



THE UNIVERSITY OF
MELBOURNE

Application for Admission International Undergraduate Student

Who should use this form?

You should use this form if you are an international applicant applying for undergraduate programs at the University of Melbourne. International students who are currently studying VCE or IB at a Victorian secondary school must apply through VTAC.

This form should not be used by permanent residents or citizens 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 complete the checklist and 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 assessment fee is not provided. The fee will be deducted from your tuition fees if you enrol at the University. The fee may be paid in the form of a bankdraft made payable to 'The University of Melbourne' at an Australian bank or by credit card. Please see part E of this form for credit card details.

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:

Title: Mr Ms Other

Family name:

Given name:

Date of birth: Day Month Year

Female Male

Countries of citizenship*:

*Please note that you must list each country for 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.

If you are in Australia, are you currently covered by an Australian Overseas Health Cover (OSHC) Plan? Yes No

If yes, please state which OSHC provider and your membership number:

Provider:

Number:

Closing dates

- Semester 1: 20 December
- Semester 2: 31 May
- MBBS* applications: 31 October

Late applications may be accepted in special circumstances, however students are advised to apply as early as possible to avoid visa delays. When you have completed this form, please complete the checklist to ensure that you have included all the required documentation.

Please note that delays may occur in the processing of this application if the application is incomplete.

*Bachelor of Medicine and Bachelor of Surgery, Bachelor of Medical Science.

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:

Address for correspondence

Country:

Telephone: Country code Area code

Phone number:

Mobile phone:

Facsimile: Country code Area code

Facsimile number:

Permanent address in home country

Country:

Telephone: Country code Area code

Phone number:

Facsimile: Country code Area code

Facsimile number:

Applicant's email address

PART B Undergraduate English Language Proficiency

- Please tick the box that indicates how you have satisfied English language requirements for admission to the University of Melbourne. If you are not able to tick any of the boxes you can satisfy the requirements by achieving the required scores in an IELTS or TOEFL test.
- *Please refer to the admissions website for the latest information on the University's English language requirements: www.services.unimelb.edu.au/admissions/guide/english_ug_reqs.html
- Documentary evidence is required to demonstrate your English language proficiency.

1 Have you completed an IELTS (Academic) test within the past two years and achieved the required score of 6.5 (written band 6.0)?*

 NO

 YES

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If Yes, please attach an **original** copy of your Academic IELTS test report.

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2 Have you completed a TOEFL test within the past two years and achieved the required score of 233 and essay rating 4.5 (computer based test) or 577 and TWE 4.5 (paper based test)?*

 NO

 YES

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If Yes, please attach an **original** copy of your TOEFL test report.

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3 Have you satisfactorily completed English studies, approved by the University of Melbourne, as part of a secondary qualification in a country where English is an official language, such as Australian Year 12 English, NCEA3 English, or an approved Australian Foundation Program English (please note: Fast Track Foundation English (less than 10 months) does not satisfy this requirement).

 NO

 YES

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If Yes, please provide a **certified or original** copy of your final year school results.

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4 Have you satisfactorily completed the final two years in a secondary school approved by the University and gained a pass in final year English?

 NO

 YES

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If Yes, please provide a **certified or original** copy of your final year school results.

A list of approved schools can be found at: www.unimelb.edu.au/ExecServ/Statutes/r111r3attachA.html

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5 Have you obtained a grade of C or greater in one of the following General Certificate of Education AO/AS Level subjects: the General Paper, General Studies, English Language, English Literature, English Language and Literature

 NO

 YES

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If Yes, please provide a **certified or original** copy of your GCE AO/AS level results.

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6 Have you achieved at least a score of 4 in English in the Norwegian Vitnemal or the Swedish Avgangsbetyg?

 NO

 YES

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If Yes, please provide a **certified or original** copy of your final year school results.

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7 Have you satisfactorily completed either:

- at least the first year of a tertiary course within the last two years; or
- at least a two year tertiary degree within the last five years

in a institution where English is the language of instruction and assessment for the entire institution.

 NO

 YES

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If Yes, please provide formal advice from the institution that English is the language of instruction **and** assessment for the **entire** institution

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8 To satisfy the University's English language requirements you will need to achieve the required score in an IELTS or TOEFL test. For information regarding IELTS Test Centres: www.ielts.org For information regarding TOEFL Test Centres: www.toefl.org

PART C Academic Qualifications

Please provide details and documentation for all completed and/or current studies (eg. Secondary school studies and Foundation studies) including:

1. Official certified copies of all transcripts.
2. An official explanation of the grading system.
3. If the documents are not in English they must be accompanied by an official certified translation.

Please complete the table below with your most recent or current qualification listed first.

Name of qualification: Current Studies (eg. GCE A-Levels, IB, Bachelor of Business)	Name of Institution:	Country of Institution:	Course length (no. of years or months):	Date course was/will be completed (dd/mm/yy)

Previous Studies (eg. GCE A-Levels, IB, Bachelor of Business)

PART D Course Preferences

Name of course you are applying for:

1

2

3

- Please note: Not all courses/streams are available for Semester 2 (July) commencement.
- If you have completed more than one year of university study you may not be eligible for the MBBS program. Please refer to the Faculty of Medicine website for details.

- If you have applied for the Bachelor of Music:

have you submitted an audition recording? Yes No

have you been auditioned by the Dean? Yes No

Year/Semester you are applying for:

<input type="checkbox"/> Semester 1 2005 (February)	<input type="checkbox"/> Semester 2 2005 (July)
<input type="checkbox"/> Semester 1 2006 (February)	<input type="checkbox"/> Semester 2 2006 (July)
<input type="checkbox"/> Semester 1 2007 (February)	<input type="checkbox"/> Semester 2 2007 (July)

Credit

Are you seeking advanced standing for courses or subjects already undertaken? Yes No If yes, please attach:

1. full documentation of studies completed;
2. details of grading system;
3. an indication of the subjects you are enrolled in but have not yet completed;
4. the subject content for each subject.

International Admissions may request further information before making a decision regarding credit.

If you have not studied in the last 12 months, please state your activities during this period.

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 adviser/University lecturer
- Hawthorn English Language Centre
- ICC seminar/counselling session

University of Melbourne Privacy Statement

The University of Melbourne complies with the provisions of the Information Privacy Act 2000 and the Health Records Act 2001 in its treatment of personal information regarding students.

The University's Privacy Officer is the University Secretary, Mr Len Currie. The Privacy Officer's website: <http://www.unimelb.edu.au/unisec/privacy.htm> contains the University's Privacy Policy and provides detailed information about the contact details, complaints procedures and other aspects of the University's privacy regime.

The University collects information about a student for a number of purposes. The main purposes are to enable proper administration of an individual's course of study and to assist the University to organise programs for the health and welfare of students. Information is also collected under Commonwealth or State Government legislation for the purposes of reporting annually to these governments and for the administration of one or other of the Higher Education Contribution Scheme, the Postgraduate Education Loans Scheme, the Bridging Courses for Overseas Trained Professionals Loans Scheme and the Youth Allowance (Austudy and Abstudy). Information may also be collected to facilitate internal planning.

The University will take reasonable steps to ensure that the information it holds is accurate and complete. Access and correction of your information is handled in accordance with the Freedom of Information Act 1982.

Data obtained via the Enrolment Questionnaire that is reported to the Commonwealth Government can be viewed (and, if necessary, corrected) at: <http://sis.unimelb.edu.au>

Information concerning enrolled students is maintained by the Student Administration section in the University's Academic Services Division. The University will not disclose personal information about you without your permission or unless permitted or required by law or government regulation. Examples of instances when personal information about you may be disclosed are:

- informing Centrelink of your enrolment details if you are in receipt of payments;
- releasing statistical information to the Department of Education, Science and Training;
- releasing statistical information to the Office of Training and Tertiary Education;
- informing the Australian Taxation Office of your taxation liabilities;
- assisting the police with personal information about you if you are alleged to have been involved in a criminal offence;
- releasing your academic details to another tertiary institution or tertiary admission centre if you apply to transfer studies; and
- publishing the names of graduates.

If you have an enquiry about your privacy rights in relation to the collection of information from students, please contact the University's Privacy Officer.

PART E Declaration and Signature

1. I declare that the information provided by me is true and complete in every particular.
2. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
3. I acknowledge that the University of Melbourne reserves the right to reverse or vary any decision regarding admission made on the basis of incomplete or false information.
4. I declare that I will be able to abide by the University's policy on admission, fees payments and fees refunds.
5. I understand that the University of Melbourne reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
6. I understand that the personal information that I have provided may be released to Australian Commonwealth and State agencies under the ESOS Act 2000.

Name of applicant (please print):

Signature:

Day Month Year

Your Checklist

Name (please print your full name)

My application is for the Bachelor of

I have included original or certified* copies of the following documents with my application**

Yes No Evidence of English language proficiency (see part B for details)

Yes No Certified copies of academic transcripts with an explanation of the grading system

Final year of high school. If you are currently studying please forward your final results as soon as they are available.

Year preceding final year of high school

All results of tertiary studies

Yes No If currently studying, details of subjects being undertaken

Yes No A certified translation of academic records if the original is not in English

Yes No An assessment fee paid by:
(if paying by bankdraft please make it payable to an Australian bank and staple it to the form)

Bankdraft Money order Credit card

* 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.
CRICOS Provider Code: The University of Melbourne 00116K

Credit Card Payment

If you wish to pay your assessment fee by credit card, please complete the details below

Please tick box: Mastercard Visa

Card Number:

Card Holder Name (please print)

Card Expiry Date: Month Year

Card Holder Signature:

Please return this form to:

The Manager

International Admissions, International Centre
The University of Melbourne, Victoria 3010 Australia

Telephone: (+61 3) 8344 4505

Facsimile: (+61 3) 9347 9062

For further information:

General information page: www.unimelb.edu.au

FAQ page: <http://unimelb.custhelp.com>

Office use only

Offer

Name of Course: (eg: Bachelor of Arts)

Length of Course

In years

Course/stream code

Semester Year or Semester Year

Unconditional Conditional

If conditional, please outline conditions:

No Offer

Reasons:

Comments:

Authorised Signature

Print Name: Date:

Assessment Fee Waiver

Exhibition/Interview Program:

Waived by (name):

Faculty:

Signature: Date:

Note: the assessment fee can only be waived by a University staff member at an overseas exhibition or interview program.