

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 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

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



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 | | | | | | | | | |

CRICOS Provider Code: The University of Melbourne 00116K

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)

* 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

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 Grade 7, English B 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:

- 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.
- 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.
- 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.
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 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 9344 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

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

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.



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

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 country¹

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):

¹ See the education agents listed for your country at: 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

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)