APPLICATION FORM FOR TRANSNATIONAL AND DISTANCE PROGRAMS

Complete this form if you are applying for a transnational or distance degree at Macquarie University as an international student. Please complete all sections of the form clearly, using BLOCK LETTERS and a blue or black ballpoint pen.

DO NOT fill in this form:
- If you are a citizen of Australia or New Zealand or hold a permanent resident visa for Australia
- If you would like to apply for a postgraduate research degree
- If you would like to study a Macquarie University degree on campus in Sydney, Australia

For more information and application forms visit: www.international.mq.edu.au/quickmenu/application_forms

SECTION A: YOUR DETAILS
Have you previously applied to Macquarie University OR have you been a Macquarie University student?
No  Yes  Student Number: ____________________________
Name of Course: __________________________________

Macquarie University will contact you by email, post, telephone and SMS, to provide you with information relevant to your application as well as relevant news, coming events, and enrolment and orientation activities. To avoid delays in processing your application, it is important that you complete ALL of your details including your email address.

Title: Dr  Mr  Mrs  Ms  Miss  Gender: Male  Female
Family Name: ____________________________
Given Names: ____________________________

Have you been known by any other name? If so, please include here: __________________________________
Date of Birth: [DD/MM/YYYY]  PLEASE NOTE: Your date of birth MUST be written with the day first, followed by the month and year.

Student contact details (compulsory)
It is compulsory to complete ALL the fields below including your email, phone and mobile number.

Street address: __________________________________
City: __________________________________
Postcode: __________________________________
Country: __________________________________

Tel: __________________________________
Mobile: __________________________________
Email: __________________________________

Country of citizenship: ____________________________
Country of birth: ____________________________

Representative contact details (if applicable)
These details must be different to the student contact details provided to the left.

Name: __________________________________
City: __________________________________
Postcode: __________________________________
Country: __________________________________

Tel: __________________________________
Fax: __________________________________
Email: __________________________________

Representative Stamp: ____________________________

If you apply through a representative, you should ensure that your representative is registered with Macquarie University to avoid delays in your application. For details of representatives in your country visit www.international.mq.edu.au/representatives
**SECTION B: ENGLISH LANGUAGE PROFICIENCY**

Macquarie University has minimum English language requirements and some courses may have additional English language requirements. You must provide proof of your English proficiency to the required standard.

What is the main language spoken in your home? 

Please indicate which of the following, if any, you have obtained (you will need to submit evidence of this study):

**English as the language of instruction**
You need to provide original or certified evidence from the relevant institution.

- [ ] Tertiary study in Australia (Must have been undertaken within the past two years, for at least one year and with good passes)
- [ ] Years 11 and 12 at an Australian high school (with good passes in English)
- [ ] Secondary or tertiary study in a country where English is an official language (In some cases, you may also be required to submit an approved English language test in order to qualify for admission.)
- [ ] Secondary or tertiary study in an institution where English is the language of instruction (In some cases, you may also be required to submit an approved English language test in order to qualify for admission.)

Name of institution: 

Year completed: 

Country: 

OR

**Studying English at an Australian ELICOS college that is approved by Macquarie University**

You need to provide original or certified evidence from the relevant institution.

- [ ] Please visit [www.international.mq.edu.au/study/apply/english](http://www.international.mq.edu.au/study/apply/english) to confirm that your college is approved by Macquarie University

OR

**IELTS/ TOEFL**

You need to provide original results to Macquarie University. Exam must have been taken within two years of when you plan to start your course.

- [ ] IELTS overall score ________, Reading ________, Listening ________, Writing ________, Speaking ________
  
  Date of test: ________

- [ ] TOEFL Score ________, +TWE (Test of Written English) Score ________
  
  Date of test: ________

If you have not yet taken an IELTS/ TOEFL exam please indicate when you will take one:

I will sit an English language proficiency test [ ] IELTS [ ] TOEFL

Date test to be taken: ________


**SECTION C: PREVIOUS ACADEMIC QUALIFICATIONS**

In this section, you need to include details of your previous academic qualifications, including dates of completion, or if you are yet to finish your study, your intended completion. Refer to the Postgraduate Guide 2009 or check the Macquarie International website [www.international.mq.edu.au/oneworld](http://www.international.mq.edu.au/oneworld) for course requirements or prerequisites. Certified copies and official translations of academic transcripts must be attached to this application.

Visit [www.international.mq.edu.au/certify](http://www.international.mq.edu.au/certify) to check who can certify and translate your documents.

Please list most recent qualifications first (including courses that you are yet to complete)

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<thead>
<tr>
<th>Qualification/award</th>
<th>Duration</th>
<th>School/ institution (Full name)</th>
<th>Country</th>
<th>Date award conferred</th>
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OR tick if you are yet to complete

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<thead>
<tr>
<th>Qualification/award</th>
<th>Duration</th>
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If your final year of study was completed more than six months ago, please attach a detailed account of work or activities undertaken during this period.

**SECTION D: EMPLOYMENT HISTORY**

In this section, you should provide details of any work experience that is relevant to your application. Refer to the Postgraduate Guide 2008-09 or the Macquarie International website [www.international.mq.edu.au/oneworld](http://www.international.mq.edu.au/oneworld) to check if your course has specific work experience requirements.

<table>
<thead>
<tr>
<th>Employer's company name</th>
<th>Date started</th>
<th>Duration of employment</th>
<th>Description of role</th>
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**SECTION E: DEGREE PREFERENCES**

Before completing this section, you should refer to the Postgraduate Guide 2009 or check the Macquarie International website [www.international.mq.edu.au/oneworld](http://www.international.mq.edu.au/oneworld) for degree names, codes, locations and start times. Choose three degrees you would like to study and list them in order of preference (your first choice should be placed first). If you do not meet the entry requirements for your first preference, you will be considered for your second and then third preferences.

<table>
<thead>
<tr>
<th>Degree name</th>
<th>Location</th>
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<tbody>
<tr>
<td>Preference 1</td>
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<tr>
<td>Specialisation (if applicable)</td>
<td>Commencement year</td>
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<td></td>
<td>Sem 1 (Feb)</td>
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<td>Y</td>
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<table>
<thead>
<tr>
<th>Degree name</th>
<th>Location</th>
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<tbody>
<tr>
<td>Preference 2</td>
<td></td>
</tr>
<tr>
<td>Specialisation (if applicable)</td>
<td>Commencement year</td>
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<td></td>
<td>Sem 1 (Feb)</td>
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<table>
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<tr>
<th>Degree name</th>
<th>Location</th>
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<tr>
<td>Preference 3</td>
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<tr>
<td>Specialisation (if applicable)</td>
<td>Commencement year</td>
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<td>Sem 1 (Feb)</td>
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SECTION F: PRIVACY AND STUDENT DECLARATION

PRIVACY STATEMENT
Macquarie University is subject to the Privacy and Personal Information Protection Act PPIPA 1998 (NSW). The University has produced a Privacy Management Plan. For more information on Macquarie University’s privacy policy, Privacy Management Plan and Code of Practice visit: www.international.mq.edu.au/privacy

DECLARATION
I wish to be considered for enrolment as an international student in a course at Macquarie University and declare that the information submitted is correct and complete. I have read and consent to the University’s Freedom of Information Policy, as set out at www.ras.mq.edu.au/documents/mufoipolicystatement.pdf. I understand the University may obtain official records from any school, university or other tertiary institution previously attended by me for the purpose of verification of my supporting documents. All documents submitted become the property of the University and will not be returned. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information or fraudulent documentation. I recognise that it is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to the University. Where fraudulent documents are detected, I understand that my application will be rejected. If an offer has been made, it will be withdrawn. If a visa has been issued, the Department of Immigration and Citizenship (DIAC) will be notified. All matters concerning fraudulent documentation will be reported to the relevant Government and statutory authorities, including NSW Police, Department of Immigration and Citizenship (DIAC) and Independent Committee Against Corruption (ICAC). I authorise the University to release any personal information held about me to any other educational institution or authority to verify my student conduct, academic record or supporting documentation for the purpose of determining my eligibility for admission to the University. I herewith give the University permission to provide my address and details of enrolment to the Department of Immigration and Citizenship (DIAC) and the Department of Education, Employment and Workplace Relations (DEEWR), should I enrol at Macquarie University. I am able to make appropriate arrangements to fund my studies. I have read and understood the University’s tuition fee refund policy and conditions set out at www.international.mq.edu.au/fee_policy.

I agree to comply with Macquarie University’s rules of admission and enrolment. I agree to tell the University immediately if there is any change to the information I have given in this application. I have attached all relevant documents, including my official transcript and one page statement of purpose.

Signature __________________________ Date ____________

Unsigned applications will not be processed. Applications must be signed by the applicant personally. Third parties must not sign on the applicant’s behalf.

Please complete the following checklist before submitting

Please tick each box to indicate that each item has been completed, or attached, as appropriate:

☐ Attach certified copies or original evidence of English language proficiency (Section B)

☐ Attach certified copies or original evidence of all academic qualifications, including transcripts and graduation certificates (Section C)

☐ If you are requesting credit for previous study, attach certified copies or original evidence of syllabus and detailed unit information (Section D)

☐ If necessary, attach any other additional information or portfolios (see the entry requirements for the degree you are applying for)

☐ Sign declaration on the application form (Section F)

How did you hear about Macquarie?

☐ Email

☐ Internet

☐ Advertisement (print)

☐ Representative

☐ Brochure/ Flyer

☐ Exhibition/ Interview program

☐ Search engine

☐ Friend/ family

☐ Other (please specify) __________________________

Send your application to:

Transnational Education
Macquarie International
Macquarie University
Building E3A, Level 1
NORTH RYDE NSW 2109, AUSTRALIA

Tel: +61 2 9850 7346
Fax: +61 2 9850 9198

When will you know?

If your application is complete, with all relevant original or certified documents attached, a letter of offer will be emailed to both you and/or your representative (if you have one). It usually takes at least 10 working days from receipt of application for an offer to be made. If you are applying for credit for previous study or if an academic needs to review your application, you should allow more time.