



# APPLICATION FOR ADMISSION

## Australian (coursework) graduate applicants

If you are applying for a number of courses that are managed by different faculties/graduate schools, you must submit a separate application form and supporting documentation to each faculty/graduate school, including all of your course preferences on each copy. For information on courses, entry requirements and which faculty/graduate school manages your course(s) of interest, please refer to course search: <http://coursesearch.unimelb.edu.au>

*Please make sure your form is accurately completed to ensure your application is processed without delay.*

To complete this application form please refer to the **Instructions for Completing an Application for Admission** which is enclosed or available from [www.futurestudents.unimelb.edu.au/grad/apply/aust](http://www.futurestudents.unimelb.edu.au/grad/apply/aust)

Graduate courses offered by the Melbourne Law School (including the Melbourne Juris Doctor), or the Victorian College of the Arts and Music (VCAM) require completion of specific application forms.

Applicants for selected programs administered by the Faculty of Arts, the Melbourne Graduate School of Education and the Melbourne Dental School are encouraged to apply online.

Applications for the Master of Teaching are made through the Victorian Tertiary Admissions Centre (VTAC), using the online form available at: [www.vtac.edu.au](http://www.vtac.edu.au).

Applicants for any of these programs should consult the relevant graduate school for specific details, visit: [www.futurestudents.unimelb.edu.au/grad/gradschools](http://www.futurestudents.unimelb.edu.au/grad/gradschools)

### **PART A Personal Details (please complete all fields)**

#### **Section A1**

Have you ever studied, or applied to study at the University of Melbourne? Yes / No (please circle)

If yes, previous University of Melbourne student/application number: .....(leave blank if not known)

Title: Dr / Mr / Mrs / Ms / Miss / Other .....

Family name: .....

Given name(s): .....

Former name (if applicable): .....

Date of birth: .....(Day Month Year)

Gender: Female / Male (please circle)

Are you an Aboriginal or Torres Strait Islander? Yes / No (please circle)

#### **Section A2**

**Please indicate your citizenship status:**

- Australian citizen
- New Zealand citizen
- Australian permanent resident
- Permanent humanitarian visa holder

If none of the options for citizenship above apply to you then you are an international student. International students must apply through the University of Melbourne International Admissions Office at: [www.futurestudents.unimelb.edu.au/int/apply/grad](http://www.futurestudents.unimelb.edu.au/int/apply/grad).

#### **Proof of Citizenship**

Applicants who receive an offer and enrol at the University of Melbourne are required to provide proof of citizenship. Australian citizens will need to provide details of either an Australian birth certificate, passport or certificate of citizenship. Australian permanent residents will require their visa details and New Zealand citizens will require their New Zealand passport.



## Section B3

### Advanced Standing

If you would like to be considered for advanced standing (credit or exemption) please submit an advanced standing (credit or exemption) application form when you commence enrolment.

These forms can be obtained from the relevant graduate school admissions office (details available in the Instructions for Completing an Application for Admission).

## PART C Academic Qualifications

Please attach certified copies of your academic transcripts. Please note, if you have completed your previous study at the University of Melbourne, provided you give your student number under which you studied, **it is not necessary for you to supply official or original copies of transcripts from the University of Melbourne.**

### Section C1

#### Previous Tertiary Studies

Please provide details below and attach certified documentation for all previous and current tertiary studies.

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 (OR EXPECTED TO COMPLETE) (DD/MM/YY)

\* Applicants are advised that if your transcript does not state you have successfully completed your degree, you must provide an original or certified copy of an official letter from your institution confirming completion. Please attach additional programs at the end of this application form if required.

## PART D Professional Work Experience

**Please attach your Curriculum Vitae/Resume (if applicable to the program(s) you are applying for):**

### Section D1

#### Employment History

Please summarise your relevant employment history over the last five years (if applicable to your course's entry requirements):

EMPLOYER	POSITION	DURATION

### Section D2

#### References

Please provide the names and contact details of two referees (if applicable to your course's entry requirements), who may be asked for their confidential advice about your suitability for the course. **Please note, for Dental Science courses only please provide a third reference.**

1. Title: Dr / Mr / Mrs / Ms / Miss / Other .....

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

Position/title: ..... Relationship to applicant: .....

Address: ..... Country: .....

Telephone: ..... Facsimile: ..... Email address: .....

2. Title: Dr / Mr / Mrs / Ms / Miss / Other .....

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

Position/title: ..... Relationship to applicant: .....

Address: ..... Country: .....

Telephone: ..... Facsimile:..... Email address: .....

3. Title: Dr / Mr / Mrs / Ms / Miss / Other .....

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

Position/title: ..... Relationship to applicant: .....

Address: ..... Country: .....

Telephone: ..... Facsimile: ..... Email address:.....

### Section D3

#### Professional registration

For appropriate courses in Medicine, Dentistry and Health Sciences please provide proof of professional registration.

## PART E English Language Proficiency

All applicants must satisfy the University's English language requirement. There are a number of ways to meet these requirements. Details can be found at [www.futurestudents.unimelb.edu.au/int/apply/grad/english-req](http://www.futurestudents.unimelb.edu.au/int/apply/grad/english-req)

For most graduate applicants the requirement will be satisfied by the completion of:

- 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

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

Supporting documentation which demonstrates that you meet the English language requirement must be attached to your application.

- I have attached documentation that shows I have satisfied the University's English language requirement
- The academic transcripts attached for Part C of this application also show that I have satisfied the English language requirement

Please note, for courses with clinical patient contact, a high level of competence in English is required at the level of IELTS 7.0 or equivalent.

## PART F How did you find out about the course?

For planning purposes we would be grateful if you could let us know how you found out about the course (please nominate a maximum of three by ticking the boxes - listing the most influential information sources if more than three apply).

- I am a current or previous student of the University of Melbourne
- Graduates of the University of Melbourne
- Advertisement in newspaper/magazine. Please specify .....
- Family/friends
- University of Melbourne representative
- University careers adviser/lecturer
- University of Melbourne website
- Other website: .....
- Education exhibition. Location: .....
- Other .....

## PART G Declaration and Signature

1. I declare that the information I have submitted with this application is a true and complete record of all academic results I have achieved at each and every university and tertiary institution which I have attended.
2. I hereby authorise the University of Melbourne to make enquires and obtain official records from any university and tertiary institution concerning my current or previous attendance which, in its absolute discretion, it believes are necessary.
3. I acknowledge that my failure to disclose my true and complete tertiary record may result in my being excluded from the University. I further declare that all the information supplied by me is complete, true and correct in every particular and acknowledge that the University may terminate my studies if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the course undertaken.
4. I understand that should I be awarded a scholarship from the University of Melbourne I may not hold another equivalent award at the same time.
5. I declare that I will be able to abide by the University's policy regarding refunds outlined in Arrangements Relating to the Payment of Student Fees.
6. I understand that the University reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
7. All documents submitted become the property of the University of Melbourne.
8. I understand that the University of Melbourne may disclose the personal information I have given in this application form to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information in the Higher Education Information Management System.

Name of applicant (please print): .....

Signature: ..... Day ..... Month ..... Year .....

*Please note, unsigned applications cannot be processed.*

### Checklist for Applications (please tick if applicable)

- All sections have been completed, and relevant questions answered in full
- Evidence of change of name is attached (if applicable)
- Original or certified copies of all academic transcripts/qualifications are attached
  - Please indicate if transcripts from current studies are not yet available:
    - Date upon which transcripts will be available and will be forwarded to the University of Melbourne:  
..... (Day/Month)
- Any requested supporting document (eg. awards, certificates) are attached
- Curriculum vitae/resume is attached (if applicable)
- Personal statement has been completed (if applicable)
- Graduate Access Melbourne application form completed and attached (if applicable)
- The declaration has been signed and dated

If you are applying for a course offered by:

- Melbourne School of Design
  - Folio or other requirements for relevant Melbourne School of Design programs will be forwarded to the Melbourne School of Design
- Melbourne, Dentistry and Health Sciences
  - Evidence of Proof of Registration is attached (if applicable)
- Melbourne Graduate School of Science
  - Supplementary application form is completed and attached

### Please return this form to:

The relevant faculty/graduate school as listed on the Instructions for Completing an Application for Admission.

The following website has information on the application process, closing dates and return addresses for each course application:

[www.futurestudents.unimelb.edu.au/grad/apply/aust](http://www.futurestudents.unimelb.edu.au/grad/apply/aust)

Email enquiries and frequently asked questions: <http://unimelb.custhelp.com>

# UNIVERSITY OF MELBOURNE PRIVACY STATEMENT

## Privacy legislation

The University of Melbourne has a statutory obligation to comply with the Information Privacy Act (VIC) 2000 and the Health Records Act (VIC) 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, to assist the University to organise programs for the health and welfare of students and to foster alumni relations and promote University activities. 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 Higher Education Loan Programme (HELP) 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.

## Disclosure of information

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.

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, Employment and Workplace Relations;
- 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, Ms Janet White. The Privacy Officer's website, [www.unimelb.edu.au/unisec/privacy](http://www.unimelb.edu.au/unisec/privacy), 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.

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THE UNIVERSITY OF  
MELBOURNE

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### STATEMENT ON PRIVACY POLICY

When dealing with personal or health information about individuals, the University of Melbourne is obliged to comply with the *Information Privacy Act 2000* and the *Health Records Act 2001*.

For further information refer to:  
[www.unimelb.edu.au/unisec/privacy](http://www.unimelb.edu.au/unisec/privacy)