

# International application form

Complete this form if you are applying for a full-time course at Macquarie University, Sydney as an international student. A non-refundable application fee of AU\$110 must be paid when you submit this form. Please complete all sections of the form clearly, using **BLOCK LETTERS** and a blue or black ballpoint pen.

<p>Use this application form if:</p> <ul style="list-style-type: none"> <li>• you are an <b>international student</b> applying for an <b>undergraduate degree</b></li> <li>• you are an <b>international student</b> applying for a <b>postgraduate coursework degree</b> (see exceptions at right)</li> </ul>	<p>You will need a different form for:</p> <ul style="list-style-type: none"> <li>• Master of Applied Finance</li> <li>• Master of Business Administration or other programs offered by the Macquarie Graduate School of Management (MGSM)</li> <li>• Master of Clinical Psychology (a supplementary form and referee report form is available at the website below)</li> <li>• Postgraduate research degrees</li> <li>• Macquarie City Campus programs</li> <li>• Online or distance study programs</li> <li>• Citizens of Australia or New Zealand, or holders of Australian permanent residency visas</li> </ul>
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For more information and other application forms visit [www.international.mq.edu.au/quickmenu/application\\_forms](http://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  If yes, student number:

Macquarie University will contact you by email, post, telephone and/or 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: Mr  Mrs  Ms  Miss  Gender: Male  Female

Family Name:   
(as in passport)

Given Names:   
(as in passport)

Date of Birth:   
E.g. 3 1 / 0 6 / 1 9 8 4

**PLEASE NOTE: Your date of birth MUST be written with the day first, followed by the month and year.**

### Applicant home country address (compulsory)

These are your permanent contact details in your **home country**. It is **compulsory** to complete ALL the fields below including your email, phone and mobile number.

Street address:

City:

Postcode:

Country:   
(Country) (Area)

Tel:

Mobile:

Email:

### Applicant contact address (if applicable)

These details must be different to the home country address provided to the left. If same, please leave this section blank.

Name:

Street address:

City:

Postcode:

Country:   
(Country) (Area)

Tel:

Fax:

Email:

Country of citizenship:

Country of birth:

What is the main language spoken at home?

Representative Stamp/Address:

Do you already hold a current visa to be in Australia?  
 No  Yes  If yes, visa type?   
 Expiry date?

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](http://www.international.mq.edu.au/representatives)

## Section B: 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 date. Refer to the Macquarie University international student guide or check the Macquarie International website [www.international.mq.edu.au](http://www.international.mq.edu.au) 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)**

Qualification/award	<input type="text"/>	Duration	<input type="text"/>
School/ institution (Full name)	<input type="text"/>	Country	<input type="text"/>
Date award conferred	<input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/>	OR tick if you are yet to complete	<input type="checkbox"/>

Qualification/award	<input type="text"/>	Duration	<input type="text"/>
School/ institution (Full name)	<input type="text"/>	Country	<input type="text"/>
Date award conferred	<input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/>		

Qualification/award	<input type="text"/>	Duration	<input type="text"/>
School/ institution (Full name)	<input type="text"/>	Country	<input type="text"/>
Date award conferred	<input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/>		

## Section C: English language proficiency

Macquarie University has minimum English proficiency requirements and some courses have higher English proficiency requirements. For more information on meeting these requirements, please visit [www.international.mq.edu.au/study/apply/english](http://www.international.mq.edu.au/study/apply/english)

**Please attach evidence of your English language proficiency if required.**

If you do not meet the English proficiency requirements, you may be eligible for a Package Offer, which includes an appropriate amount of English study at the Centre for Macquarie English (or another approved ELICOS provider) before you start your degree program.

## Section D: Degree preferences

Before completing this section, you should refer to this Guide or check the Macquarie International website [www.international.mq.edu.au/study](http://www.international.mq.edu.au/study) for degree names, codes, locations and commencement dates. 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. Undergraduate applicants who do not meet the entry requirements for any of their preferences will be automatically considered for a pathway program through Sydney Institute of Business and Technology (SIBT).

I am applying for an undergraduate course

I am applying for a postgraduate course

Preference 1	Degree name <input type="text"/>	Degree CRICOS code <input type="text"/>
	Commencement year <input type="text" value="YY"/> <input type="text" value="YY"/> <input type="text" value="YY"/> <input type="text" value="YY"/> Sem 1 (Feb) <input type="checkbox"/> OR Sem 2 (July) <input type="checkbox"/>	

Preference 2	Degree name <input type="text"/>	Degree CRICOS code <input type="text"/>
	Commencement year <input type="text" value="YY"/> <input type="text" value="YY"/> <input type="text" value="YY"/> <input type="text" value="YY"/> Sem 1 (Feb) <input type="checkbox"/> OR Sem 2 (July) <input type="checkbox"/>	

Preference 3	Degree name <input type="text"/>	Degree CRICOS code <input type="text"/>
	Commencement year <input type="text" value="YY"/> <input type="text" value="YY"/> <input type="text" value="YY"/> <input type="text" value="YY"/> Sem 1 (Feb) <input type="checkbox"/> OR Sem 2 (July) <input type="checkbox"/>	

## Section E: Credit for previous study

If you have studied at another academic institution, you may be eligible for credit towards your degree at Macquarie University.

To request credit for previous study or credit transfer, you will need to provide documentary evidence of your current or previous studies. Certified copies and official translations of relevant documents must be attached to this application. For more information on credit for previous study, please visit [www.international.mq.edu.au/cps](http://www.international.mq.edu.au/cps)

Are you seeking credit for previous studies? No  Yes

Your letter of offer will contain further information on general credit for previous study and course exemptions.

## Section F: Employment history (for postgraduate applicants where applicable)

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

Employer's company name	<input type="text"/>		
Date started	<input type="text"/> DD / <input type="text"/> MM / <input type="text"/> YYYY	Duration of employment	<input type="text"/>
Description of role	<input type="text"/>		

Employer's company name	<input type="text"/>		
Date started	<input type="text"/> DD / <input type="text"/> MM / <input type="text"/> YYYY	Duration of employment	<input type="text"/>
Description of role	<input type="text"/>		

## Section G: Application fee payment

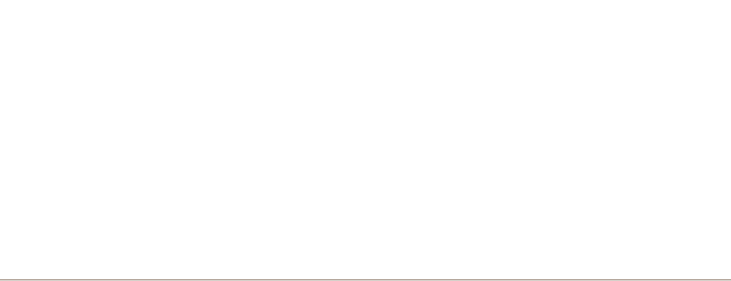
A non-refundable application fee of AU\$110 must be paid when you submit this form. You can pay by money order, credit card or bank draft.

If you are a graduate of Macquarie University or a Study Abroad applicant, you do not need to pay the application fee. **Complete the details of your payment on the attached slip.**

## Section H: Students with a disability/health condition

If you are a prospective student with a disability or health condition and wish to request support services at Macquarie University, please contact the Disability Support Unit at [www.sss.mq.edu.au](http://www.sss.mq.edu.au) or via email [equitydisability@mq.edu.au](mailto:equitydisability@mq.edu.au)





## Section I: 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](http://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](http://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 Commission 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](http://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.

### 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 all academic qualifications, including transcripts and graduation certificates (Section B)
- Attach certified copies or original evidence of English language proficiency (Section C)
- Attach certified copy of passport
- If necessary, attach any other additional information or portfolios (see the entry requirements for the degree you are applying for)
- Pay application fee AU\$110 (Section G)
- Sign declaration on the application form

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.***

### Send your application to:

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

Tel: +61 2 9850 7346

Fax: +61 2 9850 7733

### When will you know?

Applications are processed continually throughout the year and processing times may vary depending on the program applied for. You (or your representative) will receive an acknowledgment of your application once assessment has commenced. The email address you provide on this application (or that of your representative) will be used for all correspondence including requests for any further information we may need and the outcome of the application assessment.

# Useful contacts and campus map

## Macquarie International

Macquarie International provides information and support for international students wishing to study at Macquarie University.

Tel: +61 2 9850 7346  
Freecall in Australia: 1800 181 828  
Fax: +61 2 9850 7733

✉ [iso@mq.edu.au](mailto:iso@mq.edu.au)  
🌐 [www.international.mq.edu.au](http://www.international.mq.edu.au)  
Enquire online:  
🌐 [www.international.mq.edu.au/enquire](http://www.international.mq.edu.au/enquire)

### Applications

Tel: +61 2 9850 7346  
Fax: +61 2 9850 7733  
✉ [iso@mq.edu.au](mailto:iso@mq.edu.au)  
🌐 [www.international.mq.edu.au/study/apply](http://www.international.mq.edu.au/study/apply)

### Accepting an offer

Tel: +61 2 9850 7346  
Fax: +61 2 9850 7733  
✉ [iso@mq.edu.au](mailto:iso@mq.edu.au)  
🌐 [www.international.mq.edu.au/study/apply/howtoaccept](http://www.international.mq.edu.au/study/apply/howtoaccept)

### Accommodation Office (including airport reception)

Tel: +61 2 9850 7965  
Fax: +61 2 9850 7733  
✉ [housing@io.mq.edu.au](mailto:housing@io.mq.edu.au)  
🌐 [www.international.mq.edu.au/accommodation](http://www.international.mq.edu.au/accommodation)

### Orientation and enrolment

Tel: +61 2 9850 6320  
Fax: +61 2 9850 7733  
✉ [iss@io.mq.edu.au](mailto:iss@io.mq.edu.au)  
🌐 [www.international.mq.edu.au/orientation](http://www.international.mq.edu.au/orientation)

### Scholarships

Tel: +61 2 9850 7346  
Fax: +61 2 9850 7733  
✉ [scholarships@io.mq.edu.au](mailto:scholarships@io.mq.edu.au)  
🌐 [www.international.mq.edu.au/scholarships](http://www.international.mq.edu.au/scholarships)

### Fees

✉ [mi\\_finance@io.mq.edu.au](mailto:mi_finance@io.mq.edu.au)  
🌐 [www.international.mq.edu.au/study/fees](http://www.international.mq.edu.au/study/fees)

## Macquarie City Campus

Study Macquarie University degrees in Sydney's central business district.

Tel: +61 2 9964 6553 or  
Freecall in Australia: 1800 998 703  
✉ [student.enquiry@city.mq.edu.au](mailto:student.enquiry@city.mq.edu.au)  
🌐 [www.city.mq.edu.au](http://www.city.mq.edu.au)

## Pathways, partners and English studies

### The Centre for Macquarie English (CME)

Tel: +61 2 9850 7667  
✉ [cme@mq.edu.au](mailto:cme@mq.edu.au)  
🌐 [www.cme.mq.edu.au](http://www.cme.mq.edu.au)

### International College of Management, Sydney (ICMS)

Macquarie University degrees at beach-side Manly, in Sydney  
Tel: +61 2 9977 0333  
Fax: +61 2 9977 8667

✉ [info@icms.edu.au](mailto:info@icms.edu.au)  
🌐 [www.icms.edu.au](http://www.icms.edu.au)

### Sydney Institute of Business and Technology (SIBT)

A pathway to Macquarie University  
Tel: +61 2 9850 6222 (SIBT – North Ryde)  
+61 2 9964 6555 (SIBT – City)  
Fax: +61 2 9850 6223  
✉ [future@sibt.nsw.edu.au](mailto:future@sibt.nsw.edu.au)  
🌐 [www.sibt.nsw.edu.au](http://www.sibt.nsw.edu.au)

## Visas and health cover

### Department of Immigration and Citizenship (DIAC)

🌐 [www.immi.gov.au](http://www.immi.gov.au)

### Overseas Student Health Cover (OSHC)

🌐 [www.oshcworldcare.com.au](http://www.oshcworldcare.com.au)

**DISCLAIMER:** Information given in this publication is correct at the time of printing (December 2009) but is subject to change without notice. The University has the right to alter the content or impose terms and conditions in relation to a program at any time. For ongoing updates regarding Macquarie University courses, visit

🌐 [www.international.mq.edu.au/study/updates](http://www.international.mq.edu.au/study/updates)

## North Ryde campus

