

Applying to Southern Cross 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 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

Complete ALL sections relevant to your application using **BLOCK LETTERS** only or ✓

EDUCATION AGENT (including branch):

- FULL DEGREE** – complete sections A, B, E, F, G, H, I, J, K
- ENGLISH LANGUAGE PROGRAM** – complete sections A, D, E, G, H, I, J, K
- STUDY ABROAD** – complete sections A, C, E, F, G, H, I, J, K
- EDUCATION COLLABORATION** – complete sections A, B, E, F, J, K

Institution Name:

Section A: Personal Details

Have you previously enrolled at Southern Cross University?

Yes No If 'Yes' supply student number
 Title (optional) Family name (as appears on your passport) Given name/s

Date of Birth (dd,mm,yy) Gender (M/F/other) Formal name (to be displayed on your academic transcript)

PASSPORT DETAILS

Citizenship Country of birth Passport number

Is English your first language? Yes No If 'no' what is your first language?

Student's address in home country		Student's address if already in Australia	
Number and Street		Number and Street	
Suburb/Town		Suburb/Town	
State, Zip/Postcode & Country		State, Zip/Postcode & Country	
Phone (include country code)		Phone (include country code)	
Email address		Email address	

EMERGENCY CONTACT DETAILS

Full name Relationship

Phone (home) Phone (work) Phone (mobile)

Do you have a disability, impairment or long-term medical condition that may affect your studies? Yes No

If 'Yes' please indicate area(s) of impairment Hearing Medical Vision Mobility Learning Other

Section B: Program of study

Course preferences	Major	Location	Duration	Start date

ADVANCED STANDING

Are you seeking advanced standing for previous study? Yes No

If 'Yes' complete an **Advanced Standing Application Form**, with supporting documentation including a certified copy of the transcript, comprehensive syllabus details for each relevant unit (descriptions, learning hours, assessment methods and explanation of weighting of each unit).

Section C: Study Abroad– (Non award study for one or two sessions)

Start date	Duration		
Unit name	Unit Code	Campus	Session/Year

Section D: English Language Program Only

Course	Location	Duration	Session/year

Do you require Homestay accommodation? Yes No **A 10-week Homestay placement is recommended for EAP programs**
 If 'Yes', attach the Homestay application, download at www.scu.edu.au/international/apply.
 If 'No', I understand that finding alternative accommodation is my responsibility.

Section E: English Language Proficiency

Was English the language of instruction in previous secondary or tertiary studies? Yes No
 If 'Yes' please indicate the studies completed in English and their combined duration. Attach your results as supporting evidence.

Studies	Duration

If 'No', you will be required to complete an English language proficiency test. Please indicate date, test undertaken and results below.

Date taken* (dd/mm/yy)	English test name	Result	Test report form number

* English language test must have been undertaken within the last two years.

Section F: Academic Qualifications

Provide details and official documentation of **ALL** your qualifications; include secondary and post-secondary. All official certified transcripts must be submitted.

Name of qualification	School/Institution	Country	Length of program	Completed (mm,yy)

Are you CURRENTLY studying? Yes No If 'Yes' please provide details.

Qualification/Award	Institution	Country	Date (mm,yy)	Results (expected)

Have you been excluded or are you liable for exclusion on academic or other grounds, from any Australian tertiary institution or course following a previous enrolment? Yes No If 'Yes' provide details on additional page.

RELEVANT EMPLOYMENT HISTORY

If you would like to include work experience as part of your application, provide a current resume and work references.

From	To	Full-time/Part-time	Employer	Position	Duties

Section G: Finance

I confirm I have access to sufficient funds for the duration of my studies and I understand that I may be required to demonstrate funds to cover expenses for the first year in Australia. Refer to www.homeaffairs.gov.au for more information.

Scholarship details (if applicable) Will you be receiving a scholarship? Yes No

Name of scholarship

You can choose to pay more than 50 per cent of your tuition fees before you start your course.

Will you be paying more than 50 per cent of your course fees before you start? Yes No

Section H: Visa – To be completed by international students wanting to undertake study in Australia who will be applying for a student visa

1. Do you hold a current Australian visa? Yes No
If 'Yes' attach a copy of visa and passport.
2. Have you or any dependent ever been refused entry to Australia or had a visa cancelled? Yes No
If 'Yes', please provide details on additional page.

Section I: Overseas Student Health Cover (OSHC) – You will need to provide proof of health cover at acceptance stage

Would you like the University to arrange your OSHC? Yes No

If yes, what type of OSHC will you be requiring (tick the relevant category) Single Couple Family

If no, please provide your OSHC details:

OSHC Provider name

Membership number

Cover type

Expiry date (dd,mm,yy)

Section J: Declaration, Terms and Conditions and Signature

The personal information you provide on this form is protected by the Commonwealth Privacy Act 1998, New South Wales Privacy and Personal Information Protection Act 1998 and the health information is protected by the Health Records and Information Privacy Act 2002. Details regarding the operation of the Acts are contained in Southern Cross University's Privacy Management Plan and may be viewed at: www.scu.edu.au/privacy

I also understand that:

- Southern Cross University communicates with me via electronic means.
- The information I have provided to the University may be made available to Commonwealth and State agencies pursuant to obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.
- The University is requesting this information so we can process your application for admission. When storing information electronically, the University may disclose your information by virtue of its cloud computing arrangements with cloud servers located in Hong Kong, Singapore and Ireland. The University is reasonably satisfied these countries have similar privacy protection as afforded under Australian law. Other than specified in this form, the University will not disclose your information to others unless required by law e.g. emergency or law enforcement purposes.
- Providing information to us is not required by law, however if you choose not to, we cannot process your application for admission.
- You can request access to your information at any time. To access or update your information refer to the University's Privacy Officer: privacy@scu.edu.au
- I declare I am a genuine temporary entrant and genuine student and intend to come to Australia with the primary purpose of academic study, and have the language, educational ability and financial capacity to undertake and successfully complete my academic plan.
- The University is unable to provide me with financial assistance if I experience financial difficulties during the course of my studies.
- By nominating an agent, as listed in the "contact address for correspondence", to represent me in my application to the University, I agree to the release of all information relating to my application and subsequent enrolment at the University to my nominated agent, until such time as this nomination is revoked by me in writing.
- If my application is part of a package arrangement with a provider, I agree to release my application information to process my application for admission.
- If the payment for my course is made by a sponsor (a third party paying my tuition fees or nominated by me as my sponsor), I agree to the release of all information to my sponsor regarding my application and subsequent enrolment including my subject results, progress reports, and enrolment details.
- Giving false or misleading information is a serious offence under the Criminal Code of the Commonwealth Government of Australia.
- The information may be disclosed to third parties for the purpose of progressing my application.
- In the case of visa refusals an administrative charge of \$500 or five per cent is charged when you apply for a refund, to cover costs incurred in relation to processing your student application.
- If the University provides Confirmation of Enrolment, or enrolls a student on the basis of fraudulent, forged or deliberately misleading documentation being supplied by the applicant/student, the enrolment will be withdrawn and in the case of a visa refusal the university will retain a modest administration fee.

I have read and understand the description of the ESOS framework made available at: www.internationaleducation.gov.au

I declare that the information provided in this application and the documentation supporting it is true and complete.

Applicant's signature

Date (dd,mm,yyyy)

Signature of parent/legal custodian
if student is under 18 years of age

Date (dd,mm,yyyy)

Section K: Application checklist

All documents must be certified copies of originals. Translation of documents into English must be completed by an accredited translation authority or an SCU International approved representative.

Completed International Application for Admission form

Academic transcripts (with grading system)

English language test results

Advanced Standing form and documentation (if required)

Evidence of employment history (if required)

Any other supporting documents applicable to your application

Copy of passport (include photo page and relevant visa page/s)

Copy of Marriage Certificate (if applicable)

Submit your application with attachments to: **STUDY OPTIONS**
(maximum total size of all attachments 9MB)

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)