



APPLICATION FOR ADMISSION INTERNATIONAL POSTGRADUATE 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
- Masters Degrees (except for the Master of Business Administration programs)
- PhD Degrees/Doctoral Degrees
- International Postgraduate Scholarships.

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. 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:

Nine digit Number: | | | | | | | | | |

Title: Mr Ms Other

Family name: _____

Given name: _____

Date of birth: Day Month Year

Gender: 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.

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: _____

CLOSING DATES

Late applications may be accepted in special circumstances.

- Masters by Research and PhD candidature: Apply any time.
- Diplomas and Masters 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.

- Postgraduate Dental Science coursework programs: 15 May (for commencement in the following year).
- Masters by Coursework, Postgraduate Diploma and Certificates in Physiotherapy. Semester 1: 1 September.
- Postgraduate Certificates in Physiotherapy Semester 2: 1 May.

For scholarship application closing dates, refer to Part G

The Melbourne JD: Refer to <http://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 whilst a fee will apply to sit the LSAT, no additional \$100 University assessment fee is required.

Please provide your LSAT No L | | | | | | | | | |

PART B POSTGRADUATE PROGRAMS BY COURSEWORK

To be completed by Graduate Certificate/Diploma, Postgraduate Certificate/Diploma, Coursework Masters Degree and Doctoral Degree by Coursework applicants.

Program you are applying for:

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

Year/Semester you are applying for:

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

Name of the course you are applying for:

1. _____
2. _____

What are your reasons for applying for these particular courses:

Applications for the Victorian College of the Arts (VCA) please refer to: <http://www.futurestudents.unimelb.edu.au/int/ipg/ipgapply.html> for information regarding the supplementary application form which must be completed and audition/folio requirements.

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.

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: _____

PART C POSTGRADUATE PROGRAMS BY RESEARCH

To be completed by Masters by Research and Research Doctoral applicants.

Title of proposed degree:

- Masters by Research PhD Other by Research

Year/Semester you are applying for:

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

Preferred commencement date (optional): _____

Proposed department or school or faculty: _____

Field of research: _____

Proposed title of project: _____

Applicants are strongly recommended to make contact with potential supervisors at the University of Melbourne prior to submitting an application. Failure to do this will result in a delay in assessing your application.

Please provide details of a potential supervisor with whom you have discussed your research proposal, and attach evidence of this contact (eg copy of email correspondence).

Supervisor's Name: _____

Faculty: _____

Department: _____

Do you propose to transfer to PhD studies before your Masters candidature ends, if permitted? Yes No

Please note that you must provide the following:

- 1) **Two academic referees' reports.** The referee reports should be written by the referee on their letterhead where possible. If you are intending to apply for a University scholarship, Part L of this form may be used. Please note that referee reports will not be released to the applicant.
- 2) **A one or two page outline of your proposed research project.**
- 3) **A copy of your curriculum vitae summarising your academic and professional experience.**

PART D 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 if their transcript does not state that 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)

If you have completed a Masters degree, what percentage of the course was a research (thesis) component? _____%

If available, please attach a copy of the examiners' reports for your thesis.

5. Briefly describe any research (eg. thesis, research project subject(s)) you have completed **as part of your tertiary studies**. Attach an additional page if required. Please only provide details of the research completed at the 4th year level or higher.

* Applicants are advised that if their transcript does not state that they have successfully completed their degree, they must provide an original or certified copy of an official letter from their institution indicating this.

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 research/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:

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



THE UNIVERSITY OF
MELBOURNE

PART L IS TO BE RETURNED TO:

The General Manager

International Admissions, International Centre
The University of Melbourne, Victoria 3010 Australia
Facsimile: (+61 3) 9347 9062



PART L REFEREE'S REPORT FOR RESEARCH APPLICANTS TO THE UNIVERSITY OF MELBOURNE

(This form can be photocopied for the second referee report)

The student below has given your name in support of his/her application for a University of Melbourne Postgraduate Scholarship. Please complete and return this form to the applicant in a sealed envelope as soon as possible. This reference will be treated in confidence.

Section I: Applicant details (To be completed by applicant)

Title: _____ Mr Ms Other

Family name: _____

Given name: _____

Address for correspondence

Department: _____

University/Institution: _____

Proposed degree: _____

Section II: (To be completed by referee)

Academic course of study undertaken with referee's involvement

Years _____ from (date) _____ to (date) _____

1. In a graduating class of _____ students, this student was placed _____ in the class (eg. 10th out of 210 students) in postgraduate/undergraduate/individual subject.

2. What overall grade or honour was obtained by this student? (eg. A or H1) _____ in postgraduate/undergraduate/individual subject.

3. What actual mark (eg. 82%) or GPA (eg. 3.4) did the student obtain?

4. What is the minimum mark for H1 or First Division at your institution for the course in which the student is/was enrolled (eg. H1=80-100%).

5. If the applicant completed a masters degree,
A) what is the normal, full-time duration of the course (eg. 2 years)?

B) what percentage (eg. 75%) of the degree course was the research (thesis) component _____%

6. And what numeric mark (eg. 82%) or GPA (eg. 3.4) did the applicant achieve for the research (thesis) component of their masters degree?

7. If there was a research (eg. thesis) component, how was the research component assessed? (eg. two external examiners rated the thesis as follows)

8. Please give your appraisal of the student in terms of the qualities listed below. Rate the applicant in comparison to others you know who have undertaken graduate study.

PLEASE CIRCLE	EXCEPTIONAL*	TOP 10%	TOP 11-20%	TOP 21-30%	UNABLE TO JUDGE
Knowledge of the field or discipline	1	2	3	4	5
Critical thinking	1	2	3	4	5
Persistence and maturity	1	2	3	4	5
Written communication	1	2	3	4	5
Organisational ability	1	2	3	4	5
Analytical ability	1	2	3	4	5
Imagination and creativity	1	2	3	4	5

*ie. one of the best students you have ever taught.

9. Are there any further comments you would like to make about this applicant's academic performance? (You may attach another sheet if you require more space.)

PART F POSTGRADUATE ENGLISH LANGUAGE PROFICIENCY

- Please refer to the University's Future Students website for the latest information on the University's English language requirements including required IELTS & 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 English language test result that meets the University's English language requirements. Refer to http://www.futurestudents.unimelb.edu.au/courses/pgenglishreq.html for score requirements. <input type="checkbox"/> Yes (attach original test results) * Note: test results expire 2 years after the test was taken.
B	I will be sitting for an IELTS (Academic) or TOEFL test or I am waiting for the test results. <input type="checkbox"/> Yes
C	I have satisfactorily completed 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 <u>where English is the language of instruction and assessment for the entire institution.</u> <input type="checkbox"/> Yes
D	I have completed English studies approved by the university eg Australian year 12 English, IB Diploma English, GCE AS subjects: General Paper, General Studies, English Language, English Literature, English Language and Literature, NCEA level 3 English, approved Australian Foundation Program English. <input type="checkbox"/> Yes
E	I have completed one of the following programs and achieved the stated grade for English: Denmark - Studentereksamen - grade 10 (level B) Germany - Arbitur - grade 10 (Leistungskurs) Sweden - Avgangsbetyg - VG or grade 4 Netherlands - VWO - grade 8 Norway - Vitnemal - grade 4. <input type="checkbox"/> Yes
F	Other -please attach documentary evidence. _____ _____ _____

UNIVERSITY OF MELBOURNE PRIVACY STATEMENT

Privacy legislation

The University of Melbourne has a statutory obligation to comply with the Information Privacy Act 2000 and the Health Records Act 2001 in its treatment of personal and health information regarding students.

What we collect and why

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, but not limited to, the following schemes 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.

Accuracy, security and storage of information

The University holds personal information on computer and paper based records. It takes all reasonable steps to ensure that the information it holds is accurate and complete and that it is protected from misuse, loss, unauthorised access or disclosure.

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.

Access to personal information

Access to and correction of your information are 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>

University Privacy Officer/Privacy policy

The University's Privacy Officer is the University Secretary, Mr Len Currie. The Privacy Officer's website, 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.

Questions

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 G POSTGRADUATE SCHOLARSHIPS FOR INTERNATIONAL STUDENTS

Please ensure that you complete Part H of this application form

Eligible international applicants who receive an unconditional offer of a place in the courses listed will be considered automatically for one of the scholarships outlined below, depending on availability.

Please tick the box indicating which course you wish the scholarship to cover:

- | | |
|--|--|
| <input type="checkbox"/> Masters by Research Degree only | <input type="checkbox"/> PhD Degree |
| <input type="checkbox"/> Masters by Research leading to PhD Degree | <input type="checkbox"/> Masters by Coursework |
| <input type="checkbox"/> Other Doctorate by Research | <input type="checkbox"/> Postgraduate Diploma |

Please note: English requirements must be met and a complete application must be received by the scholarship closing date.

* For information regarding scholarships please visit the Melbourne Scholarships Web site listed below.

International Postgraduate Research Scholarships (IPRS)

This is an Australian Government scholarship, awarded on academic merit and research potential which covers tuition fees and overseas student health cover for up to two years for a Masters by Research degree and three years for a PhD degree. Students who are awarded an IPRS by the University are normally awarded an MIRS (Living Allowance).

Melbourne International Research Scholarship (MIRS)

Provides a living allowance valued at approximately AUD\$19,040 (2007) per year. It does not cover tuition fees or overseas student health cover costs.

Melbourne International Fee Remission Scholarship (MIFRS)

Covers tuition fees for the normal duration of the course, but does not cover overseas student health cover costs.

Human Rights Scholarship

A scholarship available for research and coursework degrees.

Asian Development Bank Scholarships

Scholarships available for specific coursework degrees.

Melbourne International Postgraduate Coursework Scholarships (Part Fee Remission)

Covers 25% to 100% of the annual tuition fee for the duration of the course. There are a limited number of scholarships available for students accepted into specified Doctorate by Coursework, Masters by Coursework and Postgraduate Diploma programs. Please see the Melbourne Scholarships web site for more information.

PART H 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:

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 and demonstrated research potential. 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 permanent residents and citizens 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.

All queries concerning these scholarships should be directed to the Melbourne Scholarships Office:

Telephone: (+61 3) 8344 8747

Facsimile: (+61 3) 9349 1740

Email: www.studentadmin.unimelb.edu.au/contact/postgradschols

Web: www.services.unimelb.edu.au/scholarships/pgrad/

AUSAID AND OTHER SPONSORED STUDENTS:

- The award of an international scholarship is always conditional upon the student holding the appropriate valid visa and complying with contractual obligations of an employer or other sponsor.
- AusAID students are reminded of their obligation to return to their home country for a specified period.

All enquiries regarding AusAID scholarships should be directed to the Australian Diplomatic Mission in your home country.

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
IPRS, MIFRS, MIRS ¹	31 August
IPCA ²	31 October
Human Rights Scholarship	31 October
ADB ³	31 August (for Semester 1) 15 February (for Semester 2)

1 While applications submitted after this closing date, will be accepted, these applications will only be considered for any MIFRSs and MIRSs that remain in the relevant faculty's allocation at the time the application is assessed. A majority of the MIFRSs and MIRSs are offered immediately after the main scholarship selection rounds held in November and December each year.

2 31st October is the closing date for the first round. Applications received after the 31st October will be considered for any IPCAs that remain after the first round.

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 a Postgraduate Student format least eight weeks before the dates noted above.

