

Please use a Ballpoint Pen to fill out this form

YOU MUST COMPLETE ALL SECTIONS BELOW

Representative Stamp



Undergraduate 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 Sydney Institute of Business and Technology (SIBT) or you are applying for a Bachelor of Business in Event Management, International Business or Hospitality Management program offered through the International College of Management, Sydney (ICMS), a different application form must be submitted.

For SIBT application form, please visit:

www.sibt.nsw.edu.au/Pdfs/application.pdf

For ICMS application form, please visit:

www.icms.edu.au/how_to_apply

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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. Bachelor 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)

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. CREDIT FOR PREVIOUS STUDY

Are you seeking Credit for Previous Studies? Yes No.

If yes, you must provide a copy of your syllabus or subject descriptions, which includes for each unit of study:

- > Brief description of the unit
- > Weekly topic outline
- > Methods of assessment
- > Textbook reading list
- > Grading information

Documentary evidence is needed for both your academic qualifications and documents relevant to your credit for previous studies request. This includes original or certified copies of academic records. Marksheets or transcripts must be attached. Official English translations are required for documents in another language. You must provide full and complete details to ensure that a quick assessment of your qualifications can be made.

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/undergraduate/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 enclosed 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

UG Application 2006-07

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 Undergraduate 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. Accommodation website:

 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

Please note: If you require admission to the Sydney Institute of Business and Technology (SIBT) or the International College of Management, Sydney (ICMS), a different application form must be submitted.

For the SIBT application form please visit:

 www.sibt.nsw.edu.au/Pdfs/application.pdf

To apply to ICMS please visit:

 www.icms.edu.au/how_to_apply