

## Applying to the University of Melbourne

### University application fee

The University of Melbourne charges an application fee of AU\$100 to all applicants. **Study Options can waive this fee for qualified candidates**, so please do not enter payment details on the form when applying to the University with Study Options. If you are not eligible for a fee waiver, a member of the Study Options team will be in touch to advise once your application has been received and checked. If you have any queries please contact us on [mail@studyoptions.com](mailto:mail@studyoptions.com) or 020 7353 7200.

### How to apply

Complete this form on screen, or print and complete it. Please email the completed form and scans of the supporting documents listed below to [mail@studyoptions.com](mailto:mail@studyoptions.com)

If you do not have access to a scanner, please take a clear photo of each page and document on your phone, and email the images to [mail@studyoptions.com](mailto:mail@studyoptions.com)

If neither of these are possible please post your forms and original documents to us as hard copy. Please post to Study Options, 83 Alma Road, Clifton, Bristol, BS8 2DP.

### Supporting documents required for undergraduate (bachelors) applications:

1. A photocopy of the personal details page of your passport
2. IF APPLYING BEFORE COMPLETION OF SCHOOL LEAVING QUALIFICATIONS (EG: A-LEVELS, IB, PRE-U DIPLOMA): Original certificates/evidence of GCSE and AS Level results (or equivalents) plus details of final predicted grades. Predicted grades must be official predictions, issued on school/college letterhead and signed by an appropriate person (head of careers, head of year etc).
3. IF APPLYING AFTER COMPLETION OF SCHOOL LEAVING QUALIFICATIONS (EG: A-LEVELS, IB, PRE-U DIPLOMA): Original certificates for GCSE and school-leaving qualifications.
4. A personal statement (please aim for a maximum of 400-500 words). This is not compulsory, but we strongly recommend that you include it.

### Application notes

1. If any further material or documents are required for your application, Study Options will be in touch to request these after we have received and checked your application.
2. All academic documents must be submitted as originals, we can't accept photocopies. We'll make certified copies to send with your application, and will return the originals by recorded delivery. To ensure their safe arrival, please send your documents to us by recorded delivery.
3. Please use this form to apply for undergraduate (bachelor) degrees at Bond University. Do not use this form if you are postgraduate student, or if you are a citizen or permanent resident of Australia or New Zealand.

If you have any questions or problems making your application please contact a student advisor at Study Options on 020 7353 7200 or [mail@studyoptions.com](mailto:mail@studyoptions.com)



THE UNIVERSITY OF  
MELBOURNE

# APPLICATION FOR ADMISSION INTERNATIONAL UNDERGRADUATE STUDENT

## WHO SHOULD USE THIS FORM?

You should use this form if you are an international applicant applying for undergraduate programs at the University of Melbourne. International students who are currently studying VCE, Australian Year 12 equivalent or IB at an Australian secondary school must apply through VTAC ([www.vtac.edu.au](http://www.vtac.edu.au)). Study Abroad and Exchange applicants must complete the Study Abroad and Exchange form: [www.futurestudents.unimelb.edu/int/saex](http://www.futurestudents.unimelb.edu/int/saex)

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 complete the checklist and 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 assessment fee is not provided. The fee will be deducted from your tuition fees if you enrol at the University. The fee may be paid in the form of a bank cheque made payable to 'The University of Melbourne' at an Australian bank or by credit card. Please see part J of this form for payment details.

## 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 or nine digit number: | | | | | | | | | |

Title: Mr  Ms  Other: \_\_\_\_\_

Family name: \_\_\_\_\_

Given name: \_\_\_\_\_

Date of birth: Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Gender: Male  Female

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.

Address for correspondence

STUDY OPTIONS LTD  
83 ALMA ROAD, CLIFTON  
BRISTOL, BS8 2DP  
+44 117 911 5610

Country: MAIL@STUDYOPTIONS.COM

Telephone: Country code: \_\_\_\_\_ Area code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Facsimile: Country code: \_\_\_\_\_ Area code: \_\_\_\_\_

Facsimile number: \_\_\_\_\_

**Applicant's email address:** \_\_\_\_\_

Permanent address in home country

\_\_\_\_\_

Country: \_\_\_\_\_

Telephone: Country code: \_\_\_\_\_ Area code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Facsimile: 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:

\_\_\_\_\_

## PART B COURSE PREFERENCES

Name of course you are applying for: Specialisation/major: \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

→ Note: Not all courses are available for Semester 2 (July) commencement.

Additional information for Faculty of the Victorian College of the Arts & Music (VCAM) course applicants:

→ If you are applying for the Bachelor of Music:

Have you submitted an audition recording?  Yes  No

Have you been auditioned by the Dean?  Yes  No

→ For all other VCAM courses please complete the supplementary application form at:

[www.futurestudents.unimelb.edu.au/int/iug/iugapply.html](http://www.futurestudents.unimelb.edu.au/int/iug/iugapply.html)

Preferred semester and year of commencement

1st semester (March) Year: 20 \_\_\_\_\_

2nd semester (July) Year: 20 \_\_\_\_\_

→ Are you considering applying for a graduate course upon completion of your undergraduate course?  Yes  No

If yes, which graduate course? \_\_\_\_\_

## CLOSING DATES:

Semester 1: 20 December

Semester 2: 31 May

Late applications may be accepted in special circumstances, however students are advised to apply as early as possible to avoid visa delays.

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

## PART C ACADEMIC QUALIFICATIONS

Please provide details and documentation for all previous and/or current studies (eg. Secondary school studies and Foundation studies) including:

1. Official certified copies of all transcripts
2. An official explanation of the grading system
3. If the documents are not in English, they must be accompanied by an official certified translation.

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

### Current studies

NAME OF QUALIFICATION: (eg. GCE A-Levels, IB, Bachelor of Business)	NAME OF INSTITUTION/SCHOOL:	COUNTRY OF INSTITUTION:	COURSE LENGTH (no. of years or months):	DATE COURSE WAS/WILL BE COMPLETED (dd/mm/yy)

### Previous studies (eg. GCSE O-Levels, STPM)

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Please note, if you commence additional study you must notify the University of Melbourne to ensure that your application can be reassessed for entry and/or subject credit.

## PART D CREDIT FOR PREVIOUS STUDIES

Are you seeking advanced standing for courses or subjects already undertaken?  Yes  No If yes, please attach:

1. full documentation of studies completed
2. details of grading system
3. an indication of the subjects you are enrolled in but have not yet completed
4. the subject content for each subject.

International Admissions may request further information before making a decision regarding credit.

If you have not studied in the last 12 months, please state your activities during this period:

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## PART E ENGLISH LANGUAGE PROFICIENCY

→ Please refer to the Future Students website for the latest information on the University's English language requirements including required IELTS and TOEFL scores: [www.futurestudents.unimelb.edu.au/courses/ugenglishreq.html](http://www.futurestudents.unimelb.edu.au/courses/ugenglishreq.html)

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

A) I have a valid\* IELTS (Academic) or TOEFL English language test result that meets the University's English language requirements.

Yes (attach test results) \*Note: test results expire 2 years after the test was taken.

B) I will be sitting for an IELTS (Academic) or TOEFL test or I am waiting for the test results.

Yes

C) I have completed English studies approved by the University eg. Australian Year 12 English, NCEA level 3 English, approved Australian Foundation Program English.

Yes

D) I have obtained a grade C or greater in one of the following GCE AS subjects: General Paper, General Studies, English Language, English Literature, English Language and Literature.

Yes

E) I have completed one of the following programs and achieved the stated grade for English:

Denmark – Studentereksamen – grade 10 (level B)

Germany – Abitur – grade 10

Netherlands – VWO – grade 8

Norway – Vitnemal – grade 4

Sweden – Avgangsbetyg – VG or grade 4

Yes

F) I have satisfactorily completed at least the first year of a tertiary course within the last two years :  
or at least a two year tertiary degree within the last five years where English is the language of instruction and assessment for the entire institution.

Yes

G) Other – please attach documentary evidence.

## PART F HOW I FOUND 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 web site
- Other web site
- 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 G CHECKLIST

I have included original or certified\* copies of the following documents\*\* with my application:

- Yes  No I have checked to see that I meet the minimum entry requirements
- Yes  No Evidence of English language proficiency (see part E for details)
- Yes  No Certified copies of academic transcripts with an explanation of the grading system
- Final year of high school. If you are currently studying please forward your final results as soon as they are available.
- Year preceding final year of high school
- All results of tertiary studies
- Yes  No If currently studying, details of subjects being undertaken
- Yes  No A certified translation of academic records if the original is not in English
- Yes  No An assessment fee paid by:
- Bank cheque  Money order  Credit card

\* 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.

## PART H 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.

## PART I DECLARATION AND SIGNATURE

1. I declare that the information provided by me is true and complete in every particular, including a complete record of all academic results I have achieved at any university or tertiary institution attended.
2. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
3. I acknowledge that the University of Melbourne reserves the right to reverse or vary any decision regarding admission made on the basis of incomplete or false information.
4. I declare that I will be able to abide by the University's policy on admission, fees payments and fees refunds.
5. I understand that the University of Melbourne reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
6. I acknowledge that all documents submitted become the property of the University of Melbourne and will not be returned.
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*.

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

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

## PART J ASSESSMENT FEE

- I attach a bank cheque for AUD\$100 made payable to the University of Melbourne
- Please charge AUD\$100 to my credit card  Visa  Mastercard

Card Number:

Card Holder Name:

Card Expiry Date: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

## PLEASE RETURN THIS FORM TO:

~~The General Manager~~

~~International Admissions, International Centre~~

~~The University of Melbourne, Victoria 3010 Australia~~

~~Telephone: (+61 3) 9344 4505~~

~~Facsimile: (+61 3) 9347 9062~~

For further information:

General information page: [www.unimelb.edu.au](http://www.unimelb.edu.au)

Email enquiries and frequently asked questions:

<http://unimelb.custhelp.com>

**STUDY OPTIONS LTD**

83 ALMA ROAD, CLIFTON

BRISTOL, BS8 2DP

+44 117 911 5610

MAIL@STUDYOPTIONS.COM



## OFFICE USE ONLY

### FACULTY ASSESSMENT

Offer

Name of Course: (eg: Bachelor of Arts)

Length of Course:

In years

Course/stream code:

Semester:    Year:

OR Semester:    Year:

Unconditional     Conditional

If conditional, please outline conditions:

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No Offer

Reasons:

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Comments:

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Authorised Signature:

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Print Name:

Date:

### ASSESSMENT FEE WAIVER

Exhibition/Interview Program:

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Waived by (name):

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Faculty:

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Signature:

Date:

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

*Information is collect 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.*



## Education Agent Nomination and Authorisation

You must complete this form if you have appointed a University of Melbourne education agent to assist you with your application to the University of Melbourne. The form **MUST BE COMPLETED BY THE APPLICANT** and not the education agent.

By completing this form you are:

- Authorising the education agent nominated in SECTION B to act on your behalf for this eApplication; and
- Agreeing to information relevant to your application, visa and admission being released to the education agent. Your education agent will be included in all correspondence regarding the progress of your application.

Before completing this form, review and note the information and any restrictions outlined at [http://futurestudents.unimelb.edu.au/contact/overseas\\_representatives](http://futurestudents.unimelb.edu.au/contact/overseas_representatives)

If you have already authorised an education agent to manage your application and are changing to another education agent, you will be required to provide further information including the reasons for changing agents in SECTION C.

### SECTION A: STUDENT DETAILS

UoM Student ID Number (if known)	
Date of Birth	
Given Name	
Family Name	
Email address (your personal email)	

### SECTION B: AGENT DETAILS

*The University of Melbourne Education Agent you are authorising to act on your behalf.*

Agent Company Name	Study Options/London/United Kingdom
Agent Office (City)	London
Agent Office (Country)	United Kingdom
Counsellor's Name and Email	

Note that you can only use a University of Melbourne education agent listed in your country<sup>1</sup>

Please tick one of the following options that best describes your circumstance.

- I am living, working and/or studying in the country where the education agent is located.
- Other (please explain):

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<sup>1</sup> See the education agents listed for your country at: [http://futurestudents.unimelb.edu.au/contact/overseas\\_representatives](http://futurestudents.unimelb.edu.au/contact/overseas_representatives)

### SECTION C: CHANGE OF AGENT

If you have already authorised an education agent to manage your application and are changing to another education agent:

- You must complete this section, and
- Provide details of the University of Melbourne Education Agent you previously authorised.

Previous Agent Company Name	
Previous Agent Office (City)	
Previous Agent Office (Country)	
Date you first authorised this agent	

#### Why are you changing agent? Do any of the following apply?

Please select one of the following options that best describes your circumstance.

- I have moved and the new agent is in a more convenient location
- I am not satisfied with the service provided by my previous agent. Please specify:

- \_\_\_\_\_
- Other (please explain):
- \_\_\_\_\_

#### Confirmation that you are withdrawing your authorisation for the previous agent to act on your behalf.

- I confirm withdrawal of my authorisation for the agent shown in SECTION C to act on my behalf.

Please note that this change of agent is subject to approval, and that subject to approval, the agent shown in SECTION C will be notified in writing that you have withdrawn your authorisation. They will not be included in any further correspondence about the progress of your application.

Once the change of agent is approved, **your login and password for eApplication will also be reset with new password being sent to your personal email address on this form.**

### SECTION D: DECLARATION

1. I have completed the Education Agent Nomination and Authorisation form myself.
2. I authorise the education agent shown in Section B to represent me in all dealings with the University of Melbourne regarding my application.
3. I acknowledge that the University of Melbourne reserves the right to reject this request for the education agent to act my behalf.

Applicant's signature	
Parent's/Guardian's signature (if applicant is under 18 years old)	
Date	

## STUDENT DECLARATION

<b>Name:</b>			
<b>Date of birth:</b>		<b>Nationality:</b>	
<b>Mobile:</b>		<b>Landline:</b>	
<b>Email:</b>			

<b>Who will fund your tuition fees and living costs? Please give further details below:</b>

<b>Have you ever been refused a visa for Australia or another country?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Do you have any health issues that may affect your application for a student visa?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Will you have any family members joining you? If so please state name, age and relationship to you in the box below.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- I declare that I have read and understand the information relating to the cost of living in Australia at:  
<https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool>  
 and I have access to sufficient funds to cover all associated costs with my study, travel to and from Australia, living expenses for the duration of my studies for myself and my family members (if applicable) for the total period of my stay in Australia.
- I understand that the tuition fees do not include expenses such as textbooks, stationery and additional programme specific requirements.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, I will not seek assistance from the University or the Australian government.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, the University reserves the rights to terminate my enrolment and eCoE.
- I hereby certify that all the statements made on this declaration of finances are true and correct.

<b>Student signature:</b>	
<b>Name:</b>	
<b>Date:</b>	

Please return this declaration with your application form(s)