There are five main steps when applying for admission to an undergraduate degree at Macquarie University:

**STEP 1**
Research your study options

**STEP 2**
Check the entry requirements

**STEP 3**
Submit your application

**STEP 4**
Accept an offer

**STEP 5**
Prepare for your arrival to Macquarie University

**Need help with the application process?**

Refer to the following pages for more detail on each of these steps or Visit: [www.international.mq.edu.au/study/apply/undergraduate](http://www.international.mq.edu.au/study/apply/undergraduate)
Email: iso@mq.edu.au
Contact: A registered representative in your country: [www.international.mq.edu.au/representatives](http://www.international.mq.edu.au/representatives)
HOW TO APPLY FOR AN Undergraduate Degree

STEP 1
Research your study options

Use this guide, or visit our online database, to choose a program that is suitable for you.

www.international.mq.edu.au/ug/study

STEP 2
Check the entry requirements

Each program has specific entry requirements that you need to fulfil, in order to be considered for entry into the program.

ACADEMIC REQUIREMENTS

Check the online program database:

www.international.mq.edu.au/ug/study to see if you satisfy the academic requirements for your program, including:

HIGH SCHOOL QUALIFICATIONS (OR EQUIVALENT) THAT MEET THE COURSE ENTRY RANK FOR YOUR PROGRAM

- Macquarie University has specific entry requirements for each program. Check the Undergraduate Degree List and Fee Information 2009 on pages 32 to 45 the entry requirements for the program in which you are interested. Your academic results determine whether you meet the entry requirements. During the assessment of your application, your total academic record is taken into account in determining suitability for admission, including failed, repeated or incomplete courses. The Grade Point Average (GPA) is calculated and a decision is made on overall academic performance. The Course Entry Rank is one decisive factor in determining whether you are made an offer in the course of your choice.
- You can convert your High School score to a Course Entry Rank by using our online course entry rank calculator:
  www.international.mq.edu.au/study/undergraduate/UAIcalculator

- The minimum High School qualifications that are accepted by Macquarie University are:
  - 12 or 13 years of schooling, finishing with a matriculation or school leaving examination
  - 11 years of schooling plus a University Foundation course
  - 11 years of schooling plus a 2 or 3 year Diploma – completed at an accredited college
  - A partially completed university degree

Other qualifications will be assessed individually.

Prior knowledge subjects

- Some programs require you to have a certain level of prior knowledge in particular subject areas in order to be considered for entry into an undergraduate program. There are specific prior knowledge subjects for each program.

ENGLISH LANGUAGE REQUIREMENTS

All international students at Macquarie are required to provide evidence of proficiency in English. There are three ways that you can fulfil the English requirements for admission to an undergraduate degree at Macquarie University.

1. Complete an approved English language test as below:

<table>
<thead>
<tr>
<th>TEST/PROGRAM</th>
<th>TEST SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS (Academic English only)</td>
<td>Minimum 6.5 overall, with 6.0 in each section*</td>
</tr>
<tr>
<td>TOEFL (paper based test)</td>
<td>Minimum 580 overall, with 53 Listening, 52 Reading, 59 Structure/Written Expression, 5.0 TWE</td>
</tr>
<tr>
<td>TOEFL (computer based test)</td>
<td>Minimum 237 overall, with 19 Listening, 19 Reading, 25 Structure/Writing</td>
</tr>
<tr>
<td>TOEFL (internet based test)</td>
<td>Minimum 92 overall, with 18 Listening, 17 Reading, 22 Writing, 22 Speaking</td>
</tr>
<tr>
<td>Cambridge English Test (CET)</td>
<td>Minimum B grade in Advanced English</td>
</tr>
</tbody>
</table>

* For Bachelor of Education (Early Childhood, Primary or Secondary) and Graduate Diploma in Education, students must submit an IELTS of 7.0 with 6.5 in each section. For equivalent TOEFL scores visit www.international.mq.edu.au/study/apply/english

OR

2. Study English at an approved Australian ELICOS college

To confirm if your college is approved by Macquarie University visit:

www.international.mq.edu.au/study/apply/english

OR

3. Study at a secondary or tertiary level (for at least one year’s duration) in Australia or another country where English is the language of instruction. This study must have been completed within two years of when you plan to commence your degree at Macquarie. In some cases, you may also be required to submit an approved English language test in order to qualify for admission.

Please Note: According to Australian visa requirements IELTS is now the only English Language proficiency test accepted by Australian Immigration Officials in certain assessment levels. Even with an offer from a university, an IELTS test result which meets the visa requirements may need to be shown before a student visa is issued.
If you do not meet the entry requirements for any of your preferences, you may automatically be considered for the same program at Macquarie City Campus or for a pathway program through Sydney Institute of Business and Technology (SIBT).

CREDIT FOR PREVIOUS STUDY:
If you have studied at another tertiary academic institution, you may be eligible for credit towards your degree at Macquarie University. This credit is called ‘credit for previous studies’ and is expressed in the form of Macquarie credit points. To request credit for previous study or credit transfer, you will need to provide documentary evidence of your current or previous studies.

- Find out more about credit for previous study at Macquarie University: [www.international.mq.edu.au/cps](http://www.international.mq.edu.au/cps)
- Your application for credit for previous study will be assessed only after you qualify for admission into the program of your choice.

STEP 3
Submit your application

Complete an International Undergraduate Application form (there is one attached to this guide, or download one from [www.international.mq.edu.au/quickmenu/application_forms](http://www.international.mq.edu.au/quickmenu/application_forms)).

Complete the application form carefully and remember to attach all relevant documents, as instructed on the application form. This includes evidence of your English language proficiency, your academic qualifications and credit for previous studies (if applicable). For your application to be processed without delays, it is very important that your form is complete and correct. All documents must be either originals or certified copies.

If you will complete an Australian Year 12 examination, International Baccalaureate in Australia or New Zealand National Certificate of Educational Achievement level 3, you can apply online through the Universities Admission Centre [www.uac.edu.au/international](http://www.uac.edu.au/international).

WHO CAN CERTIFY DOCUMENTS?
When you submit evidence of your previous qualifications, English language proficiency or if you are applying for credit for previous study at Macquarie University, you need to provide either the original or certified copies of the relevant documents. If your documents are in a language other than English, you will also need to provide an official translation of the documents.

DOCUMENTS CAN BE CERTIFIED BY:
- Your current or previous education institution
- A Notary Public (notaries are senior legal practitioners who authenticate, prepare, attest, witness and certify original and copy legal documents for use overseas)
- A representative who is registered with Macquarie University
- A Macquarie University staff member
- A Government official

TRANSLATING DOCUMENTS:
Documents in your native language must be translated professionally by a translation service or a language professional, and must arrive on the professional letterhead of the translator. Macquarie University reserves the right to refuse documentation on the grounds of incorrect certification or translation procedures. Falsifying documents is a very serious offence.

Apply early! You can apply to Macquarie University at any time.
Remember that places are limited in all programs, especially popular degrees. It is a good idea to apply at least two to three months before semester begins, in order to avoid disappointment, and to give you enough time to organise your student visa. To check when semester begins, visit our calendar: [www.international.mq.edu.au/study/calendar](http://www.international.mq.edu.au/study/calendar)

The latest dates by which you can accept an offer to study at Macquarie are:

**2009**
For Semester One: 16 January 2009
For Semester Two: 26 June 2009

**2010**
For Semester One: 15 January 2010
For Semester Two: 25 June 2010

Please note: students applying for a program offered by the Sydney Institute of Business and Technology (SIBT) or the International College of Management, Sydney (in Manly) need to complete a different application form: [www.international.mq.edu.au/quickmenu/application_forms](http://www.international.mq.edu.au/quickmenu/application_forms).
HOW TO APPLY FOR AN Undergraduate Degree

You will also need to submit a non-refundable payment of AU$110 with your application, in order for it to be assessed. This application fee can be paid by credit card, back cheque, bank draft or money order only. All instructions are on the application form.

Please submit your application (both the completed form and all relevant and certified documents) by posting it to:

Macquarie University
Macquarie International
Building E3A, Level 1
North Ryde NSW 2109
Australia

Or send your application through one of our registered representatives in your own country. To find a registered representative in your country visit: www.international.mq.edu.au/representatives

You will receive an email acknowledging receipt of your application after it is received by Macquarie University. Please allow at least 10 working days for your application to be assessed – and perhaps longer if your application needs to be assessed by academic staff, or if it is incomplete. You will be notified of the outcome of your application by email.

STEP 4 Accept an Offer

If your application is successful, you will be provided with a letter of offer. Once Macquarie University issues you with an offer letter, you are only a few steps away from joining our community of over 32,000 students! Remember to read all the information in your offer pack very carefully – it includes important information on what steps you need to take next to confirm your place at Macquarie.

Understanding your offer letter

After an application to Macquarie University has been assessed and a decision made, you will receive one of the following letters (by email):

A FULL OFFER
This provides you with a full offer, and allows entry in the next available intake for the program you have selected. No further conditions need to be satisfied. Sometimes alternative programs are suggested if you do not meet entry requirements of the program/s that you applied for.

A CONDITIONAL OFFER
This offer outlines the conditions that need to be satisfied in order for you to be offered a place in your selected program. Evidence must be shown that you have met the conditions before a full offer can be issued. Macquarie International also has to check quotas on the selected program before a full offer can be made.

A PACKAGE OFFER
This offer requires that you complete an English language program or another preliminary program before commencing your degree. You must accept the entire package by the deadline stated in the offer letter.

Please note: If students choose to re-take an English test and meet the Macquarie University English language requirements they will need to re-submit their test score to Macquarie International. Macquarie International will issue a FULL offer provided places are still available.

If your application does not meet Macquarie University’s direct entry requirements, you will receive a letter advising you that your application has been unsuccessful.

In this case, you may be eligible to attend SIBT as a pathway to Macquarie University, provided you meet the transfer requirements. You may also be offered the opportunity to study the same program at Macquarie City Campus. If you are eligible for either of these programs, you will be advised of this in your letter.

Please note: read the offer letter carefully as some programs have a non-standard start date, and not all programs commence in the February and July intake. For further information, visit our calendar: www.international.mq.edu.au/study/calendar

The offer pack contains instructions on how to accept your offer, information about overseas Student Health Cover (OSHC) and Macquarie University’s tuition fee refund policy. This information should be read thoroughly.

ACCEPTING YOUR OFFER
To secure a place at Macquarie University, you must accept your offer by the deadline clearly stated in the offer letter, or the offer will lapse. Only after you accept your offer, and receive an electronic Confirmation of Enrolment (eCoE) from us, can you proceed with your visa application process.

To ACCEPT your offer and confirm your place, you need to:

1. Sign and return the ‘Acceptance of Offer’ page that is in your offer letter; and

2. Submit payment of your required commencement fee (as listed in your offer letter) and compulsory Overseas Student Health Cover (OSHC); and

3. Submit the completed Payment and electronic Confirmation of Enrolment Request form.
Please note:

1. The fees quoted in your offer are based on current rates for the next available intake. However, there may be some cases where offers are made for a future semester and that semester’s fees have not been officially set by Macquarie University at the time of offer. In these cases, you will be provided with estimated fees, and will be liable to pay the fees current at the time that you enrol. Tuition fees are subject to change with each academic year and students will be liable for any increases. For further details about Macquarie University’s International Student Fee Policy, visit: www.international.mq.edu.au/fee_policy

2. Applicants from Assessment Level 3 and 4 countries must apply for a Pre-Visa Assessment (PVA) after receiving a letter of offer. These applicants must not send payment until they have received their PVA letter from the Australian embassy. Upon receiving your PVA, please refer to Steps on How To Accept Your Offer, included in your offer letter. For more details on PVA visit the Department of Immigration and Citizenship (DIAC) website: www.immi.gov.au/students

HOW TO PAY YOUR COMMENCEMENT AND OVERSEAS STUDENT HEALTH COVER (OSHc) FEES

The offer letter lists information on a number of ways to pay the commencement and OSHC fees. Please note that an electronic Confirmation of Enrolment (eCoE) will not be issued until all funds are cleared. At present students can pay:

- By credit card using a 24-hour telephone service (phone 1300 301 043), via the internet (http://onlinepayments.mq.edu.au/default.asp) or by B-Pay (Biller code: 50443, reference number: Student Id)
- By bank draft or money order
- In person at the cashier’s office at Macquarie University, North Ryde campus

DO YOU NEED OVERSEAS STUDENT HEALTH COVER (OSHc)?

Yes, all international students who want to study at Macquarie University are required to pay health cover for the entire length of their program. Students are free to choose their own health cover provider but Macquarie University’s preferred provider is Worldcare, who have arranged a special package and price for international students.

OSHc Fees for Worldcare policies for 2009

<table>
<thead>
<tr>
<th>Duration</th>
<th>Single Rate (AUS)</th>
<th>Family Rate* (AUS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 months</td>
<td>$190</td>
<td>$387</td>
</tr>
<tr>
<td>12 months (1 year)</td>
<td>$380</td>
<td>$760</td>
</tr>
<tr>
<td>18 months (1.5 years)</td>
<td>$541</td>
<td>$1,082</td>
</tr>
<tr>
<td>24 months (2 years)</td>
<td>$722</td>
<td>$1,444</td>
</tr>
<tr>
<td>36 months (3 years)</td>
<td>$1,077</td>
<td>$2,154</td>
</tr>
<tr>
<td>48 months (4 years)</td>
<td>$1,421</td>
<td>$2,842</td>
</tr>
<tr>
<td>60 months (5 years)</td>
<td>$1,776</td>
<td>$3,552</td>
</tr>
</tbody>
</table>

* Covers student, partner and dependents under 18 years of age.

Students need to pay the OSHC fee current for their year of enrolment (not the year in which they apply). For the latest pricing, and full details on these policies, please visit: www.oshcworldcare.com.au

WHAT IS THE COMMENCEMENT FEE?

The commencement fee is a portion of your tuition fee that you need to pay when you accept an offer to study at Macquarie University. The value of the commencement fee you need to pay will be listed on your offer letter. It is usually set at around AUS12,500 (or as printed on your offer letter). This commencement fee is taken off your first semester tuition fees (it is not in addition to your tuition fees).

If your first semester’s tuition fees are greater than AUS12,500, you should be prepared to pay the balance of your fees during your enrolment week.

APPLY FOR A STUDENT VISA

Once Macquarie University has received your ‘Acceptance of Offer’ page, commencement fee payment, OSHc payment and the Payment and electronic Confirmation of Enrolment (eCoE) request form, an electronic Confirmation of Enrolment (eCoE) will be issued. You should then submit the eCoE to the Immigration Office in your nearest Australian overseas diplomatic mission (check www.immi.gov.au), where you can apply for a student visa. Student visas carry certain conditions, for example students have to study full-time, and cannot change institution within the first year of their programs. To find out more about student visa conditions please refer to the Department of Immigration and Citizenship (DIAC) website: www.immi.gov.au/students
Once you have accepted your offer, you should prepare for your arrival to Macquarie University. Some important information on preparing for your arrival is available from Macquarie’s International Student Services (ISS).

www.international.mq.edu.au/student-services

- Compulsory orientation and enrolment sessions are held in the week prior to the commencement of classes. It is essential that you arrive in Australia in time to attend these sessions. To find out more about the orientation and enrolment program at Macquarie, visit: www.international.mq.edu.au/orientation

- Macquarie has a dedicated Accommodation office for International students, with a range of accommodation options both on and off campus. You can even arrange to be picked up from the airport. To find out more about accommodation and airport pick-up, visit: www.international.mq.edu.au/accommodation

- It is highly recommended that you check your unit selection and class timetable options prior to arrival. Check unit and timetable information online at: www.handbook.mq.edu.au and: www.timetables.mq.edu.au