International Student Application for

Graduate Coursework Studies

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

CRICOS Provider Number 00025B

Important information

- Please read the separate sheet *Notes for completing the International Student Application form – Graduate Coursework Studies* and follow the instructions. This will avoid any unnecessary processing delays.
- Your application must include a non-refundable fee of $100 unless you are applying for a UQ scholarship.
- Please see *The Application Process* on page 106 of this prospectus for details on how to submit your application.
- Do **not** use this form if you are an Australian/New Zealand citizen; an Australian permanent resident; an applicant for Study Abroad, Exchange, or English studies; or if you wish to change your program to another program at the same level.
- Return your completed application form, documentation and application fee to UQ's International Admissions Section (see below) or to one of the University's authorised representatives (www.uq.edu.au/edureps).
  The Manager, International Admissions Section, The University of Queensland, Level 2, JD Story Building, Brisbane, Queensland 4072, Australia
  Web www.uq.edu.au Email applicationstatus@uq.edu.au
  Phone +61 7 3365 7941 Fax +61 7 3365 1794

UQ office use only

Student ID: .....

Priority level: P1 / P

Scholarship: Y / N

Payment method: .....

AO: .....

DATE STAMP

Agent use only

Empl ID: .....

Event ID: .....

Agent ID: .....

UQ Agent Email: .....

.....

AGENT STAMP

1 Personal details *(see note 1)*

Family name: .....

Given names: .....

Order of names: .....

Date of birth: DD/MM/YYYY Gender: .....

Citizenship: ..... Country of birth: .....

Country of current residence (country where you have been living for the past three months): .....

2 Applicant contact details *(see note 2)*

Phone: ..... Mobile: .....

Email: .....

Applicant's permanent address outside Australia:

Number and street: .....

Suburb/town: .....

State: ..... Post/zip code: .....

Country: .....

Applicant's mailing address (if different from above):

Number and street: .....

Suburb/town: .....

State: ..... Post/zip code: .....

Country: .....

3 Program of study *(see note 3)*

Program commencement: ☐ Semester 1 (Jan-Feb) ☐ Semester 2 (July) Year: .....

1st program code: ..... Program name: ..... Major: ..... Campus: .....

2nd program code: ..... Program name: ..... Major: ..... Campus: .....

If your first program choice is not available for the semester you have indicated, what would you like to be automatically considered for?

☐ the next available semester for your first program choice **or** ☐ your second program choice

4 Scholarship details (if applicable) *(see note 4)*

a) Are you applying for a UQ scholarship? ☐ No ☐ Yes Name of scholarship: .....

b) Are you applying for a scholarship from another provider? ☐ No ☐ Yes Name of scholarship provider: .....

c) Have you received a scholarship? ☐ No ☐ Yes Name of scholarship provider: .....

5 English proficiency *(see note 5)*

a) Is English your first language? ☐ No ☐ Yes (If yes, move to section 6)

b) If your current level of English language proficiency does not meet UQ's English language entry requirements and all other entry requirements are met, would you like to receive a Package Offer which includes English Language tuition at UQ's Institute of Continuing and TESOL Education (ICTE-UQ)? ☐ No ☐ Yes

If yes, please complete the ICTE-UQ application form available at **www.icte.uq.edu.au** and return with this application.

c) Please tick the appropriate box if you have completed any English test within the last two years: ☐ TOEFL ☐ IELTS

d) If you sat an IELTS test, please indicate the IELTS Test Report Form (TRF) number if you can: .....

e) If you sat an internet-based TOEFL test, please indicate your registration number and test date:

Registration number: ..... Test date: DD/MM/YY .....

6 Student disability arrangements *(see note 6)*

For information, please visit **www.uq.edu.au/student-services/Disability** and contact UQ's Disabilities Advisor: email disability@uq.edu.au or phone +61 7 3365 1704.

7 Academic qualifications and experience *(see note 7)*

Please list all secondary and post-secondary programs in which you have been enrolled:

Course/award e.g., Bachelor degree, A levels	Institution e.g., Taylors College	Country e.g., Australia	Year started e.g., 2001	Year completed e.g., 2005

Are you currently studying? ☐ No ☐ Yes If 'Yes', please provide details below.

Course/award	Institution	Country	Date results expected

Work experience: ☐ Tick box if statements are attached

Referees: ☐ Tick box if reports are attached

Do you wish to claim credit or exemptions on the basis of your previous tertiary study? ☐ No ☐ Yes

Would you prefer an offer even if the credit or exemption assessment has not been completed? ☐ No ☐ Yes

(If you tick 'No', an offer will be sent when the credit or exemption assessment has been completed.
If you tick 'Yes', you will receive an offer as soon as you are deemed eligible for program entry. Credit/exemption assessment advice will follow at a later date.)

Important note: Credits and exemptions will be recorded on your official academic transcript and, once granted, credits and exemptions cannot be rescinded or removed.

8 Overseas Student Health Cover *(see note 8)*

It is a condition of a student visa that you maintain Overseas Student Health Cover (OSHC) for the duration of your studies in Australia.
On your behalf, The University of Queensland can organise program-length cover with OSHC Worldcare, its preferred provider of OSHC.

☐ Yes, I would like UQ to arrange: ☐ Single rate OSHC for myself **or** ☐ Family rate OSHC for myself and my dependant/s

☐ No, I will make my own arrangements for the duration of my studies at UQ

9 Permission to release information *(see note 9)*

I authorise the following person to access details regarding my application (compulsory for students under 18 years of age)**:**

Family name: ..... Given name: ..... Relationship to applicant: .....

Delegate's signature: ..... Date: .....

10 Declaration and signature *(see note 10)*

I agree:
- to The University of Queensland (the University) communicating with me via electronic means;
- to permit the University to obtain my academic results from other institutions directly or through Qualsearch;
- if any information provided by me is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to Universities Australia (UA) and UA member institutions, the Australasian Conference of Tertiary Admission Centres (ACTAC) and any other relevant authority.

I understand that:
- submitted documents supporting this application become the property of the University and will not be returned to me;
- the University may vary or cancel any decision it makes if the information I have given is incorrect or incomplete;
- information is collected on this form and during my enrolment in order to meet UQ's 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 me on this form and during my 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 my enrolment can be disclosed without my consent where authorised or required by law.

I declare that the information I have given in this application is correct and complete.

Applicant's signature: .....

Date: .....

Signature of parent/legal custodian if student is under 18 years of age. *(see* The Application Process *section)*

Parent's/legal custodian's signature: .....

Date: .....

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Notes for completing the application form

These notes contain important instructions for applicants wishing to complete and submit an application form for Graduate Coursework Studies at the University of Queensland (UQ).

General instructions

- Please do **not** use this form if:
  - you are applying for Study Abroad, for English language studies or to be an Exchange student. There are separate application forms available on the UQ website for these programs – www.uq.edu.au/international/forms
  - you are a new or continuing UQ student and wish to change programs. Instead, please refer to myAdvisor online for advice on how to change.
- The application form must be completed in English.
- Information should be typed in, or if written, block capitals should be used.
- Please ensure that **all** fields are filled in on the form. Missing or incorrect information may cause avoidable delays in the application process.
- UQ complies with Australian and Queensland privacy laws and guidelines and treats information collected from applicants as confidential. Information supplied by you will only be used for the administrative or educational purposes of the University or in accordance with a specific consent given by you. UQ will not make available to a third party any personal information supplied by you unless required or permitted by law. This may also occur where you have consented to the disclosure. The University may distribute aggregated statistical information for statutory reporting purposes but only in a form that will not identify any person individually. See www.uq.edu.au/privacy for more information.
- Return your completed application form, documentation and application fee to UQ's International Admissions Section (see below) or to one of the University's authorised representatives (www.uq.edu.au/edureps).
  The Manager, International Admissions Section, The University of Queensland, Level 2, JD Story Building, Brisbane, Queensland 4072, Australia
  Web www.uq.edu.au Email applicationstatus@uq.edu.au
  Phone +61 7 3365 7941 Fax +61 7 3365 1794

'Agent use only' box

- This box should be completed in full by all registered agents.
- The agent email provided in this box will be the main point of contact for the applicant concerned.

Note 1 Personal details

- You must give your family name(s) and given name(s) as shown on your passport. If your name appears differently, we will reserve the right to amend it on our records.
- If emailing a copy of your passport to UQ, please send this as a separate attachment to the rest of your application.
- Please also give the order in which you want your names to appear on your offer letter and Confirmation of Enrolment

Note 2 Applicant contact details

- A permanent address outside of Australia must be given, as well as any different mailing address. This is required as part of the proof that you satisfy the requirements of being an International student. This cannot be a PO Box address.

Note 3 Program of study

- It is essential that you refer to the current prospectus or online at www.uq.edu.au/study for the correct program codes, names, application deadlines, semester availability, specific program entry requirements and additional documentation required.

Note 4 Scholarship details

- If you already have confirmation that you will be getting a scholarship, please attach official documentation from your funding organisation, including duration of scholarship, expenses covered by scholarship (eg., tuition fees, living allowance, OSHC) and details of any restrictions on study.

See overleaf for more notes

Cut here and keep the top section of this page for information

Fee slip – international students application fee

- **This fee slip must be completed and, if emailed to UQ, submitted as a separate document from the rest of the student's application.**
- A non-refundable AUD$100 application fee must accompany this application, unless the applicant can provide evidence that they have been offered a scholarship.
- Note that only bank drafts, Mastercard or Visa can be accepted for payment. Other credit cards and debit cards cannot be accepted. Before completing and submitting this form, please check with your bank that your credit card can be processed in Australia.

Family name: ..... Given names: .....

Date of birth: ..... DD/MM/YYYY .....

Address for correspondence: .....

.....

I would like to pay my application fee of AUD$100 by: ☐ Bank draft ☐ Mastercard ☐ Visa

Make bank drafts in Australian dollars payable to The University of Queensland.

Card No: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Name on card: .....

Expiry date: ..... MM/YY ..... Signature: .....

(Currency converter: www.oanda.com)

Note 5 English proficiency

- TOEFL and IELTS Test results are only valid for two years from the date of the test. Test results must still be valid the month your UQ degree program starts or they cannot be accepted.
- UQ will not accept institutional TOEFL tests, photocopies or certified copies of examinees' TOEFL results. If you have not done so already, you must ask your TOEFL testing centre to send your official results to UQ. UQ's TOEFL code is 0987.
- If you sat an IELTS test and you can provide an IELTS Test Report Form (TRF) number on your application form, you do not need to provide an official copy of your IELTS results to UQ.

Note 6 Student disability arrangements

- For information, please visit www.uq.edu.au/student-services/Disability and contact UQ's Disabilities Advisor: email disability@uq.edu.au or phone +61 7 3365 1704.

Note 7 Academic qualifications and experience

- Your application will only be assessed if it is accompanied by certified copies of academic transcripts for all of the courses you have undertaken to date. See the 'Application process' section of the Prospectus.
- In most cases applications for credit may only be considered once you have provided official course outlines, descriptions, assessment results and contact hours of courses for which you are seeking credit. Course outlines and descriptions must be in English; if not, please include certified official English language translations. Visit www.uq.edu.au/international-students/credit-transfer. Applications for credit are assessed on a case-by-case basis and the application process may take longer if you apply for credit.
- Credits and exemptions will be recorded on your official academic transcript and once granted credit and exemptions cannot be rescinded or removed.
- If work experience is a prerequisite for your preferred program, attach copies of statements of service on company letterhead, which clearly state your occupation, employer details, the date of employment (start date/end date), and the status of employment (i.e. full-time or part-time). Refer to the Courses and Programs website at www.uq.edu.au/study for program prerequisites.
- Some programs require referee reports to accompany the application. You can determine if you are required to submit referee reports by looking at the program details at www.uq.edu.au/study. If your application requires referee reports, you will need to submit these now to avoid any delays in assessing your application.

Note 8 Overseas Student Health Cover

- Some applicants may be exempt from the OSHC requirement. Please check www.uq.edu.au/international/fees for eligibility.

Note 9 Permission to release information

- If you are under 18 years of age, you will need to give permission for a close family relative to access details regarding your application.
- Please obtain a signature from the delegated person.

Note 10 Declaration and signature

- Please read the declaration carefully.
- You must sign your name on the signature line. A typed-in name cannot be accepted.
- If you will be under 18 years of age at the time you are due to start your studies at UQ if you get a place, you will need to obtain the approval and signature of a parent or legal custodian who must be a close family relative.