

Applying to the University of Melbourne

University application fee

The University of Melbourne charges an application fee of AU\$150 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 Tertiary Education Quality and Standards Agency (TEQSA) 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

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PART B GRADUATE PROGRAMS BY COURSEWORK*

To be completed by Graduate Coursework program applicants only i.e. Graduate Certificate/Diploma, Postgraduate Certificate/Diploma/Coursework Masters degrees and coursework Doctoral degree programs.

Program you are applying for:

- ☐ Graduate Certificate ☐ Postgraduate Certificate
☐ Graduate Diploma ☐ Postgraduate Diploma
☐ Masters Degree by Coursework ☐ Doctoral Degree by Coursework
☐ JD

Year/Semester you are applying for:

- ☐ Semester 1 Year 20 | | (February)
☐ Semester 2 Year 20 | | (July)

Name of the course(s) you are applying for:

Name: Specialisation: Length:

1. _____
2. _____

What are your reasons for applying for these particular courses:

REFERENCES

Please provide the names and contact details of two referees, who may be asked for their confidential advice about your suitability for the course.
Note: Doctor of Dental Surgery applicants must provide three references.

1. Title: Mr ☐ Ms ☐ Other:

Family name: _____

Given name: _____

Position/title: _____

Relationship to applicant: _____

Address: _____

Country: _____

Phone number: _____

Facsimile number: _____

Email address: _____

2. Title: Mr ☐ Ms ☐ Other

Family name: _____

Given name: _____

Position/title: _____

Relationship to applicant: _____

Address: _____

Country: _____

Phone number: _____

Facsimile number: _____

Email address: _____

NOTE: ADDITIONAL APPLICATION REQUIREMENTS FOR FACULTY OF THE VCA AND MUSIC (VCAM) AND GRADUATE SCHOOL OF BUSINESS AND ECONOMICS APPLICANTS

• **Faculty of the VCA and Music (VCAM):** Please refer to www.futurestudents.unimelb.edu.au/int/ipg/ipgapply.html for information regarding the supplementary application form which must be completed and audition/folio requirements.

• **Graduate School of Business and Economics (GSBE):** Many programs offered by the GS BE require GMAT or GRE results to be submitted with your application. For information about the requirements for GS BE coursework programs please see www.melbournegsm.unimelb.edu.au/courses/admissionrequirements.html.

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:

1. 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.
2. 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.
3. 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	_____



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 ☐	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)