

How to apply for a postgraduate degree

There are five main steps when applying for admission to a postgraduate degree at Macquarie University:

Step 1

Research your study options

Step 2

Check the entry requirements

Step 3

Submit your application

Step 4

Accept your offer

Step 5

Prepare for your arrival at 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/postgraduate

iso@mq.edu.au

Contact a registered representative in your country:

www.international.mq.edu.au/representatives

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/pg/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

University qualifications (or equivalent)

The minimum university qualification for entry to a postgraduate degree at Macquarie University is a bachelor degree from a recognised university. Other qualifications and work experience are assessed separately.

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. Your equivalent Grade Point Average (GPA) is calculated in accordance with Macquarie University's admission procedures.

Prerequisite subjects and work experience

Some programs require you to have a certain level of prior knowledge in particular subject areas (prerequisite subjects) or work experience in order to be considered for entry into a postgraduate program. There are specific prerequisite subject and work experience requirements for each program. For these requirements, check pages 8 to 35 of this guide, or visit

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


English language requirements

All international students at Macquarie University are required to provide evidence of proficiency in English. For admission into a Macquarie University postgraduate degree, this can be done in one of three ways.

1. Complete an approved English language test as below:


TEST/PROGRAM	TEST SCORE
IELTS (ACADEMIC ENGLISH ONLY)	Minimum 6.5 overall, with 6.0 in each section*
TOEFL (INTERNET BASED TEST)	Minimum 92 overall, with 18 Listening 17 Reading 22 Writing 22 Speaking*
TOEFL (PAPER BASED TEST)	Minimum 580 overall, with 53 Listening 52 Reading 59 Structure/Written Expression 5.0 TWE*
TOEFL (COMPUTER BASED TEST)	Minimum 237 overall, with 19 Listening 19 Reading 25 Structure/Writing*

* Higher English language requirements exist for all Education programs, all programs in Advanced Surgery and Clinical Audiology, all programs in Translating and Interpreting and the Master of Arts in English Literature. For these higher requirements and other accepted English language tests, see

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

2. Study English at an approved Australian ELICOS college

To confirm if your college is approved by Macquarie University, and to check specific test-score requirements from each institution, visit

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

3. Satisfy alternate English language requirements

You may be considered for admission if you have:

- completed secondary study or at least one year of tertiary study in an English speaking country

English speaking countries


American Samoa, Australia, Canada, Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, Singapore, Solomon Islands, South Africa, UK, USA or Zambia.

- completed secondary study or at least one year of tertiary study where English was the language of instruction.
- If you were not born in one of the English speaking countries listed above, these qualifications must have been completed within the last two years.

The following tests and programs are also accepted*:

- Denmark – Upper Secondary School
- Finland – High School
- Germany – German Academic Exchange Organisation (DAAD) and Abitur
- Netherlands VWO (pre-university education) and HAVO
- Norway – Upper Secondary School
- Sweden – Upper Secondary School
- International Baccalaureate (IB)
- General Certificate of Education 'A' Levels (GCE 'A' Levels) UK, Singapore
- Hong Kong Advanced Level Examination (HKALE)
- Completed AQF (Australian Qualifications Framework) Certificate IV or completed Advanced Certificate. This includes a completed AQF Certificate IV in English for Academic Purposes (EAP).

To check the score requirements for these tests and programs, visit

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

Please note: The Department of Immigration and Citizenship (DIAC), requires that students from certain assessment levels submit an IELTS result to obtain a Student Visa. Even with an offer from the University, an IELTS test result may still be required. For further information visit www.immi.gov.au/students/student-visa-assessment-levels.htm

* Except for Education programs, all programs in Advanced Surgery and Clinical Audiology, all programs in Translating and Interpreting, and the Master of Arts in English Literature.

The Centre for Macquarie English (CME)

CME, Macquarie University's English language centre, is conveniently located on campus, next to Macquarie International. As a CME student, you have access to all the facilities and services of Macquarie University.


Why CME is a great place to study English

- CME's Direct Entry English programs are recognised by Macquarie University and SIBT (Sydney Institute of Business and Technology – see page 50 for further information).
- CME students can select the Direct Entry English course most relevant to their future study plans. These programs have been developed in consultation with University lecturers so you will develop the language, communication and study skills needed to succeed in your studies.
- CME students achieve higher pass rates at Macquarie University than students who enter through other English colleges¹.
- Our teachers are highly qualified, and many are IELTS examiners.
- You can enjoy our regular social events and activities and you'll make friends with other students from around the world.

As well as Academic English programs, CME offers General English courses, and purpose-designed Group Study Tours can be arranged.


Do you need to take the IELTS test?


You can prepare for the IELTS test by enrolling in one of CME's acclaimed web-based IELTS online courses: IELTS Master and IELTS Express. These courses include practice IELTS tests, guided learning materials based on IELTS test items and test-taking tips. For more information and free demonstration lessons please visit

 www.ieltsionline.com.au

CME is also one of Australia's largest IELTS test centres and our students are offered first choice of test dates.

Tel: +61 2 9850 7667

 cme@mq.edu.au


 www.cme.mq.edu.au

CRICOS Provider Code: 02942D

Step 3

Submit your application

Complete an application form. There is one attached to this guide, or download one from

 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.

Supporting documents

You need to provide either original or certified copies of documents such as transcripts, qualifications and English proficiency test results. Macquarie University reserves the right to refuse documentation on the grounds of incorrect certification or translation procedures. Falsifying documents is a very serious offence which may result in your application for admission being refused by the University.

Who can certify 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 an accredited translation service or a language professional, and must arrive on the professional letterhead of the translator.

Credit for previous study

If you have studied at a postgraduate level 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:

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

Your application for credit for previous study will be assessed only after you qualify for admission into the program of your choice.

Apply early!

Applications close one month prior to the commencement of classes. You can view commencement dates in 'Important Dates' on page 1.

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.


Application fee

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, bank cheque, bank draft or money order only. All instructions are on the application form.


How can I submit my application?

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

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

 Or via email: iso@mq.edu.au

Alternatively, 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. You will be notified of the outcome of your application by email.

If your application is successful, you will be provided with a letter of offer:

Step 4


Accept your offer

Your offer letter

If your application is successful, you will receive an offer letter as part of an 'offer pack', which contains instructions on how to accept your offer, information about overseas Student Health Cover (OSHC) and Macquarie University's tuition fee refund policy.

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 University, and will state if your course has a non-standard commencement date.

Not all programs commence in the February and July intakes. For further information, visit our calendar:

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

Need help with English?

If you don't meet Macquarie's English language requirements, you may be given a 'Package offer'. This offer will require you to complete an English course before you commence your Macquarie University program. Located on campus at Macquarie University, The Centre for Macquarie English (CME) offers discipline-specific direct entry English courses. For information see page 53 or visit

 www.cme.mq.edu.au

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) – see information below for further information on these fees; 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 your offer letter for the next steps to accept your offer. 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 your commencement and OSHC fees, two essential fees for entry to Macquarie University.

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 AU\$12,500 (or as printed on your offer letter). This commencement fee is deducted from your first semester tuition fees (it is not in addition to your tuition fees).

If your first semester's tuition fees are greater than AU\$12,500, you should be prepared to pay the balance of your fees during your enrolment week.

OSHC fees

You will need Overseas Student Health Cover (OSHC), if you will be in Australia on a student class visa. All international students who want to study at Macquarie University and are on a student class visa 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 OSHC Worldcare, who has arranged a special package and price for international students.

OSHC fees for Worldcare Policies for 2010

Duration	Single rate (AU\$)	Family rate* (AU\$)
6 months	\$195	\$390
12 months (1 year)	\$390	\$780
18 months (1.5 years)	\$585	\$1,170
24 months (2 years)	\$780	\$1,560
30 months (2.5 years)	\$926	\$1,852

* 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

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, international students on student visas must 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

Students under 18 years of age

Before you are granted a student visa, the Australian Government must be satisfied that you have appropriate accommodation, support and general welfare arrangements in place for the period that you will be in Australia.

Macquarie University will accept responsibility for welfare arrangements for international students who are under 18 years of age. For more information on what arrangements need to be in place, visit www.immi.gov.au/students/students/573-1/eligibility-student-18.htm and www.international.mq.edu.au/study/apply/Studentsunder18yearsage

Step 5

Prepare for your arrival at Macquarie University

Once you have accepted your offer, you should prepare for your arrival to Macquarie University. Important information on preparing for your arrival is available from Macquarie's International Student Services (ISS).

www.international.mq.edu.au/studentsservices

- 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, see page 42 or 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

Working in Australia

As an international student on a student visa in Australia, you can work up to 20 hours a week, and unlimited hours during university vacation periods. If you were granted a student visa before 26 April 2008, you will need to apply for Permission to Work only after you have started your course in Australia. If you were granted a student visa on or after 26 April 2008, you and your dependent family members will already have Permission to Work automatically included with your visa.

www.immi.gov.au