

Applying to Charles Darwin University (CDU)

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 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).

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

INTERNATIONAL STUDENT APPLICATION FOR COURSEWORK STUDIES (POSTGRADUATE, UNDERGRADUATE and VET)

Instructions

- ▶ Answer all questions in sections 1 - 12.
- ▶ Do not complete this form if you are an Australian/New Zealand citizen or an Australian Permanent Resident.
Print clearly using **BLOCK LETTERS** and **tick boxes** where appropriate.
- ▶ Do not write in pencil.
- ▶ We cannot consider your application if it is incomplete or unreadable.

Educational Representative use only: Complete the following information to link the application to your agency and avoid delays.

 CDU Agent ID:

 Agent email contact

 Event ID:

Have you previously been enrolled at this institution (formerly NTU)?

 No Yes ▶

Are you currently enrolled at an Australian Institution? (see section 7)

 No Yes ▶

1. PERSONAL DETAILS

Your name as shown on your passport

 Title Mr Mrs Miss Ms Other ▶ please specify

 Surname/Family Name

 Former Surname/Family Name

 Given Names

 Preferred Name (optional)

 Gender/Sex Male Female

 Date of Birth / /
DAY MONTH YEAR

 Your address in your home country
(Please provide street address - not a PO Box address)

 Suburb/Town

 State/Region Postcode/Zip

 Country

 Home Phone Work Phone

 Mobile

 Facsimile

 Email

 Your address for correspondence (and/or CDU authorised agent stamp) **CDU's courier may need to contact you by phone.**

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

2. COURSE PREFERENCES

Please select up to three courses of academic study including course code, name, campus, mode, semester and year.

1	Course Code <input type="text"/>	Course name <input type="text"/>	Campus <input type="text"/>	Mode <input type="text"/>	Semester <input type="text"/>	Year <input type="text"/>
2	Course Code <input type="text"/>	Course name <input type="text"/>	Campus <input type="text"/>	Mode <input type="text"/>	Semester <input type="text"/>	Year <input type="text"/>
3	Course Code <input type="text"/>	Course name <input type="text"/>	Campus <input type="text"/>	Mode <input type="text"/>	Semester <input type="text"/>	Year <input type="text"/>

Campus: CAS = Casuarina, PAL = Palmerston, ASP = Alice Springs, KRC = Katherine Rural College.

Mode of Study: I = Internal (On campus), E = External (Distance study) **Semester:** S1 = February - June, S2 = July - November.

Note: Not all courses are available at all campuses or for commencement in Semester 2. See our website for individual course information.
www.cdu.edu.au/international/futurestudents/courses.html

3. VISA DETAILS

 Nationality Country of Birth Passport Number (if known)

 On which type of visa will you be studying? Student Visa Other Temporary Visa

Note: It is your responsibility to ensure that this visa allows you to study and covers the duration of the course for which you have applied.

 Please specify ▶

Please attach copies of your personal details from your passport and current Australian visa (if applicable).

4. ENGLISH LANGUAGE PROFICIENCY

All courses have English language proficiency requirements. You must provide proof of English language proficiency to the required standard.

Is English your first language? Yes No ► What is your first language?

Was English the medium of instruction in previous secondary/tertiary studies? You must provide proof from the institution principal or registrar on official letterhead that English was the medium of instruction throughout your program of study.

No Yes Course Name Name of Institution Course Length

Have you taken a test of English language proficiency in the past 24 months? Not Applicable* No Intended Date of IELTS Test ___ / ___ / ___

Yes ► Please indicate results:

IELTS overall score: Please supply Test Report Form Number:

IELTS band scores: Listening: Reading: Writing: Speaking:

TOEFL score: Please quote Charles Darwin University Institutional code 8919 for forwarding of results

Other score: Test Type Date of Test DAY / MONTH / YEAR

Please attach original English Language test results or written evidence from your school / institution that you have been taught in English.

If your current English Language test results do not meet the University's English language entry requirements (and all other entry requirements are met) do you wish to receive a Package Offer which includes English language tuition at ACL Darwin English Centre?

No Yes ► If yes, please complete the Navitas English Application Form. See the ACL website for Course Information, Terms and Conditions and more: www.navitasenglish.com/study_english_darwin.html

* For citizens of UK, USA, Ireland and Canada; attach passport page to show proof of nationality.

5. ACADEMIC QUALIFICATIONS

Please attach certified copies of your qualifications. Do not send originals. A certified copy is a photocopy of the original document with the signature and official stamp of either:

- Australian Education Centre
- Australian Overseas Diplomatic Mission
- Charles Darwin University Authorised Representative/Agent
- Public Notary Office
- The Administration of the Institution which issued the relevant document(s)
- An Australian University (e.g. Charles Darwin University International Office)

If the qualifications are in a language other than English you must also provide certified translated copies.

CDU reserves the right to refuse admission on the grounds of incorrect certification and/or translation.

Secondary School Studies: List all attempts at final Secondary School Examinations

Name of Qualification (eg. 'A' Levels, HSC, STPM)	Name of Institution	Country	Course length	Year of Completion
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Post-Secondary School Studies: Have you ever studied or are you enrolled in a Degree, Diploma, Certificate or Foundation Studies course?

No Yes ► List all the courses

Name of Qualification	Name of Institution	Country	Course length	Year of Completion
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you ever been excluded (or are you facing exclusion) from a course on academic or other grounds?

No Yes ► Please attach details on a separate sheet.

6. ADVANCED STANDING / CREDIT TRANSFER

Will you be applying for advanced standing/credit transfer based on previous study? No ► If yes:

Please attach full documentation of studies completed and official descriptions (e.g. syllabus details).

7. STUDENTS CURRENTLY STUDYING IN AUSTRALIA

Current institution:	State:
Current Program:	Due to complete:
• If successful in your application to CDU, a 'Letter of Release' from your current institution may be required.	
• Have you applied for Australian Permanent Residency? No <input type="checkbox"/> Yes <input type="checkbox"/>	

8. DEPENDENT INFORMATION

1. If accepted as a student do you intend to bring your spouse with you? Yes No
2. If accepted as a student do you intend to bring any dependent children with you? Yes No

If any of your children are of school age provision must be made for their education. A child is of school age between 6 and 18 years of age and includes a child who is 5 but will be 6 during the school year. Information about schools and costs in the Northern Territory is available at www.deet.nt.gov.au/

9. STUDENT DISABILITY ARRANGEMENTS

The University has equity processes for students with disabilities or long term medical conditions.

If you have a disability or long term medical condition that is likely to require services, equipment or facilities to assist you in your studies, please contact CDU's Student Facilitator - Disability: Email: equity@cdu.edu.au Phone: +61 8 8946 6288

10. OVERSEAS STUDENT HEALTH COVER (OSHC)

It is a condition of a student visa that you maintain Overseas Student Health Cover (OSHC) during your stay in Australia. The University has chosen Worldcare as its preferred provider of OSHC and if you are made an offer, the University requires you purchase OSHC Worldcare for the full duration of your program. This protects you from rate rises in OSHC, gives you the security of continuous cover, and discounts are available for the purchase of more than 12 months and up to 36 months duration.

Do you currently have OSHC? No Yes

If yes, OSHC provider name:

11. CHECKLIST

To avoid delays in processing your application check that you have attached the following:

- A copy of passport showing personal and visa details if available (**Section 1 and Section 3**).
- Proof of your English language proficiency (**Section 4**).
- Certified copies of all transcripts of results, award certificates, grading systems and English translations if required (**Section 5**).
- Documents if applying for advanced standing (**Section 6**).
- Supporting documents, if applicable (i.e. portfolio, referee reports, etc).
- Sign the declaration (**Section 12**).

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL THESE DOCUMENTS ARE RECEIVED

12. DECLARATION & SIGNATURE

I agree:

- to comply with the rules, policies and statutes of Charles Darwin University;
- to notify the International Office if there is any change to the information I have given in this application;
- to permit Charles Darwin University to release details of my academic progress to my sponsoring body, loan agency or home institution on request;
- to permit Charles Darwin University to access my academic results from other institutions;
- to permit Charles Darwin University to release my contact details to a third party for essential University business, eg DIAC, DEEWR, OSHC provider and CDU Alumni.

I understand that:

- the International Office is not responsible for documents submitted, and the documents become the property of the University;
- my application will be destroyed six months after the proposed program commencement date if I do not enrol at Charles Darwin University or do not advise Charles Darwin University of an alternative commencement date;
- the University may vary or cancel any decision it makes if the information I have given is incorrect or incomplete;
- the University is not obliged to re-enrol me if I do not complete my studies satisfactorily in each semester;
- I am fully responsible for my education tuition fees and living expenses while studying at Charles Darwin University;
- neither the University nor the Australian Government is obliged or required to help me if I need financial assistance;
- information may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act and the National Code.

I have read and understood the:

- Fee Refund Policy for International Students - in the International Prospectus and/or at: www.cdu.edu.au/international/CDU_Refund_Policy_2010.pdf

I declare that the information I have given in this application is correct and complete.

Signature of Applicant

Date / /
DAY MONTH YEAR

Please sign and return your completed application form and all supporting documents to:

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

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)