

Applying to Western Sydney University

How to apply

Complete this form on screen, or print it out and complete it as hard copy. Send the completed form and the supporting documents listed below to Study Options via email at mail@studyoptions.com.

If you are asked to provide any documentation as hard copy, please post it to Study Options, 83 Alma Road, Clifton, Bristol, BS8 2DP.

Supporting documents required for postgraduate applications by coursework (including masters, graduate diploma and postgraduate diploma programmes):

1. A photocopy of the personal details page of your passport
2. Original academic transcripts for each year of your undergraduate 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 do not, please provide a grading explanation 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). This is not compulsory, but we would strongly recommend 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 postgraduate degrees by coursework. Do not use this form if you are a prospective undergraduate or postgraduate 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 POSTGRADUATE Application Form



- » All fields must be completed in order for this application to proceed for assessment
- » Please print clearly in CAPITAL LETTERS

UWS staff use only

Indicate at which event this application was collected:

Do not use this form if:

- » you are a citizen of Australia or New Zealand or hold a permanent resident visa for Australia

Section A: Personal details

Title: Mr Ms Mrs Miss Other:

Family Name (as stated on your passport):

First Name (as stated on your passport):

Preferred First Name or Alias:

Date of Birth (dd/mm/yyyy): / / Gender: Male Female

Country of Birth: Country of Permanent Residence:

Country of Citizenship (as stated in Passport): Passport Number:

Have you ever had a visa or visa application revoked, cancelled, or refused for Australia or any other country?

No Yes → If yes, please provide date, details and copies of documents:

Please indicate the location of visa submission: City Country

Applicant address details in home country (This is your permanent address in your home country)

Street Address:

City: Country:

Postcode: Telephone: Mobile:

Applicant address details in Australia (To be supplied if you are currently living in Australia)

Street Address:

City: Country:

Postcode: Telephone: Mobile:

i You will be contacted via email with important information relevant to your application such as admission updates, enrolment instructions, compulsory orientation activities and coming events. For your application to proceed, please clearly state your personal email address.

Applicant's email address:

Section B: Your application

Have you applied to UWS before OR have you been a UWS student?

No Yes → If yes, please state your UWS Student ID number **SID**:

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Are you currently in Australia?

No Yes → If yes, please state your visa type and expiry date (and attach a certified copy of your visa)

Student visa Temporary visa subclass: Visa expiry date (dd/mm/yyyy): / /

Have you been excluded from an Australian university in the past two years?

No Yes → If yes, please provide date, details and copies of documents:

Have you already organised overseas health cover? No Yes

Do you require UWS to organise overseas health cover for you? No Yes

If yes, please indicate whichever applies:

- Single
 Dual Family (covers one valid student visa holder plus either one adult spouse or recognised defacto partner or one or more dependant children)
 Multi-family (covers one valid student visa holder plus one adult spouse or recognised defacto partner plus one or more dependant children)

Please list names and dates of birth for each family member to be covered

Name:	<input type="text"/>	Date of birth (dd/mm/yyyy):	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name:	<input type="text"/>	Date of birth (dd/mm/yyyy):	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name:	<input type="text"/>	Date of birth (dd/mm/yyyy):	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have any relatives (including a spouse, parents or children) currently living in Australia?

No Yes → If yes, are they Australian citizens or permanent residents?

Have you read and understood the financial requirements to cover yourself and any family members travelling with you for the duration of your stay in Australia for living costs, tuition costs and school costs for any school-aged children?

No Yes

For information on financial costs (living, tuition and school costs) please go to uws.edu.au/international/fees

Do you have access to funds to cover your tuition costs, you and your family's accommodation and other living costs, schooling costs for any school-aged children and travel costs to and from Australia?

No Yes → If yes, please choose the source of funding:

- Parents Other relative(s) in home country Bank loan Employers Relative(s) in Australia Scholarship
 Other (please specify)

Representative's Contact Details (if applicable)

Representative's Name:

Agent's Branch of Submission:

Email: Country:

Representative Stamp

i If you apply through a representative, you should ensure that your representative is registered with UWS to avoid delays in your application. For details of representatives in your country go to uws.edu.au/international/representatives_worldwide

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Section C: Course preferences

You may list two courses in order of preference for assessment by UWS International Admissions. If you do not meet the requirements for the course of your first choice, your second preference will then be assessed. Before completing this section please refer to the International Course Guide, or International Fee Schedule at uws.edu.au/international/fees for the details requested below. Full details about the course you are applying to can be found at handbook.uws.edu.au/hbook/course_search.aspx

Preference ONE Course Name:

Specialisation:

Campus*: Code: Intake^: Year:

Preference TWO Course Name:

Specialisation:

Campus*: Code: Intake^: Year:

*Campus codes: **BA** Bankstown; **CA** Campbelltown; **HA** Hawkesbury; **PA** Parramatta; **PC** Parramatta City; **PE** Penrith

^Intake codes: **FEB** Autumn session (February); **JUL** Spring session (July)

Section D: Interpreting and translation applicants only

Interpreting and translation applicants must demonstrate advanced proficiency in English AND one of Arabic, Mandarin, Japanese or Spanish.

Please select the language you wish to study: Arabic Mandarin Japanese Spanish

If the language you wish to study is NOT your native language you MUST attach evidence of advanced proficiency in that language.

Section E: Higher degree research degree applicants only

If you are applying to the Master of Research you do not need to complete Section E. Please proceed to Section F to provide the information we need for the Master of Research.

You must contact one or more academics to discuss the possibility of supervision before you submit your application. You may be allocated another academic supervisor in your field, depending on the workload of your nominated supervisor(s). A list of research supervisors is on the web at uws.edu.au/research/prospective_candidates. Email your research application to international-research@uws.edu.au

Who have you contacted to discuss your proposed research?:

Have they informally agreed to supervise you? Yes (please provide documents/evidence) No Unknown

Proposed thesis title:

PhD DBA M(Hons) Other:

Please attach the following information:

Have you attached?

		Have you attached?
Evidence of research experience	Briefly describe your relevant research experience.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Research output	Has your research been published? If YES, provide evidence of your research output.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed research	Attach a brief research proposal (approx. two A4 pages) outlining the research you propose to undertake, noting the research question(s), the importance of this research and the proposed methodology.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Referees	Provide contact details of two academic referees who are familiar with your recent work. The University reserves the right to approach the referees personally if required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work experience and professional affiliations	Provide a copy of your CV explaining all your experience and how it relates to the proposed project.	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Section F: Master of Research applicants only

You must provide a brief statement that outlines your tentative research area. This does not need to be a full research proposal, but should demonstrate clearly the area you wish to research. Please attach this document with this application.

In addition to your statement, please specify which of the following areas you believe your proposed research falls into:

- Humanities, Arts and Social Sciences Science, Technology, Engineering and Mathematics

Section G: Academic qualifications

Certified copies of academic qualifications indicating grades and awards received MUST be submitted with this application. If qualifications are in a language other than English, please also supply certified translated copies – see back of application form for details. Your application cannot proceed for assessment without these documents. Please note, a collection of result slips and/or downloadable web transcripts will not be accepted.

Current academic study (*course yet to complete*)

Are you currently enrolled in/studying a post-secondary (tertiary studies) academic qualification?

No Yes → Please complete the details below.

Date commenced (dd/mm/yyyy): / /

Name of qualification/award (e.g. Bachelor of Business):

Duration: School/Institution:

Country/State:

Do you intend to complete this course? No Yes, expected date of completion (dd/mm/yyyy): / /

Please submit your certified academic transcripts for every session and year you have studied in the course above with this application. Once you have completed the course, you will need to submit your final completion certificate or graduation award to UWS International Admissions.

Previous academic studies (*Include details of all your previous academic qualifications. Please list your most recent qualifications first*)

Name of qualification/award (e.g. Bachelor of Business):

Name of school/institution:

Country/State: Duration (years):

Commenced (dd/mm/yyyy): / / Completed (dd/mm/yyyy): / /

Name of qualification/award (e.g. Bachelor of Business):

Name of school/institution:

Country/State: Duration (years):

Commenced (dd/mm/yyyy): / / Completed (dd/mm/yyyy): / /

Name of qualification/award (e.g. Bachelor of Business):

Name of school/institution:

Country/State: Duration (years):

Commenced (dd/mm/yyyy): / / Completed (dd/mm/yyyy): / /

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Section H: Application for English language and academic pathway programs at UWSCollege

Complete this section if you are also applying to study an academic pathway program and/or English Language pathway program at UWSCollege before your study at UWS. For details of fees, courses and start dates please refer to uwscollege.edu.au

English language pathway program selection The duration of your English course depends on your English level. All students without an official English test result (e.g. IELTS) are tested on arrival at the College.

Academic English for Tertiary Studies: EAP How many weeks?:

Advanced Academic English Skills: Module A: Reading and Writing (6 weeks) Module B: Listening and Speaking (4 weeks)
 Module A and B (10 weeks) Other (please specify):

Master of Teaching Direct Entry English Program (MTDEEP)

When do you want to start your English course? (dd/mm/yyyy): / /

Section I: English language proficiency

You must submit proof of your English language proficiency with this application.

Is English your first language?: Yes No, my first language is:

Please indicate which of the following applies to you:

I have completed/I intend to sit an English language proficiency test (IELTS/TOEFL). You must submit a certified copy of your IELTS or TOEFL results. Your English Language proficiency test must be no more than two years old at the time of commencement of the course in UWS.

Date of IELTS/TOEFL test sat or to be taken (dd/mm/yyyy): / /

Result (if known): IELTS Overall Score: Reading: Listening: Writing: Speaking:
TOEFL TOEFL Score: + TWE (Test of Written English) Score:

I intend to study an English language pathway program at UWSCollege. Please ensure you have completed Section H.

I have been studying in Australia or in a country where English is an official language. If you are, or have been, studying in Australia, UWS will consider studies undertaken within the past two years in assessing English language proficiency. Please tick the qualification you have completed or are currently studying.

- Senior secondary or year 12 qualification (e.g. HSC) University Pathway Program (e.g. UWSCollege)
 Tertiary study in Australia (e.g. Bachelor or Diploma studies) Secondary or tertiary study in a country where English is an official language
 Other → Name of Course:

Name of Institution:

Country:

Duration: Start Date: / / Completion Date: / /

If you do not meet UWS English language requirements, you may automatically be considered for an English language pathway program at UWSCollege. If this is the case, you will be given a package offer from UWS and UWSCollege.

Please note, for visa application purposes, the Australian Government may require proof of English proficiency and may only accept IELTS. For more information please refer to immi.gov.au/students

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Section J: Academic credit/advanced standing for previous study

Do you wish to apply for advanced standing from previous study? Yes No Unknown

Please download the Advanced Standing Application form at uws.edu.au/international/credit.html
You must include this form and certified documentation (as advised on the form) with your application.

Section K: Scholarships and sponsorships

Have you been granted a scholarship? Yes No

Are you being sponsored? Yes No

If yes, please give the name of the scholarship/sponsoring organisation:

Duration of scholarship/sponsorship:

Course/s being sponsored (e.g. English + Pathway + UG/PG):

Contact person of the scholarship/sponsorship organisation:

If you've received the scholarship/sponsorship, please attach a certified copy of the document.

Section L: Work experience/employment history and professional associations

Some courses require details of your relevant employment history to support your application. If this information is required, please ensure you provide a letter from your previous employer on original company letterhead stating: your job title, the basis of employment, description of duties performed, duration of your employment, the full name, title and signature of the author of the letter.

Employer:

Position:

From (dd/mm/yyyy):

/

/

To (dd/mm/yyyy):

/

/

List any membership of professional associations:

Have you attached the form? Yes No, work experience is not a mandatory criteria for my course

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Section M: Declaration and signature

1. I wish to be considered for entry to the course listed above, and declare that all the information submitted on this application form is correct and complete.
2. I authorise the University of Western Sydney to obtain official records from any educational institution previously attended by me.
3. I clearly understand and accept that enrolment in the University of Western Sydney will require compliance with the provisions established by the Australian Government for fee-paying overseas students, which include the following:
 - 3a. Temporary entry to Australia, if granted, will be for study purposes only.
 - 3b. To be accepted to study at the University of Western Sydney, I must have at least the minimum academic and English language requirements for the course.
 - 3c. I will be permitted to continue my study in Australia only if I make satisfactory progress in my course.
 - 3d. I undertake to inform the University of my Australian residential address and telephone number at enrolment. I will advise the University of any changes to these details while enrolled at the University of Western Sydney.
 - 3e. I am to return home on the completion of my study or at the expiration of my temporary entry permit, and I understand that temporary entry as a student confers no right of permanent residence in Australia at a later date.
4. I undertake to pay the prescribed tuition fee for which I am liable, and am aware that failure to pay the charge when it becomes due means that I will not be permitted further temporary stay in Australia to pursue the studies which attracted the charge.
5. I understand I will be required to pay compulsory school fees for any children accompanying me to Australia who are aged between 6 and 15 years.
6. I understand that the University of Western Sydney reserves the right to vary any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
7. Should I be found ineligible for admission to either of the courses nominated on the front of this application, I authorise UWS to assess my eligibility for a university pathway course.
8. 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 TPS Director. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. See aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/Documents/ESOS%20Factsheets/ESOS%20Factsheets%202012/standard%203.1.pdf
9. FEES For information regarding Fees please refer to our website at uws.edu.au/international/course_fees
10. REFUND POLICY For information regarding the Refund Policy please refer to our website at uws.edu.au/international/feepol

I have read and understood the above conditions and accept them fully. Signature of applicant (not agent):

Date (dd/mm/yyyy):

 / /

I grant UWS/UWSCollege permission to provide my parent(s), agent(s) or guardian(s), if requested, with any information pertaining to my application to study, ongoing academic progress, results and attendance.

Yes No

Section N: Have you...

- | | |
|--|--|
| <input type="checkbox"/> provided your email and phone number on the front of this application | <input type="checkbox"/> attached English translations of ALL required documentation |
| <input type="checkbox"/> attached certified copies of ALL required documentation | <input type="checkbox"/> signed the declaration |

Section O: How did you hear about UWS?

- | | |
|---|---|
| <input type="checkbox"/> Agent | <input type="checkbox"/> Advertisement |
| <input type="checkbox"/> Education institution | <input type="checkbox"/> Education exhibition/interview program |
| <input type="checkbox"/> Family/friend | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Australian Embassy/High Commission | <input type="text"/> |

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Certification of documentation

Documents can be certified by any of the following:

- » a UWS International Officer
- » a contracted agent of UWS
- » a Student Central Officer at UWS
- » the Administration Office or official Records Department of the institution which originally issued the document/s
- » an Australian overseas diplomatic mission
- » a Bank Manager/Senior Police Officer (Australia only)
- » a Solicitor/Attorney/Notary Public
- » a Justice of the Peace

The certifying officer must print 'this is a true copy of the original document sighted by me'. They should also record their name, contact address, telephone number, profession or occupation or organisation, date verified and then sign the document. The certifying officer should include the official stamp or seal of the certifier's organisation on the copy, if the organisation has such a stamp.

Warning: It is an offence to submit fraudulent documentation in support of an application. Where fraudulent documents are detected the application will be rejected, any offer of enrolment will be withdrawn and any student already studying at UWS will have their enrolment cancelled. The matter may be reported to ICAC (Independent Commission Against Corruption), the police, and the Department of Immigration and Border Protection (DIBP).

Lodging your application

Please forward your application to:

UWS International Admissions
Building ES, Parramatta campus
University of Western Sydney
Locked Bag 1797
Penrith 2751 NSW
AUSTRALIA

Or email your application to uwsiadmissions@uws.edu.au

Please note:

- » Satisfying minimum entry requirements does not guarantee admission
- » You will be advised by mail of the result of this application as soon as possible
- » If submitting documents by email, you will need to supply certified copies of original documents on request

Students with disabilities

If you need extra help due to a disability while you are studying at the University, please provide a brief statement outlining your needs on a separate piece of paper. This information will be confidential and will not affect your admission to the area of study for which you are applying.