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

**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](http://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**
See page 24 for information on entry requirements.

**English language requirements**
All international students at Macquarie are required to provide evidence of proficiency in English. See page 25 for more information.

**Alternate programs and pathways**
If you do not meet the entry requirements for any of your preferences, you may automatically be considered for a pathway program through Sydney Institute of Business and Technology (SIBT) at Macquarie University or Macquarie City Campus (see page 40 for further information).

**Step 3**
Submit your application

**Step 4**
Accept your 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)
- [iso@mq.edu.au](mailto:iso@mq.edu.au)

Contact a registered representative in your country:

- [www.international.mq.edu.au/representatives](http://www.international.mq.edu.au/representatives)
Score guide

The information on this page will help you to calculate your Australian Tertiary Admissions Rank (ATAR) equivalency score as listed in the Course Index on pages 44 to 49. For information on ATARS and other accepted qualifications, please see page 24.

International Baccalaureate (IB) Diploma

This is the score as reported in the International Baccalaureate (IB) Diploma. Incomplete diplomas will not be considered for admission.

Chinese University Entrance Exam (Gao Kao)

The ATAR equivalency is calculated using the total of the four subjects taken in the exam (the maximum score is 750).

GCE A Level

The ATAR equivalency is calculated from results in three Advanced Level (A2) subjects, where A=5, B=4, C=3, D=2, E=1. Up to two Advanced Subsidiary (AS) Level results may be included and will be calculated based on A=2.5, B=2, C=1.5, D=1, E=0.5.


Hong Kong A Level

The ATAR equivalency is calculated from results in three Academic Advanced Level subjects, where A=5, B=4, C=3, D=2, E=1. An extra point can be added for each of the following subjects studied at Advanced Level: Pure or Applied Mathematics, Biology, Physics and Chemistry.

Advanced Supplementary Level results may also be included and will be calculated based on A=2.5, B=2, C=1.5, D=1, E=0.5.

India – All India Senior School Certificate (AISSE)

The ATAR equivalency is calculated from results in the best four externally-examined subjects, where A1=5, A2=4.5, B1=3.5, B2=3, C1=2, C2=1.5, D1=1, D2=0.5. Regional languages will not be considered in this calculation.

India – Indian School Certificate (ISC)

The ATAR equivalency is based on percentage grade average in the best four externally-examined academic subjects. Regional languages will not be considered in this calculation.

Ontario Secondary School Diploma (OSSD)/International Canadian Pre-University program (ICPU)

The ATAR equivalency is calculated from the average of six University Preparation Courses.

Singapore A Level

The ATAR equivalency is calculated from the results of three H2 level subjects, where A=5, B=4, C=3, D=2, E=1. Students must also present an H1 content-based subject, Project Work and the General Paper (or Knowledge Inquiry), and these scores are added to the total on the basis that A=2.5, B=2, C=1.5, D=1, E=0.5.

USA SAT

The ATAR equivalency represents the total of the Critical Reading, Mathematical and Writing test scores in the SAT Reasoning Test. Students must present a completed US High School Diploma (or equivalent secondary studies) in addition to their SAT scores to be considered for admission.

Foundation scores – University of New South Wales Foundation and University of Sydney Foundation (Taylor’s College)

The minimum accepted score for English and for Mathematics is C. Incomplete foundation studies will not be considered for admission.

Macquarie University accepts other qualifications. Please see page 24 for further information, or visit www.international.mq.edu.au/study/apply/qualifications

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### ATAR Equivalency

<table>
<thead>
<tr>
<th>ATAR</th>
<th>International Baccalaureate (IB) Diploma</th>
<th>China University Entrance Exam (Gao Kao)</th>
<th>GCE A Level</th>
<th>Hong Kong (A Level)</th>
<th>India (AISSE)</th>
<th>India (ISC)</th>
<th>OSSD/ICPU</th>
<th>Singapore A Level</th>
<th>USA SAT</th>
<th>Foundation scores (UNSW &amp; USyd)</th>
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Undergraduate guide for international students 2010-11

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.

If you are taking an Australian Year 12 examination, International Baccalaureate or an Australian tertiary entrance English proficiency test, you should apply online through the Universities Admission Centre at www.uac.edu.au/international.

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 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/undergraduate

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

Step 4
Accept your offer

If your application is successful, you will be provided with a letter of 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 intake. 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 25 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

<table>
<thead>
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<th>Duration</th>
<th>Single rate (AUS)</th>
<th>Family rate* (AUS)</th>
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</thead>
<tbody>
<tr>
<td>6 months</td>
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<td>$390</td>
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<tr>
<td>12 months (1 year)</td>
<td>$390</td>
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<tr>
<td>18 months (1.5 years)</td>
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<tr>
<td>24 months (2 years)</td>
<td>$780</td>
<td>$1,560</td>
</tr>
<tr>
<td>30 months (2.5 years)</td>
<td>$926</td>
<td>$1,852</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.oshcwdworldcare.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/Studentsunder18yearsofage

Step 5

Prepare for your arrival to Macquarie University

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/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 32 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