should confirm the course application closing date with the relevant faculty.
3. These are the dates by which applicants must have an unconditional course offer to be considered for an ADB Scholarship. Applicants are encouraged to submit their Application for Admission as an International Graduate Student form at least eight weeks before the dates noted above.

MORE INFORMATION

All queries about these scholarships should be directed to the Melbourne Scholarships Office:

Graduate Coursework Scholarships
Web: www.unimelb.edu.au/scholarships
Email: www.undergradschols.unimelb.edu.au/query
Phone: (+61 3) 8344 7467
Fax: (+61 3) 8344 3734

PART I HOW DID YOU FIND OUT ABOUT THE UNIVERSITY?

To be completed by all applicants

We would be grateful if you could let us know how you found out about the University. Please tick one box only.

- ☐ Visiting University of Melbourne staff member
- ☐ Graduate/s of the University of Melbourne
- ☐ Advertisement in newspaper/magazine
- ☐ University of Melbourne representative
- ☐ Family/friends
- ☐ University of Melbourne website
- ☐ Other website
- ☐ IDP Education Australia Country:
- ☐ An education exhibition Country:
- ☐ Interview program Country:
- ☐ Australian Diplomatic Mission
- ☐ University careers advisor/University lecturer
- ☐ Hawthorn English Language Centre
- ☐ ICC seminar/counselling session
- ☐ Other

PART J DECLARATION AND SIGNATURE

To be completed by all applicants

1. I declare that the information I have submitted with this application is a true and complete record of all academic results I have achieved at each and every university and tertiary institution which I have attended.
2. I hereby authorise the University of Melbourne to make enquiries and to obtain official records from any university and tertiary educational institution concerning my current or previous attendance which, in its absolute discretion, it believes are necessary.
3. I acknowledge that my failure to disclose my true and complete tertiary record may result in my being excluded from the University. I further declare that all the financial information supplied by me is complete, true and correct in every particular and acknowledge that the University may terminate my studies if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the course undertaken. I understand that in investigating the veracity of the information I have provided, the University of Melbourne may require me to repeat the biometric component of any English language proficiency test I have undertaken.
4. I understand that should I be awarded a scholarship from the University of Melbourne I may not hold another equivalent award at the same time.
5. I declare that I will be able to abide by the University's policy regarding refunds outlined in Arrangements Relating to the Payment of Student Fees.
6. I understand that should I be awarded a scholarship from the University of Melbourne, I will be required to repay to the University of Melbourne any scholarship/s that I have received on the basis of false or misleading information included in my application. Scholarship benefits may include living allowances, fee remission and travel allowances.
7. I understand that the personal information that I have provided may be released to Australian Commonwealth and State agencies under the *Education Services for Overseas Students (ESOS) Act 2000*.
8. I understand that the University reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
9. I understand that at the time of enrolment I may be required to supply originals of any documents used to support this application. I acknowledge that all documents submitted become the property of the University of Melbourne.

Name of applicant (please print):

Signature:

Day: Month: Year:

PART K ASSESSMENT FEE*

☐ Please charge AUD$100 to my credit card below:

Please tick box: ☐ Mastercard ☐ Visa

Card number:

Cardholder name:

(please print)

Card expiry date: Month: Year:

Cardholder signature:

☐ I attach a bank cheque or money order for AUD$100 made payable to the University of Melbourne. The bank cheque must be payable to an Australian bank.

* Not required for JD applicants or graduates of the University.

OFFICE USE ONLY – ASSESSMENT FEE WAIVER

Exhibition/Interview Program:

Waived by (print name):

Faculty:

Signature: Date:

Note: the assessment fee can only be waived by a University staff member at an exhibition or interview program.

PLEASE RETURN THIS FORM TO:

Associate Director, Enquiries and Admissions
International Admissions, Information Centre
The University of Melbourne, Victoria 3010, Australia
Telephone: (+61 3) 8344 4505
Facsimile: (+61 3) 9347 9062

For further information:
General information page: www.unimelb.edu.au
Email enquiries: www.futurestudents.unimelb.edu.au/contact/international
CRICOS Provider Code: The University of Melbourne 00116K

UNIVERSITY OF MELBOURNE PRIVACY STATEMENT

The University of Melbourne has a statutory obligation to comply with the *Information Privacy Act (VIC) 2000* and the Health Records Act (VIC) 2001 in its treatment of personal and health information regarding students.

The University collects information about a student for a number of purposes. The main purposes are to enable proper administration of an individual's course of study, to assist the University to organise programs for the health and welfare of students and to foster alumni relations and promote University activities. Information is also collected under Commonwealth or State Government legislation for the purposes of reporting annually to these governments and for the administration of, but not limited to, the Higher Education Loan Programme (HELP) and the Youth Allowance (Austudy and Abstudy). Information may also be collected to facilitate internal planning.

The University holds personal information on computer and paper based records. It takes all reasonable steps to ensure that the information it holds is accurate and complete and that it is protected from misuse, loss, unauthorised access or disclosure.

Information concerning enrolled students is maintained by the Student Administration section in the University's Academic Services Division. The University will not disclose personal information about you without your permission or unless permitted or required by law.

Examples of instances when personal information about you may be disclosed are:

- informing Centrelink of your enrolment details if you are in receipt of payments;
- releasing statistical information to the Department of Education, Science and Training;
- releasing statistical information to the Office of Training and Tertiary Education;
- releasing information to the Department of Immigration and Multicultural Affairs
- informing the Australian Taxation Office of your taxation liabilities;
- assisting the police with personal information about you if you are alleged to have
- been involved in a criminal offence;
- releasing your academic details to another tertiary institution or tertiary admission
- centre if you apply to transfer studies; and
- publishing the names of graduates.

Access to and correction of your information are handled in accordance with the *Freedom of Information Act 1982*. Data obtained via the Enrolment Questionnaire that is reported to the Commonwealth Government can be viewed (and, if necessary, corrected) at http://sis.unimelb.edu.au.

The University's Privacy Officer is the University Secretary, Ms Janet White. The Privacy Officer's website, contains the University's Privacy Policy and provides detailed information about the contact details, complaints procedures and other aspects of the University's privacy regime.

If you have an enquiry about your privacy rights in relation to the collection of information from students, please contact the University's Privacy Officer.