

Applying to Bond University

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

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

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 postgraduate (masters) applications:

1. A photocopy of the personal details page of your passport
2. Original academic transcripts for each year of your degree (a transcript is an official list, issued by the university, of the subjects you've studied and the grades obtained). Transcripts should carry an explanation of the university's grading system on the back. If they don't, please provide one separately.
3. Original bachelors completion certificate.
4. A CV, detailing any relevant work experience.
5. A personal statement (please aim for a maximum of 400-500 words).

Application notes

1. If further material or documents are required, Study Options will be in touch to request these after we have received and checked the 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 and postgraduate degrees by coursework (masters and graduate diplomas). Do not use this form if you are a research 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



**BOND
UNIVERSITY**

OFFICE OF ADMISSIONS
Bond University
University Drive, Robina
Queensland 4229 Australia
Ph: +61 7 5595 1024
Fax: +61 7 5595 1015
CRICOS CODE 00017B

To apply online visit
www.bond.edu.au/apply

Agent's Stamp

STUDY OPTIONS LTD
83 ALMA ROAD, CLIFTON
BRISTOL, BS8 2DP
+44 117 911 5610
MAIL@STUDYOPTIONS.COM

Application for Postgraduate Admission

1 Personal Details

Title Given name(s)

Surname or family name

Preferred name (or nickname)

Male Female

Date of birth

 Day Month Year

Citizenship

Country of birth

If you are not an Australian citizen, do you hold a permanent resident visa? Yes No
If yes, please provide a copy of your visa with this application.

Address for correspondence (applicants address only)

 State Postcode/Zip code

Country

Permanent home address (applicants address only)

 State Postcode/Zip code

Country

Phone (include area code)

After hours/Home

Mobile

Business hours/Work

Fax (include area code)

Email

Please print clearly - your email address will be used for all correspondence regarding the processing of your application.

Agent email (if applicable)

2 Preferred course of study

Degree - Preference 1 (if combined degree list as one preference ie. MBUS/MBL)

Major/area of specialisation

Degree - Preference 2 (if applicable)

Major/area of specialisation

Commencement semester (tick one box only and insert appropriate year)

 January 20 May 20 September 20

Do you intend to study on a full-time or part-time basis

 Full-time Part-time

If you intend to enrol in English Studies at our English Language Institute (BUELI), please advise the commencement date

Month Year

Student visa regulations require international students to study full-time

Office Use Only

DATE RECEIVED

 Intl _____

ENTERED

 Intl _____

3 Special requirements

Do you suffer from any condition - medical or otherwise, which will require Bond University to make special provision for you, either academically or with regard to on-campus accommodation?

If yes, you are required to provide specialist documentation with your application Yes No

4 Tertiary education

Give details of your tertiary (higher education) studies.

| Year(s) | Name of qualification | School or college | State or country | F/T or P/T | Completed |
|----------------------|-------------------------|---------------------------------|-------------------|------------|------------|
| <i>eg. 1993-1995</i> | <i>Bachelor of Arts</i> | <i>University of Queensland</i> | <i>Queensland</i> | <i>F/T</i> | <i>Yes</i> |
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If you are currently enrolled, indicate when you expect to qualify for your award Month Year

5 Employment history

Please provide details of your employment history and briefly describe your duties. Applicants are encouraged to provide a separate, more detailed resume. Master of Business Administration (MBA) applicants must provide this documentation.

| Year(s) | Employer | Position/nature of duties | F/T or P/T |
|---------|----------|---------------------------|------------|
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6 Career objectives and goals - optional (but will assist with your application)

Indicate your career objectives; be as specific as you can. Where do you see yourself five years from now?

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Indicate the benefits you expect to gain from your proposed program; be as explicit as possible.

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10 International student details (must be completed for application to be processed)

Is English your first language

Yes No

If no, was English the language of instruction in your high school or tertiary education

Yes No

If you answered **no** to both questions, you must provide evidence of your English language proficiency.

Please attach a **certified** copy of your most recent IELTS or TOEFL test results. The TOEFL institution code for Bond University is 9808.

Candidates should ask that their test score be sent directly to the Office of Admissions at Bond University

Language spoken at home, specify:

If you do not meet the University's English entry requirements, do you wish to study English at our government accredited English Language Institute (BUELI)? If yes, you may be eligible for an offer to an English Program

Yes No

Do you have a current Australian visa? Yes No

Passport No.

If no, please specify the location of the Embassy at which you will apply for your student visa?

Visa expiry date Day Month Year 3 digit code and visa type (eg 573, student)

Do you have current Overseas Student Health Cover (OSHC)? Yes No

Expiry date Day Month Year

OSHC Policy No.

Please note, if travelling with school-age dependants, you will be required to pay full fees if the dependants enrol in either a government or non-government school.

11 Requirements for MBA applicants only

MBA and EMBA Candidates are required to submit a cover letter addressing their career objectives, future ambitions and experience they will bring to their MBA or EMBA class.

Referee Reports

All applicants are required to provide two references, one of which must be work related. Your nominated referees should forward their references directly to the Office of Admissions, quoting your full name and chosen program.

12 How did you find out about Bond University?

Friend

Advertisement

Bond Website

Study Abroad program

Other student or graduate of Bond University

Bond Open Day

Careers market (specify)

Education exhibit (specify)

Other _____

13 Privacy Collection Statement

Bond University ('BU') may collect personal information about you, including:

- the information on this form;
- information provided by your nominated next of kin in relation to this application; and
- information on other forms or documents requested by, and provided by you or other educational institutions to BU.

BU collects this information for the purpose of:

- assessing your application;
- providing services to you;

unless you indicate that you do not wish BU to use your personal information for this particular purpose by placing a tick in the adjacent box, providing you with information about other services that BU offers that may be of interest to you;

- facilitating BU's internal business operations, including the fulfilment of any legal requirements;
- analysing BU's services and customer needs with a view to developing new and/or improved services; and

unless you indicate that you do not wish BU to use your personal information for this particular purpose by placing a tick in the adjacent box, providing you with promotional information about BU.

In the case of visa details, BU is required to collect this information pursuant to Australian Immigration Laws.

BU may disclose personal information about you to:

- service providers, who assist BU in operating its business, however, these service providers are required to comply with BU's privacy policy in how they handle your personal information;
- a purchaser of the assets and operations of BU's business, providing those assets and operations are purchased as a going concern;
- its related entities;
- in the case of untrue or misleading information, the Australian Vice-Chancellors Committee ('AVCC') or any AVCC member institution;
- in the case of an emergency involving you, your next of kin; and
- your agent, whose details appear on the front of this form, and/or your next of kin for the purpose of processing your application.

If the personal information you provide to BU is incomplete and/or inaccurate, BU may be unable to process this application and/or be unable to provide you with the services you are seeking.

You may access the personal information BU holds about you in accordance with BU's privacy policy.

14 Declaration

I understand that it is my responsibility to provide all documentation requested by the Office of Admissions and authorise BU to obtain, where necessary, any further information from my nominated next of kin and the appropriate educational institutions.

I hereby declare that to the best of my knowledge all information submitted or made available by me to BU, whether in relation to any course of study or otherwise, is true, accurate and complete. If any information is considered to be untrue or misleading in any respect, I consent to the collection, storage and disclosure by BU, the AVCC, or any AVCC member institution of a record of any such information or any other irregular activity. I understand that any record stored or disclosed according to this system may contain personal details about me from which I may be identifiable.

I understand that BU reserves the right at any stage to withdraw a place which has been offered on the basis of incomplete or incorrect information.

Signature of applicant (or guardian if under 18 years old)

_____/_____/_____
Date

I consent to BU providing information relating to the processing of my application to the agent whose details appear on the front of this form and/or my nominated next of kin.

Signature of applicant (or guardian if under 18 years old)

_____/_____/_____
Date

Information for applicants

Applications

Your application will not be processed unless it is accompanied by all relevant documentation. Certified photocopies of original documents are preferred as originals will not be returned. Applications may be made at any stage during the year, however, applicants who wish to be considered for a scholarship must lodge their application by the closing dates listed on the application form. To allow time for student visa processing, international applicants should ensure that their application is lodged at least two months prior to the date you plan to commence your studies.

Offers

Both minimum academic and English entry requirements must be met in order to gain entry to Bond University's courses. Please ensure that you include certified copies of both academic transcripts and English proficiency tests (either IELTS or TOEFL with TWE) when you submit your application form.

If your English language level is not sufficient for direct entry to a degree program, you may be made an offer of admission conditional upon you meeting our English language requirements prior to beginning your degree. Should you require further studies in English, you can choose to enrol in BUELI's government accredited ELICOS programs.

If you meet the University's entry requirements you will normally receive a formal letter of offer within two weeks of your application arriving at the Office of Admissions. Your letter of offer will include a unique student identification number (SID). Please use this in any subsequent dealings with the University.

Acceptance procedure - International applicants

To accept your offer of a place at Bond University, you must return the response to offer form which accompanies your letter of offer, together with payment of your first semester's tuition fees, plus proof of Health Care Cover and any other fees specified on your response to offer. Payment must be in the form of a bank draft, telegraphic transfer, via credit card or cheque made payable to Bond University, in Australian dollars, and drawn on an Australian bank. When the Office of Admissions receives the specified fees you will be sent a Confirmation of Enrolment, which you will require for your student visa application.

Successful applicants who hold a current Australian Student Visa may accept an offer by returning their response to offer form with a bank draft to cover the non-refundable tuition deposit. The tuition deposit will be deducted from your first semester's tuition fees upon enrolment. Your confirmation of enrolment, which you will require for your student visa extension, will be issued when you return your response to offer and non-refundable deposit.

Registration and enrolment

Students who accept their offers may access detailed instructions concerning registration procedures approximately one month prior to the commencement of their course, via the Bond website. Students should plan to arrive on campus one week prior to the commencement of classes to participate in orientation.

Deferment

In certain circumstances, Bond University will permit deferment of an offered place for up to one year. Applicants will only be permitted to defer if they have paid the non-refundable tuition deposit.

Special Requirements

Students who have a disability and who require BU to adjust a process or procedure or wish BU to provide equipment or other physical aids, must disclose the nature and extent of the disability to BU. As part of the application process students with a disability must contact the University's Disability Support Officer on telephone +61 7 5595 4014, to confidentially discuss their requirements.

IMPORTANT: Checklist for applicants

You must include the following to ensure your application is assessed promptly:

- a certified copy of your university/TAFE college transcript and testamur (if you have undertaken higher education studies)*
- a certified copy of your IELTS or TOEFL result (if required)
- a detailed resume (if you are a mature-age applicant)
- scholarship supporting documentation (if applying for scholarship)
- detailed course outlines (if applying for credit)
- official translations of all documents must also be provided and certified as true copies

... and you must have

- organised two references to be forwarded to Bond University (if applicable)

*Not required for Bond University graduates

Return this form to

~~OFFICE OF ADMISSIONS~~

~~Bond University, University Drive, Robina
Queensland 4229 Australia~~

~~For further information click to www.bond.edu.au or, please contact the University direct on:~~

~~FREECALL: 1800 074 074~~

~~Tel: (07) 5595 1024 Intl: +61 7 5595 1024~~

~~Fax: (07) 5595 1015 Intl: +61 7 5595 1015~~

International Representatives

For a list of Bond University representatives in your country, please go to

www.bond.edu.au/contact/international

STUDY OPTIONS LTD

83 ALMA ROAD, CLIFTON

BRISTOL, BS8 2DP

+44 117 911 5610

MAIL@STUDYOPTIONS.COM



Why Bond University?

Please identify the top reasons why you were attracted to Bond University

- Smaller classes
- Quality of the academic staff
- Fast tracking (3 semester year)
- Reputation
- Prospect of winning a scholarship or bursary
- Gold Coast location
- Employment prospects for Bond University graduates
- Flexible curriculum
- Variety of subjects available
- Friends and/or family have attended Bond University/recommended Bond University

Please provide short statements to best answer the following questions:

Why have you chosen to study in Australia rather than your home country?

Why did you choose Bond University?



How do you believe your chosen program will contribute towards your current or chosen career path?

Describe what influenced you to pursue your chosen area of study at Bond University

STUDENT DECLARATION

| | | | |
|-----------------------|--|---------------------|--|
| Name: | | | |
| Date of birth: | | Nationality: | |
| Mobile: | | Landline: | |
| Email: | | | |

| |
|---|
| Who will fund your tuition fees and living costs? Please give further details below: |
| |

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

| | |
|---------------------------|--|
| Student signature: | |
| Name: | |
| Date: | |

Please return this declaration with your application form(s)