

Applying to Monash University

Monash University usually charges a AU\$125 application fee.

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 Application Form

- Complete this form if you are an international student applying for an undergraduate or postgraduate course at one of Monash University's Australian campuses.
- A non-refundable application fee of A\$100 must be paid when you submit this form.
- Do not use this form for Monash research degrees. The correct form is available at: www.monash.edu/migr/future-students/apply

PLEASE WRITE CLEARLY IN BLACK INK USING CAPITAL LETTERS IN ENGLISH

Section A: Your application ☒

1. Are you a citizen of Australia or New Zealand or a permanent resident of Australia? ☐ Yes ☐ No If YES, do not fill in this form. Instead refer to: vtac.edu.au
2. Do you have a Monash student ID number? ☐ Yes ☐ No If YES, please state:
3. Are you a currently enrolled Monash student? ☐ Yes ☐ No
4. Are you currently in Australia? ☐ Yes ☐ No

Section B: Personal details

We will contact you by email, post or telephone. To avoid delays in your application, it is important you complete ALL of your details clearly including your email address. Your name and date of birth should match those in your passport. If you apply through an agent, ensure all of your details are also provided in addition to those of the agent.

Family name: Date of birth: //
Given names: ☐ Male ☐ Female ☐ X

Permanent address in home country (required) must include postcode:

Telephone: Mobile:

Fax: Email (Mandatory):

Address for correspondence (only if different from your permanent address in your home country – not including agent's contact details):

Telephone: Mobile:

Fax: Email (Mandatory):

Monash Registered Agents

If you apply through an agent please ensure that your agent is registered with Monash University or you may experience delays in your application. For details of registered agents in your country please go to: register.monash.edu/agents-database.

Agency name: Study Options
Country: United Kingdom
Agent staff name: Sarah Nash
Email (for correspondence): admissions@studyoptions.com
Telephone: +44 2073537200

Registered Agent's Stamp

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

Section C: Citizenship and other information

You must complete all sections of Section C.

1. Country of citizenship (as stated in passport):
2. Country of birth:

You must submit a translated, certified true copy of the personal details page of your passport or birth certificate.

3. Have you applied for OR do you hold any type of Australian visa: ☐ Yes ☐ No

If yes, visa type: Expiry date (if applicable): //

4. Which Australian Immigration Office issued your visa?

5. Have you been refused an entry visa to any country: ☐ Yes ☐ No If yes, please attach evidence.

6. Have you breached any visa conditions in any country? ☐ Yes ☐ No If yes, please attach evidence. Translated into English (if required) and certified.

7. Do you have any medical or health issues that may prevent you from obtaining your visa?

☐ Yes ☐ No If yes, please explain or attach relevant documentation. Translated into English (if required) and certified.

In answering this question go to www.border.gov.au/Trav/Visa/Health that lists medical and health conditions of concern to the Australian Government. Also note that health insurance in Australia will not extend to a pre-existing medical condition.

8. Do you have any physical or mental health condition or other issue which may prevent you to undertake full-time study? ☐ Yes ☐ No

9. Have you been issued a protection visa in any country to date? ☐ Yes ☐ No If yes, please attach evidence. Translated into English (if required) and certified.

10. Have you been convicted of any crime or offence in any country? ☐ Yes ☐ No If yes, please provide ALL relevant details. Translated into English (if required) and certified.

Section D: Course preferences

Choose up to three courses you would like to study and list them in order of preference. Check the entry requirements and prerequisite subjects for each to see if you qualify. If you meet the requirements of your first choice, you will not be assessed for your second and third choices. If you do not meet the entry requirements of any of your preferences your application will be automatically assessed for alternative or pathway courses within the relevant study discipline. Use study.monash/courses/find-a-course to assist in your selection. If your course has multiple course durations available, please specify the duration in the below table. Please note that durations are subject to meeting the course's designated entry requirements.

	Course name	Specialisation	Course code	Commencement year	Semester	Campus	Duration
1.							
2.							
3.							

Campus codes: Caulfield **CA**, City **CI**, Clayton **CL**, Parkville **PA**, Peninsula **PE**

Section E: Students with disabilities

1. Do you have a disability, mental health or ongoing medical condition that may affect your studies? ☐ Yes ☐ No

If yes, Monash will require further information from a relevant health professional outlining the potential impact of your condition on your intended study program. Disability Support Services can provide a range of study supports for students with disability. For more information, visit: monash.edu/social-justice/disability

2. Are you currently studying/residing in Australia. ☐ Yes ☐ No If yes please complete the following questions:

- a) Have you previously registered for disability services at your previous Australian tertiary education provider? ☐ Yes ☐ No
- b) Are you currently living in Australia and intend to stay in Australia until the commencement of your study at Monash? ☐ Yes ☐ No

Section F: English language proficiency

You must provide proof of your English proficiency to the required standard of your chosen course. There are a number of ways to satisfy these requirements. For details, visit: policy.monash.edu/policy-bank/academic/education/admissions/admissions-coursework-courses-units-of-study-procedures.html. Some of the main pathways are:

English as the language of instruction

You have studied in an institution where English is the language of instruction, communication and assessment for all aspects of study for the whole of the educational institution. Applicants are required to provide evidence from the institution on official letterhead and signed by the registrar (or other authorised person) of the educational institution to the satisfaction of the Academic Board.

Academic IELTS/TOEFL/PEARSON TEST OF ENGLISH (Academic)

Attach original results or documents (or request results to be sent to Monash University by testing centres). Please note that only results achieved within two years prior to the course commencement date will be considered. If you have not yet sat an ACADEMIC IELTS/TOEFL/PEARSON TEST OF ENGLISH (ACADEMIC) exam please indicate when you will sit one below.

Please note: The Australian Government sometimes requires proof of English proficiency for visa applications. You should ensure that any test you take meets those requirements also. Visit: www.border.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements.

☐ I will sit/have sat an English language proficiency test ☐ ACADEMIC IELTS ☐ TOEFL (Paper Based/Internet Based) ☐ PEARSON TEST OF ENGLISH (ACADEMIC)

Date taken: / / OR ☐ I will apply for a Monash English Language Centre course in Section G.

If you narrowly missed the course English requirements, you may be eligible for Monash English Bridging packaged with a direct entry into your desired course. If so, Monash will indicate this in your letter of offer.

Section G: Application for additional English studies and university preparation

Monash English Placement Test (MEPT)

The Monash English Placement Test is ideal for students who do not have an IELTS or approved international test score. The test provides an indicative calculation of the number of weeks of Monash English you will need to meet the requirements of your Monash destination course. The MEPT must be accompanied by a Monash University or Monash College application form. The MEPT is available from registered Monash agents: register.monash.edu/agents-database.

Additional tuition fees apply for Monash University English Language Centre courses. For details of fees, courses and start dates, visit: monashcollege.edu.au/english-language-services.

Section H: Academic qualifications

Check the academic/English entry requirements, prerequisites and additional requirements for the courses for which you are applying. Additional requirements include submission of a statement of purpose, curriculum vitae, work reference letters, folio, supplementary forms, additional faculty application forms, interviews and auditions.

For undergraduate entry requirements refer to the admissions tables in the Monash University International Undergraduate Course Guide or the Monash Find a Course. For postgraduate entry requirements refer to the Monash Find a Course (study.monash/courses/find-a-course).

Include details of your previous academic qualifications in the relevant sections below. Please ensure commencement and completion dates are specified, or if you are yet to complete your studies, please include your intended completion date. You are also required to supply supporting translated and certified documents to verify your academic qualifications.

Secondary studies (high school studies – Year 12)

Name of qualification:		Institution:	
Date commenced:	D D /M M /Y Y Y Y	Date completed:	D D /M M /Y Y Y Y Country/State:

Post-secondary studies (tertiary studies – Diploma, bachelor's, master's, etc.). Please list your MOST RECENT qualification first.

Name of qualification:		Institution:	
Date commenced:	D D /M M /Y Y Y Y	Date completed:	D D /M M /Y Y Y Y Country/State:
Name of qualification:		Institution:	
Date commenced:	D D /M M /Y Y Y Y	Date completed:	D D /M M /Y Y Y Y Country/State:
Name of qualification:		Institution:	
Date commenced:	D D /M M /Y Y Y Y	Date completed:	D D /M M /Y Y Y Y Country/State:

Are you transferring within the first six months of your principal course in Australia? ☐ Yes ☐ No

Your principal course is the main course of study to be undertaken where you have been issued a student visa for multiple courses of study. The principal course would normally be the final course of study. If yes, please attach a release letter from your current provider.

If your final year of study was completed more than six months ago, please attach separately a detailed account of activities/work experience undertaken since then.

Section I: Required documentation

Certified copies of academic qualifications **must** be attached to this application, including academic transcripts, graduation certificates and grading systems. If the qualifications are in a language other than English, please also supply certified translated copies. Monash prefers NAATI qualified translators.* For more information on NAATI translators, please see: www.naati.com.au.

If the course you have applied for requires work experience please provide a translated and certified copy of your curriculum vitae along with work reference letters issued by your previous employer on original company letterhead stating your job title, the basis of employment (full-time/part-time), a precise description of duties performed, duration of your employment (including dates) and the full name, title and signature of the writer.

Monash University only accepts faxed or emailed certified documents sent via Monash Registered Agents. If you are a direct applicant (and did not apply through a Monash Registered Agent), you will be required to send your original certified documents by mail. All documents submitted with your application remain the property of Monash University.

Certification of documents

All documents submitted **for assessment** must be properly certified on every page.

Who can certify documents?

Documents submitted within Australia: Solicitor, pharmacist, justice of the peace, member of the police force, doctor, school principal, bank manager, chartered accountant.

Documents submitted outside Australia: Monash University registered agent, Monash staff member, solicitor, commissioner for declarations, government official, public notary, university staff (head of department, dean or registrar or other authorised person).

Applicants have the option to ask their current or previous education institution to send copies of their academic transcripts, graduation certificate and grading systems direct to Central Admissions, Monash University in a sealed envelope sent directly from the institution.

What does the certifier need to do? Approved certifier (from list above) must sight the applicant's original academic transcripts, graduation certificates and grading systems etc. and check that the copies are true and unchanged copies of the original documents.

The certifier must then certify **every page** of the documentation as follows:

1. Certifier must write a statement acknowledging or apply a stamp that shows they have sighted the original documents using words such as "certified true copy of the original" OR "original sighted".
2. Certifier must sign the document.
3. Certifier must write their full name.
4. Certifier must apply the agent/organisation stamp.
5. If the certifier is not a Monash Registered Agent, the position title of the certifier must be indicated.
6. Certifier must date the document.

If you have a Chinese qualification, documents submitted for assessment must be:

- Certified by the Notary Public Office. Notary certification must include a certificate stating that translations of all documents in to English are authentic and in conformity with the original in Chinese; OR
- Your transcript/s, degree certificate and graduation certificate/s can be sent to Central Admissions, Monash University in a sealed envelope directly from your university; OR
- Photocopies of original notarised documents can be submitted by a registered agent. Documents must be certified by the agent. Information regarding registered agents can be viewed at: register.monash.edu/agents-database.

Monash University reserves the right to refuse documentation on the grounds of incorrect certification and translation.

Section J: Credit transfer

Do you wish to apply for credit transfer from your previous studies? ☐ Yes ☐ No

If you have ticked yes, please provide the following:

1. Complete the Credit Transfer Application Form available at: monash.edu/service-centre/assets/docs/forms/credit.pdf.
2. Submit detailed course syllabus/unit outlines/curriculum for the units you are seeking credit transfer for.

Further information may be requested from you if your previous course/institution has not been previously assessed by Monash University for credit evaluation assessment.

Section K: Scholarship/sponsorship information

Have you applied for a scholarship/sponsorship from an organisation external to Monash University to support your studies? ☐ Yes ☐ No

Please state the name of the external scholarship/sponsorship:

What is the status of your external scholarship/sponsorship application? ☐ Approved ☐ Pending ☐ Not approved

If the external scholarship/sponsorship has been approved please provide a copy of the official letter with this application.

Section L: Application fee payment

You can pay the A\$100 application fee by credit card, money order or bank draft payable to Monash University.

Bank drafts/money orders will need to be mailed or delivered in person to Central Admissions, Monash University. Please ensure you include your full name and date of birth on the back of the bank draft/money order.

Credit card payments can be made at the following link: monash.edu/fees/payment/payment-options#application_fee.

If you have made payment using the online credit card service (from the above link), please print a copy of the payment confirmation email and attach to this application form upon submission.

If your A\$100 application fee has been waived by Monash recruitment staff please insert the valid fee waiver promotion code or obtain the recruitment staff signature here:

Staff signature:

Waiver promotion code:

Section M: Privacy and student declaration

General privacy statement

The information collected on this form is used to assess your application for admission to a Monash University course and to manage any subsequent enrolment as a student. It is also used to create an enrolment record on the student database, to prepare statistical analysis and to inform you about your course and other university courses/events. If you do not complete all the questions on this form, it may not be possible to process your application. Personal information may be collected from or disclosed to relevant bodies for the verification of your previous qualifications, and it may be disclosed to government agencies (e.g. DIBP), as required by legislation or pursuant to obligations under ESOS Act 2000 and the 2007 National Code of Practice or for your visa application. Information may be shared with the registered agent you appoint to assist with your application for entry or visa processing. You have the right to access persona information that Monash University holds about you, subject to legislation, by contacting the Monash University privacy officer at privacyofficer@monash.edu.

Due to privacy regulations we are unable to disclose information to any other third parties such as friends, relatives and parents. All documents provided to Monash University become the property of the University and will not be returned to you.

Declaration

I warrant that the information on this form, or provided in support of my application, is correct, complete and up-to-date in every detail. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the University may refuse to assess my application, withdraw an offer of a place or cancel my enrolment in consequence. Should the University determine that I have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions.

I consent to any educational institution at which I have previously been a student and/or my current or any past employer providing Monash University with information which that institution or employer holds about me for the purpose of Monash verifying my grades and/or qualifications, experience and suitability for admission.

I declare that I am a Genuine Student and a Genuine Temporary Entrant (GTE) and that I have read and understood the conditions in relation to these requirements as defined on the following website: www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant. I understand that if the University forms the opinion that I am not a Genuine Temporary Entrant or a Genuine Student it may refuse to assess my application, withdraw an offer of a place or cancel my enrolment.

I am aware of the estimated total course fees at Monash University and living costs for my stay in Australia. I understand that the total course fees do not cover the cost of books, materials, field trips or any additional cost related to my course, unless otherwise specified.

I declare to have sufficient funds to support myself and my family unit members (if applicable) for the TOTAL period of my stay in Australia, including proposed course fees for myself and any school-aged family members, Overseas Students Health Cover, living costs and travel costs, regardless of whether my dependents intend to accompany me in Australia.

I agree to abide by the statutes, regulations, policies and procedures of Monash University.

I have read and understood the above conditions and accept them in full.

Student signature:

Date:

This document must be signed by original hand - electronic signatures will not be accepted by Monash University.

If you are under 18 years of age at the time of submitting this application you must have a parent or guardian sign this declaration on your behalf.

*If you do not yet hold a valid passport please ensure that your signature matches the signature on the passport you are issued.

Parent or guardian contact details

Name of parent/guardian: (circle as applicable):

Parent/guardian's business telephone:

Parent/guardian's fax:

Parent/guardian's email:

Parent/guardian's signature:

Date:

Please complete the following checklist before submitting: ☒

Note: Incomplete applications will cause delays in processing. Please ensure all relevant documents are translated and certified (where required).

- | | |
|---|--|
| ☐ All sections of the application form are completed | ☐ Additional information (check your course(s) in the admissions table for international students or at: study.monash/courses/find-a-course) |
| ☐ A\$100.00 application fee (non-refundable) | ☐ Signed declaration by student (or parent if the student is under 18) |
| ☐ Certified proof of English proficiency | ☐ Copy of official scholarship/sponsorship offer letter if applicable |
| ☐ Certified and translated copies of academic records/transcripts/grading scales | ☐ Copy of the personal details page of the student's passport or a copy of birth certificate |

Send your application to:

Australian campuses

Applicants for courses at Australian campuses should forward this application form to:

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

Malaysia campus

Applicants for courses at the Sunway campus must apply to the address below using the application form located at: monash.edu.my/study/apply

Admissions Office
Monash University Malaysia
Building 2, Level 1
Jalan Lagoon Selatan
47500 Bandar Sunway
Selangor Darul Ehsan, Malaysia
Email: mum.admissions@monash.edu

South Africa campus

Applicants for courses at the South Africa campus must apply to the address below using the application form located at: www.msa.ac.za/study/apply/

Monash South Africa
Private Bag X60
Ruimsig, Roodepoort 1725
South Africa
Email: musa-admissions@monash.edu

When will you know?

Once your application is received and entered into our database Monash will send an acknowledgment email to you and your agent, if you have one. This email will contain a Monash Student ID number, Online Access Account ID and password. You can use these details to check the status of your application using the Monash Online Admissions portal available at: applicant.connect.monash.edu.au/connect/webconnect.

Please remember that postal services can affect the time between you sending the application and Monash University receiving it.

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 ☐	No ☐
Do you have any health issues that may affect your application for a student visa?	Yes ☐	No ☐
Will you have any family members joining you? If so please state name, age and relationship to you in the box below.	Yes ☐	No ☐

- 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)