



THE UNIVERSITY OF  
MELBOURNE

# APPLICATION FOR ADMISSION AS AN INTERNATIONAL GRADUATE 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 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 or nine-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: \_\_\_\_\_

## 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: \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

\_\_\_\_\_

## 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 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.

→ Graduate Dental Science coursework programs: 30 April (for commencement in the following year).

→ Graduate Physiotherapy coursework: 1 September.

For scholarship application closing dates, refer to Part H.

**Melbourne JD:** Refer to [www.law.unimelb.edu.au](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 AUD\$100 University assessment fee is required.

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

## PART B GRADUATE 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       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:

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.

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 GRADUATE PROGRAMS BY RESEARCH\*

To be completed by Masters by Research and Research Doctoral applicants

Title of proposed degree:

- MPhil       PhD  
 Other Masters by Research       Other by Research (please specify) \_\_\_\_\_

If you have selected MPhil or other masters by research, do you plan to request a transfer to a PhD before completing the masters?  Yes  No

Year/Semester you are applying for:

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

Preferred commencement date (optional): \_\_\_\_\_

Proposed department, school or faculty: \_\_\_\_\_

Field of research: \_\_\_\_\_

Proposed title of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicants are strongly advised 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: \_\_\_\_\_

Please note that you must provide the following:

- Two academic referee reports.** Please select referees who are able to comment on your academic performance in all components of the academic program that you have most recently undertaken at a university. The academic program should be relevant to your intended study at the University of Melbourne.  
The form that your referees **must** use is located at the back of the International Graduate Prospectus or may be downloaded from: [www.futurestudents.unimelb.edu.au/int/ipg/ipgapply](http://www.futurestudents.unimelb.edu.au/int/ipg/ipgapply). It is in your interests that your referees use this form instead of sending a letter. Your referee may attach a letter to the form.  
Applicants who are currently enrolled at the University of Melbourne or whose most recent qualification was obtained from the University of Melbourne are only required to submit one academic referee report form.
- A one- or two-page outline of your proposed research project.**
- A copy of your curriculum vitae summarising your academic and professional experience.**
- If you are currently undertaking or have completed a masters qualification, please provide:**
  - examiners' reports for your thesis, if available; and
  - an extract from the relevant university handbook or web site that clearly states the:
    - requirements to be admitted to the program;
    - normal full-time duration of the masters program (eg. 2 years full-time);
    - structure of the program (eg. 24 points of which 18 points are a research project).
- If you list any refereed publications in Part E of this form, you must provide a copy of the front page of each publication.**

### \* Additional Application Requirements for Victorian College of the Arts (VCA) and Faculty of Economics and Commerce applicants

• **Victorian College of the Arts (VCA) programs:** please refer to [www.futurestudents.unimelb.edu.au/int/ipg/ipgapply.html](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.

• **Faculty of Economics and Commerce masters programs:** All applicants will be required to provide GMAT results before an application can be assessed. For further information please visit: [www.ecom.unimelb.edu.au/mgsm/admissions/how\\_to\\_apply.html](http://www.ecom.unimelb.edu.au/mgsm/admissions/how_to_apply.html).

Please indicate if you have sat the GMAT: Yes / No When do you intend to sit the GMAT: (dd/mm/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_.

In exceptional circumstances the Faculty may consider requests to waive the GMAT requirement if a GMAT testing centre is not available in your country.

## 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 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)

If you are undertaking or have completed a masters degree, what percentage of the program was the research (thesis) component? \_\_\_\_\_%  
If available, please attach documents as outlined in item 4 of Part C of this form.

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

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## 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:

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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):

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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 web site for the latest information on the University's English language requirements including required IELTS and TOEFL scores: [www.futurestudents.unimelb.edu.au/courses/pgenglishreq.html](http://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 [www.futurestudents.unimelb.edu.au/courses/pgenglishreq.html](http://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) or TOEFL test or I am waiting for the test results.

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

Yes

**D** I have completed English studies approved by the university eg. Australian Year 12 English, IB Diploma English, GCE AS subject (General Paper, General Studies, English Language, English Literature, English Language and Literature) NCEA level 3 English, approved Australian Foundation Program English.

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

Yes

**F** Other – please attach documentary evidence.

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## 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. The Privacy Officer's web site [www.unimelb.edu.au/unisec/privacy.htm](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;
- 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 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:

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## PART H GRADUATE 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.

### LIST OF THE SCHOLARSHIPS AVAILABLE

#### Scholarships for graduate research studies

- Endeavour International Postgraduate Research Scholarships (IPRSs)
- Melbourne International Fee Remission Scholarships (MIFRSs)
- Melbourne International Research Scholarships (MIRSs)
- Human Rights Scholarships (HRSs)

#### 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](http://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 and, for graduate research scholarships, 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 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.

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

### Graduate Coursework Scholarships

Web: [www.unimelb.edu.au/scholarships](http://www.unimelb.edu.au/scholarships)  
Email: [www.undergradschols.unimelb.edu.au/query](mailto:www.undergradschols.unimelb.edu.au/query)  
Phone: (+61 3) 8344 7467  
Fax: (+61 3) 8344 3734

### Graduate Research Scholarships

Web: [www.unimelb.edu.au/scholarships](http://www.unimelb.edu.au/scholarships)  
Email: [www.postgradschols.unimelb.edu.au/query](mailto:www.postgradschols.unimelb.edu.au/query)  
Phone: (+61 3) 8344 8747  
Fax: (+61 3) 9349 1740

## 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 <sup>1</sup>	31 August
IPCA <sup>2</sup>	31 October
HRS	31 October
NGIGS <sup>3</sup>	31 October
RASA <sup>4</sup>	1 February
ADB Scholarships <sup>5</sup>	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. 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.
3. 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.
4. This is the closing date for the scholarship application. Applicants are expected to have submitted a separate course application and are encouraged to do so before the relevant course application closing date.
5. 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.

