



Checklist **to be completed** before the application is sent to the International Student Office.

The application form must be fully and accurately completed. This includes ensuring:

- Personal details are complete
- Addresses are complete
- Applicant's email address is complete
- Country of citizenship is complete
- Courses applied for are active, named courses as per University of Sydney marketing materials (sydney.edu.au/internationaloffice/publications/pg.shtml)
- Course and CRICOS codes are entered accurately
- The English Language Proficiency section is complete
- The Academic Qualifications section is complete
- The application has been signed, personally, by the applicant
- Sufficient documentation is attached for preliminary assessment.
 - A copy of the personal details page of your passport (if available)
 - official transcript or marks sheet giving a list of the subjects
 - official degree certificate(s)/testamur(s) (if available)
 - official professional qualifications (if applicable)
- A certified official translation of any document not in English.

Application Processing Fee (APF) Waiver Guidelines

The University of Sydney is committed to best practice in its relationships with its students and agents. The following notes are intended to streamline and clarify the use of Application Processing Fee waiver in the application process.

- Unless specifically authorised by the Director of the International Student Office, only university of Sydney Staff members have permission to waive an APF.
- The staff member must meet the applicant face-to-face while checking the application to be able to grant the APF.
- An APF waiver cannot be given on a completed application form alone
- Transcripts must be attached and must be complete or near complete
- An English language test result is desirable, but not required
- If it is clear that the academic results on the attached transcripts do not meet the entry requirements for any of the courses applied for, the APF will not be waived.

Application Processing Fee (APF)



INSTRUCTIONS TO COMPLETE AND SUBMIT THE APPLICATION PROCESSING FEE (APF) SECTION.

The Application Processing Fee (APF) section of the application form must be submitted to the University of Sydney in hard copy by mail. Australian financial security regulations prevent the University from accepting credit card details in an electronic format. If you wish to submit your completed application form electronically (either by fax or email), you MUST detach this page from the rest of the form and mail the completed page to the International Office at the address below. You must submit the original form eg. we cannot accept a photocopy of the form.

If you are submitting your APF payment via bank cheque or money order, please attach it to this page and mail it directly to the University at the address below.

If you have any queries about completing and submitting this section of the application form, please contact us at io.applications@sydney.edu.au.

INTERNATIONAL OFFICE

Level 4, Jane Foss Russell Building (G02)
The University of Sydney NSW 2006, Australia
T +61 2 8627 8300 F +61 2 8627 8387

You MUST provide your personal details as they appear in your passport. **Please write CLEARLY & IN CAPITAL LETTERS.**

Student ID number:

Title: Family/last name:

Personal/first names:

Date of birth: Gender: Male Female

Email address:

A non-refundable Application Processing Fee (APF) of AUD\$100 must be paid with each application form submitted. Applications will not be processed unless accompanied by the APF. Please complete this section to submit your APF payment. You should either supply credit card details or attach a bank cheque. We do not accept personal cheques, company cheques or cash.

For more details go to:

sydney.edu.au/future_students/international_postgraduate_coursework/admissions/how_to_apply/processing_fee.shtml

I attach a bank cheque for AUD\$100 made payable to the University of Sydney. Please write on the back: your name, contact details, date of birth and student ID or reference number (if applicable).

Please charge AUD\$100 to my credit card.

Name on card

Type of card:

VISA Mastercard Diners

Card Number

Expiry date:

Signature

Date

Privacy Policy The information on this form will be used to take payment of your Acceptance of Offer. This information is protected in accordance with the University of Sydney's Privacy Policy. Additional information is available on the following website sydney.edu.au/privacy.shtml

Postgraduate Coursework and Graduate-Entry Application Form

Application for International Students



THE UNIVERSITY OF
SYDNEY

1 Personal details

You **MUST** provide your personal details as they appear in your passport.
Please write CLEARLY & IN CAPITAL LETTERS.

Title Family/last name:

Personal/first names:

Date of birth: DD / MM / YYYY Gender: Male Female

Correspondence address: House number & street + Suburb/town

Postcode / zip: Country:

Permanent home address: If same as Correspondence address, write "As above"

Postcode / zip: Country:

Tel: Fax:
(Include Country code+Area code)

Mobile :
(Include Country code+Area code)

Applicant's Email:
(compulsory)

Country of citizenship:

4 Course choice

Select up to three courses to apply for, in order of preference. You must enter the exact course name and the course code or CRICOS code.

1st preference: Course name*: Course code: CRICOS code:

2nd preference: Course name*: Course code: CRICOS code:

3rd preference: Course name*: Course code: CRICOS code:

Proposed course start date: 1st semester (Feb/March) 2nd semester (July) Year

** If the course you are applying for has a specialisation or a major area of study, please include it in the course name.*

1 Personal details (continued)

Have you applied for permanent residency in Australia? No Yes

Visa status:

Do you hold dual citizenship with Australia? No Yes

Have you previously been known by another name?
No Yes If yes, what

Attach all relevant documentation.

2 Agent details

If you appoint a University of Sydney authorized agent to manage your application, you authorise the university to release personal information and visa documentation relevant to your application to the agent. If you submit your application through an agent, please provide the following:

Agency name:

Agent Number (code) :

Agent Stamp

3 Previous applications

Have you applied to, or been enrolled at, the University of Sydney before?

No Yes If yes, what was your reference number / Student ID or year of application?

Students with disabilities

If you have a disability, illness or other health-related condition which requires special support services, you could be eligible for services offered by the University of Sydney for students with a disability. You have to apply for assistance and it is important to do this as soon as you can, preferably before you accept the offer or commence study. A Disability Services Officer can guide you through this process.

To do this, please refer to the Disability Services website at sydney.edu.au/disability as Disability Services is the principal point of contact and support for students with disabilities.

Even if you think you may not need the support, you should still contact Disability Services to understand if you are eligible to receive all the services offered. This will assist you in deciding whether you should accept this offer.

Application deadlines

Applications should be lodged:

For first semester (February/March) by 31 October.

For Second Semester (July) by 30 April.

Late or incomplete applications may be considered however, the University of Sydney cannot guarantee that late applications will be processed in time for the proposed start date. Quotas apply to some courses. Late applications for courses which are subject to quotas may not be considered.

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5 English language proficiency

Is English your first language? Yes (go to question 6) No

If no, have you taken an English language proficiency test within the last 2 years? Yes No

If yes, which test? Test date Score (Attach certified copy of your test report.)

If no, have you scheduled to sit an English language proficiency test? Yes No

If yes, which test? Proposed test date

Have you completed tertiary studies that were taught, examined and assessed entirely in English within the last 5 years? Yes No

If yes, which qualification? Country Date completed

Do you intend to undertake an English language program through a University of Sydney package program? Yes No

If English is not your first language, you will need to provide documentary evidence that you meet the University's English requirements through either:

- an internationally recognised English language test meeting minimum requirements for your preferred course(s).
- a record of satisfactory achievement in tertiary studies in which the language of the institution, and the language of instruction, examination and assessment of the course was in English. Satisfactory achievement and determination of acceptance of the qualification will be determined by the relevant faculty.
- successful completion of an approved, appropriate level course at the University's Centre for English Teaching (CET).

For the specific requirements for each course and further details about the University's English requirements refer to:

sydney.edu.au/future_students/international_postgraduate_coursework/admissions/entry_requirements/english_language_requirements.shtml

6 Academic qualifications

Provide details of any degrees or postgraduate diplomas which you have completed or expect to complete before commencing the program for which you are applying. Full certified details must be attached.

Course	Start date	Completion date	Class or grade (e.g. honours 2/1 or your GPA)
Course 1 Institution: <input type="text"/> Country: <input type="text"/> Course: <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>
Course 2 Institution: <input type="text"/> Country: <input type="text"/> Course: <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>
Course 3 Institution: <input type="text"/> Country: <input type="text"/> Course: <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>

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7 Other qualifications and professional experience

Include details of membership of any relevant professional bodies. Please include all relevant supporting documentation.

Applicants for certain faculties (e.g. Architecture, Dentistry, Medicine, Music, Nursing) should attach a Curriculum Vitae with full details of relevant work experience.

8 Scholarships

Do you hold a scholarship?

Yes Name:

Attach documentation showing awards of scholarship or sponsorship. See the scholarships pages in the Postgraduate Study for International Students Prospectus or visit sydney.edu.au/future_students/international_postgraduate_coursework/costs_scholarships/scholarships
Have you applied for a scholarship?

Yes Name:

It is not necessary to hold a scholarship to study at the University of Sydney.

9 Checklist

- 1. The application fee (non-refundable) of AUD\$100 payable by bank draft, bank cheque or credit card has been provided.
- 2. Questions 1 to 9 have been answered clearly and in full.
- 3. You have selected up to two courses to apply for, in order of preference, with their exact course name and course or CRICOS code.
- 4. A certified copy of the full official transcript of your academic record for each program attempted has been provided in English. (If you have not attached your transcript but have requested that the relevant institution provide the transcript directly to the University of Sydney please tick this box).
- 5. Proof of completion of previous tertiary qualification(s) has been provided.
- 6. Evidence of satisfying the University's English language requirement has been provided.
- 7. You have included any supporting documentation for other qualifications and professional experience.
- 8. Proof of name change, if relevant, has been provided.
- 9. The declaration at the end of this application has been signed and dated.

Documentation Attach to your application:

- A copy of the personal details page of your passport.
- An original official transcript or marks sheet giving a complete list of the subjects studied and the results obtained for any programs you have completed or are currently enrolled in. If incomplete, include official documentation stating when you will finish your degree and the name of the degree you will be awarded.
- An original or certified copy of your official degree certificate(s)/testamur(s).
- An original or certified copy of your official professional qualifications.
- A certified official translation of any document not in English.
- A certified copy of the award of any scholarship.

All these documents must be originals, or certified copies of original documents, supplied by the institution issuing them

(sydney.edu.au/future_students/international_postgraduate_coursework/admissions/how_to_apply/certification.shtml). Certain documents can be certified by other official bodies. Institutions may send documents directly to us, but we cannot consider your application until we have received them.

If you have changed your name and your documents are in your former name, you must provide evidence of your name change.

Please note that all documents submitted to the International Office become the property of the University of Sydney and cannot be returned to you.

Declaration and consent

Please read these declarations carefully and tick the four boxes below before signing this application.

I understand that:

- > Giving false or misleading information is a serious offence under the Criminal Code of the Commonwealth Government of Australia.
- > The University of Sydney may vary or cancel any decision it makes if the information I have given is incorrect or incomplete.
- > The University of Sydney may obtain official records from any educational institution I have previously attended.
- > All documents submitted become the property of the University of Sydney and will not be returned.
- > I am fully responsible for my educational and living expenses while studying at the University of Sydney.
- > The University of Sydney or the Australian Government cannot help me if I run short of funds.

I agree:

- > To comply with the rules on admission and enrolment of the University of Sydney.
- > To tell the International Office immediately if there is any change to the information I have given in this application.

I have read and I consent to the University's Privacy Statement (see page 4).

The information I have given in this application is true and correct.

Your signature:

Date:

Unsigned applications will not be processed. Applications must be signed by the applicant personally. Third parties must not sign on the applicant's behalf.

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Application for International Students

Quotas

There is a limited number of student places available for entry to certain degrees at the University of Sydney (a "quota"). It is possible that not all students who meet the published entry requirements for these degrees will receive an offer. Once a quota has been filled any subsequent applications received will be assessed for the next available semester. A quota may be reached before the application deadline, so it is advisable to submit your application as early as possible. Applications received after the deadline will still be considered where the quota has not been reached. Students who obtain a firm offer of admission (an offer without any conditions) must accept this offer and pay the first semester fees, as detailed in their offer letter, to confirm a place in the following year's entry. The offer will remain valid only as long as there are places available in the course offered. The offer may be cancelled if payment is not confirmed (and an electronic Confirmation of Enrolment issued). Students whose offers are cancelled can apply for entry in subsequent years.

Personal Information and Privacy Protection Statement

Please read before completing the application form.

The University of Sydney is subject to the New South Wales Privacy and Personal Information Protection Act 1998 (the Act). The personal information you provide for this application will be protected in accordance with the University Privacy Policy.

The information provided in the first instance will only be used by the University for assessing your application for a place in the program for which you have applied.

If unsuccessful, the information will be retained in the records of the University of Sydney only for the University of Sydney's use for a period of 12 months and will not be disclosed except with your permission, in accordance with the University Privacy Policy.

Under the Freedom of Information Act and the University Privacy Policy you have a right to access and correct any personal information concerning you held by the University in the student and financial databases. Routine corrections, changes and enquiries should, in the first instance, be directed to the International Office.

By signing this application it is understood that you have read this statement and agree to the use and disclosure of your personal information as outlined above.

You can find the full detail of the University Privacy Policy on the internet at sydney.edu.au/privacy.shtml

Application through a University representative

The University of Sydney is represented by offices in over 50 countries. For the full contact details of all our international representative offices please visit our website at sydney.edu.au/internationaloffice/agents

You may lodge your application through one of the University of Sydney representatives. This is particularly appropriate when you are applying from overseas and:

- > you need advice on choosing a course of study and living in Australia
- > you need assistance with completing documentation required by the University or the Australian Department of Immigration
- > you need a reliable point of contact for communication with the University.

The information set out in this brochure was based upon the information available at the time of printing. It is an expression of intent only and should not be taken as a firm offer or undertaking.

The University reserves the right to make alteration to any information contained within this publication without notice. As details may change you should check the University's website or contact the International Office for the latest information.

For more information on study at the University of Sydney please refer to the University website (sydney.edu.au) or our print publications.

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International Office

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