

YOU MUST COMPLETE ALL SECTIONS BELOW

Representative Stamp



Postgraduate Coursework Application Form

CRICOS Provider Code 00002J

1. PERSONAL DETAILS (USE BLOCK LETTERS)

Dr Mr Mrs Ms Miss Gender Male Female

Family Name Given Names

Former Name (if applicable) Date of Birth / /
D D / M M / Y Y Y Y

Contact Address for Correspondence:

Street Address

Town/Suburb State/City

Postcode Country

Phone (h) (w) Fax No.

Email

PERMANENT ADDRESS IN HOME COUNTRY (IF DIFFERENT FROM THE ABOVE ADDRESS. IF THIS ADDRESS CHANGES, PLEASE ADVISE MACQUARIE INTERNATIONAL IMMEDIATELY):

Street Address

Town/Suburb State/City

Postcode Country

Phone Fax No.

Email

CITIZENSHIP

Country of Citizenship (as shown in your passport): Passport No:

Country of Birth: Country of Permanent Residence:

Are you a permanent resident of Australia? Yes No Date permanent residency granted / /
D D / M M / Y Y Y Y

Have you applied for permanent residency? Yes No

Do you hold a current visa to be in Australia? Yes No

Visa Type: Visa Expiry Date / /
D D / M M / Y Y Y Y

PLEASE NOTE: If you require admission to the Macquarie Graduate School of Management (MGSM), the Master of Applied Finance or a Postgraduate Research program, a different application form must be submitted.

To apply to MGSM or for the Master of Applied Finance please download the relevant form from:
www.international.mq.edu.au/study/postgraduate/application_form.html

To apply for a postgraduate research program, visit:
www.ro.mq.edu.au/HDRU/intern.htm

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2. COURSE PREFERENCES

Write below the name of the course(s) for which you are applying in order of preference (Refer to www.international.mq.edu.au for course names)

Course Name e.g. Master of Commerce	Field of Study: e.g. Marketing
Preference 1	
Preference 2	
Preference 3	

Do you wish to undertake your course by external study? (e.g. Distance mode)

No Yes (Please check availability of external mode on: www.international.mq.edu.au)

When do you wish to commence? (Nominate year and tick semester)

Year Semester 1 (Feb/March) Semester 2 (July)

Master or Postgraduate Diploma of Accounting Trimester 1 (Jan) Trimester 2 (May) Trimester 3 (August)

Have you previously applied to or been enrolled as a student at Macquarie University? If so, put your course and Macquarie University student number in the space below:

Course Name Year(s) Enrolled

Student Number

Are you currently enrolled in a Macquarie offshore program? Yes No. If yes, write the name of the course and the country in the spaces below.

Course Name Country

3. ENGLISH LANGUAGE PROFICIENCY

Is English your first language? Yes No, my first language is

If English is not your first language, the options below **MAY** be considered as meeting the entry requirement. Please indicate which, if any, of these you have obtained. You must submit documentary evidence of this study.

Qualification	Institution/Course/Test
Tertiary study in Australia within the past two years for at least one year with good passes	
Year 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; or in an institution where English is the language of instruction	
Result of a recognised English Language test in the last 24 months (e.g. IELTS, TOEFL)	

4. ACADEMIC BACKGROUND

PREVIOUS STUDIES

Qualification/Award	School/Institution	Country	Duration	Date award conferred



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ACADEMIC BACKGROUND CONT'D

CURRENT STUDIES - ACADEMIC AND/OR ENGLISH LANGUAGE

Qualification/Award	Institution	Country	Duration	Expected completion date

5. EMPLOYMENT HISTORY

Employer's Company name	From	To	Description of responsibilities

6. DOCUMENTS ATTACHED

Please ensure that you have attached certified copies of all the relevant documents. All documents must be properly certified. Certified English translations must accompany any document that was not originally issued in English. Applications will not be considered unless accompanied by the relevant documents.

7. APPLICATION FEE PAYMENT

Macquarie International requires a non-refundable application fee of A\$110 (inclusive of GST). The application fee must be paid when the application form is submitted to Macquarie International.

Please enter details of your payment on the next page. Please note: Macquarie alumni are not required to pay the application fee.

Further information on the application fee can be found on the following website:

 www.international.mq.edu.au/study/postgraduate/application_info.html

You can pay this application fee either by money order, credit card or bank draft. Please fill out the Application Fee Payment Form enfolded on the right hand side of this page. DO NOT tear off the folded section; please send it as a whole with the completed application form. **The bank draft must be payable to Macquarie University; personal cheques will not be accepted.**

8. 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 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. 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, it will be cancelled. All matters concerning fraudulent documentation will be reported to the relevant Government and statutory authorities, including NSW Police, Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) 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 Multicultural and Indigenous Affairs (DIMIA) and the Department of Education, Science and Training (DEST), 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 (www.international.mq.edu.au/student-services/orientation/tuition_refund.html).

Signature

Date

PLEASE RETURN THIS FORM AND THE NECESSARY ATTACHMENTS TO:

Macquarie International, Macquarie University, Building E3A, Level 1,
NORTH RYDE NSW 2109, AUSTRALIA
Tel: +61 2 9850 7346 Fax: +61 2 9850 9198

What documents do you need to submit?

Use this checklist to make sure you have completed the application form, attached all the necessary documents and paid the relevant fees.

Before submitting the application

- I have checked details of my course on the Macquarie International website
- I have confirmed that my agent or representative is listed on the Macquarie representative page

 www.international.mq.edu.au/representatives

Submitting the application

- I have completed all relevant questions on the Postgraduate application form and I have ticked which semester I wish to start studying at Macquarie
- I have attached all the relevant documents to the application form including:
 - Certified copies and official translations of academic transcripts (please check on our website who can certify copies of documents)
 - Certified copies and official translations of graduation certificates
 - Evidence of English Language Proficiency (IELTS or TOEFL)
 - If you are applying for Credit for Previous Study: official record and translation of all subjects completed, grading system, transcript of studies and course outlines
 - I have paid the AU\$110 application fee
 - I have signed the declaration on the application form
 - I have sent my application to Macquarie International, either directly by fax/mail, by giving it to a registered agent or representative, or by giving it to a Macquarie University staff member

Accepting your offer

- I have read the Offer and Acceptance Letters and looked at the acceptance date on my offer letter
- I have signed the Acceptance Letter
- I have completed the Payment and Electronic Confirmation of Enrolment form
- I have sent the Acceptance Letter and the Payment form to Macquarie International with payment of my commencement fee and OSHC fee
- I have read the Macquarie University *Lifestyle Guide* which includes pre-departure and accommodation information

Pre-departure

- I have arranged accommodation for when I first arrive in Sydney.

 www.international.mq.edu.au/accommodation

- I have booked flights to Sydney, and will arrive before orientation begins
- I will be at Macquarie University for the first day of orientation

Visit the orientation website at:

 www.international.mq.edu.au/studentservices/orientation

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