

Before you begin

PLEASE NOTE: all information in this guide is subject to change. This document will be updated regularly throughout the application period. Please contact the University directly if you have any queries. (See contact details on page 1 and 2 of this document).

Documents and Certification

Please upload **certified copies** of relevant documents to support your application when you are completing an online application. If you are unable to obtain properly certified copies at the time of application, your application will still be processed. Should you be offered a place in the Medical Program and/or Doctor of Dental Medicine, you are required to submit certified copies of documents as soon as possible, so that we will be able to confirm your offer.

PLEASE NOTE; no firm offer of admission can be made by either the Sydney Medical School or the Faculty of Dentistry until all required certified documents have been received.

The certification policy for domestic applicants can be found here:

http://sydney.edu.au/future_students/apply_certification.shtml

The certification policy for international students can be found here:

http://sydney.edu.au/future_students/international_undergraduate/admissions/how_to_apply_certification.shtml

Sydney Medical School and the Faculty of Dentistry will cancel offers of admission and/or enrolment if applicants fail to provide us with their true and complete academic records, or misrepresent or have misrepresented their true circumstances.

For domestic applicants:

Please upload the required documents to Sydney Student when completing your online application. If you are unable to upload your documents, you can:

- 1) Email them to the Direct Applications team: direct.applications@sydney.edu.au (please include your application ID in the subject line); or
- 2) Mail the documents to the following address:

**Direct Applications Team
Student Centre
Level 5, G02 – Jane Foss Russell Building (G02)
The University of Sydney
NSW 2006, Australia**

For problems submitting or updating the online form, or if you need to alter your form after submission, please contact the Direct Applications team:
+61 2 8627 8666 or email: direct.applications@sydney.edu.au

For international applicants:

Please upload the required documents to Sydney Student when completing your online application. If you are unable to upload your documents, you can:

- 1) Email them to the International Office: io.applications@sydney.edu.au (please include your application ID in the subject line); or
- 2) Mail the documents to the following address:

International Office
Level 4, Jane Foss Russell Building (G02)
The University of Sydney
NSW 2006, AUSTRALIA

If you are not able to apply online, you can still download a paper application (comprising these two documents:

- for MBBS -

<http://sydney.edu.au/internationaloffice/forms/pgformcoursework.pdf>

and

http://sydney.edu.au/internationaloffice/forms/medicine_%20mbbs.pdf

- for DMD -

<http://sydney.edu.au/internationaloffice/forms/pgformcoursework.pdf>

and

http://sydney.edu.au/internationaloffice/forms/dentistry_supplementary.pdf

These can be either emailed to io.applications@sydney.edu.au or posted it to the International Office at:

International Office
Level 4, Jane Foss Russell Building (G02)
The University of Sydney
NSW 2006, AUSTRALIA

Any enquiries regarding the application process for international students can also be made to io.applications@sydney.edu.au

CALCULATE YOUR GRADE POINT AVERAGE

Due to the variation in grades used across universities various methods have been developed to calculate Annual Average Marks (AAMs) or Grade Point Averages (GPAs). For the purpose of admission to the SMP and DMD programs, all GPAs at or above 5.5 on a scale of 7.0 are ranked equally for selection for interview.

Do I need to complete any GPA forms?

No. However, you will need to calculate your GPA and submit supporting documentation.

PLEASE NOTE:

1. If you are a domestic applicant with a bachelor degree from a university outside of Australia or New Zealand, you are required to have your results assessed and your GPA calculated by UAC's Qualification Assessment Service. This service can be contacted via <http://www.uac.edu.au/undergraduate/qas/>. You should allow at least two weeks for UAC to process your request and you may be required to pay a fee for the service. A copy of the UAC assessment must be provided along with your record of academic achievement (e.g. transcripts) with your online application form. Those applicants who are not able to provide a UAC assessment before the closing date for applications MUST advise the Sydney Medical School via medicine.localmp@sydney.edu.au BEFORE the closing date for applications.
2. If you are a domestic applicant with a bachelor degree from an Australian or New Zealand university, the Sydney Medical School will calculate your GPA according to the details provided below.

The method of calculating a GPA is as follows:

1. The GPA is calculated over the final three years of the most recent bachelor degree including an honours year if undertaken.
2. For applicants who have undertaken a combined degree program, all units of study undertaken in the last three years will be used in the calculation of a GPA.
3. The unit values or credit points of each subject must be used. If this information is not available, a value of 1 should be assigned.
4. All years of study regardless of level are weighted equally.
5. Percentages are used when available rather than grades, this includes honours years. Grades should be converted to percentages where no percentages are given; the 'conversion table' can be used for this purpose. The mark assigned should be the lowest equivalent percentage in the relevant band.
6. All failed subjects must be included in the calculation with a mark of zero (0). If a subject appears on your transcript as 'withdrawn' or 'discontinued', i.e. a subject in which you were enrolled but did not complete, you only include this in the GPA calculations if 'Withdraw/Fail' or 'Discontinue/Fail' is shown. In this case, these subjects are assigned a zero (0) and no percentage marks can be used.

7. If a subject has been failed and repeated, both marks must be included in the GPA calculation.
8. The calculation is based on subjects completed at the time of application. First semester results of applicants who are applying whilst in the final year of their degree will be included in the assessment only if those results are available on the transcripts at the time of application. It should be noted that any offer of a place is provisional and conditional upon the applicant completing his/her degree at the appropriate level of performance.
9. Credit transfer subjects (from another institution) are excluded from the calculations.
10. Exchange subjects are excluded from the GPA calculation.
11. Postgraduate coursework qualifications are not used in the calculation of a GPA.

GPA CALCULATION FOR STUDY GRADED ON A PASS/FAIL BASIS

Applicants with a Bachelor degree where results in 1/3 or more of the units of study in the final three years of the degree are awarded on a Pass/Fail basis only must provide official documentation, signed by the Dean of the relevant Faculty, indicating that they have a credit average. Pass/Fail results which comprise less than 1/3, of the final three years of the degree, do not need to be included unless they were failed subjects.

PhD OR MASTERS BY RESEARCH DEGREE

Applicants with a PhD or a Masters degree by research (refer i. below) from a recognised institution (refer ii below) whose GAMSAT results have met the minimum score of 50 in each section of the GAMSAT (see [Admissions test](#)) will be deemed eligible for interview regardless of their undergraduate GPA.

The PhD or Masters Degree by research must have been conferred less than 10 years before 1 January of the year in which the applicant intends to commence the Medical Program (i.e. 2013 entry, an applicant's PhD or Masters degree by research must not be conferred earlier than 1 January 2003).

Applicants must submit proof of award of a PhD or a Masters degree by research along with their transcripts of a Bachelor degree at the time of application. Otherwise applications will be processed as standard applications.

Please note that applicants with PhD by research will have 3 percentage points added to their total final score (determined by the Medical School). There will be no extra points for other types of doctorates or Masters degrees. This policy above will be reviewed in 2015.

- i. some Masters by research degrees may require a limited amount of coursework, however, the research component must comprise 2/3 or more of the overall course requirements. The proof of award must indicate that the degree met this requirement.
- ii. either an Australian university is listed in the [Australian Qualifications Framework](#) at: sub-category i. Australian Universities or ii. Self-Accrediting Higher Education Institutions) or an overseas university listed in the [National Office of Overseas Skills Recognition guide](#)



Sydney University Medicine and Dentistry Grading System Conversion Table

A	B	C	D	E	F	G	H	I (Honours)
100	HD/7 7.0	HD 7.0	HD 7.0	HD/A/≥7 7.0	HI 7.0	≥8 7.0	A+/A/A- 7.0	First 7.0
99								
98								
97								
96								
95								
94								
93								
92								
91								
90								
89								
88								
87								
86								
85								
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57								
56								
55								
54								
53								
52								
51								
50								
49								
48								
47								
46								
45								
≤44								

Column

- A Use Column A if you have percentage marks
- B ACU, Adelaide, Bond, Canberra, Central Queensland, Charles Sturt, Flinders, Griffith, James Cook, Macquarie, Newcastle, New England, NSW, Notre Dame, Queensland*, QUT, Southern Cross, Southern Queensland, Sunshine Coast, Swinburne, Sydney, UTS, Western Sydney, Wollongong
- C South Australia
- D Charles Darwin
- E ANU, Ballarat, Deakin, Edith Cowan, La Trobe, Monash, Murdoch, RMIT, Tasmania, Victoria, Western Australia
- F Melbourne
- G Curtin
- H New Zealand universities
- I Honours year

*NB: From 2006, grades of 3 awarded by UQ are considered a 'fail' grade (previously a 'Conceded Pass'). Therefore, grades of 3 obtained prior to 2006 will have a SUMD grade of 3; grades of 3 obtained from 2006 onwards will have a SUMD grade of 0. If your University is not listed above, use the column appropriate to the grading system used on your transcript.



SUBMITTING YOUR APPLICATION

Once you have read this guide, go to the online application form by following this link: <https://sydneystudent.sydney.edu.au/sitsvision/courses/dbgmedsur1000-0.htm>. Note: The ‘Explanation of the online form’ section (from page 7) will guide you through the online application form.

Online applications for domestic applicants will close at 5pm AEST on Friday 1 June. Applications for international applicants will close at 5pm AEST on Friday 13 July. International applicants who are not able to access the online application can also apply by downloading and completing both of these paper forms:

- [University of Sydney Postgraduate coursework application](#) (PDF)
- [Medicine supplementary form](#) (PDF)

International applicants may also apply through one of the University’s accredited agents who can be sourced via <http://sydney.edu.au/internationaloffice/agents/>

Domestic applicants must use the online application.

PLEASE NOTE: if you are intending to apply for both the Bachelor of Medicine and Bachelor of Surgery degree and the Doctor of Dental Medicine degree you must submit separate applications as only your first course preference for each application will be considered.

If you have not applied for a course at the University of Sydney before, you will be required to create a free account. As part of this process you will receive several emails confirming your login details. Please note that many email providers (including Gmail, Hotmail and others) may incorrectly filter these emails as spam. To ensure you receive all relevant correspondence, please create a filter in your email account to allow mail from noreply.futurestudents@sydney.edu.au and medicine.localmp@sydney.edu.au (for domestic applicants) or medicine.intlmp@sydney.edu.au (for international applicants).

If you do not receive any confirmation emails from the University, please check your spam.

To correctly setup a spam filter in gmail:

1. log in to gmail and click ‘create a filter’ (immediately to the right of the ‘search the web’ button)
2. In the ‘From’ field, type the full email address you want to receive email from
3. click ‘next step’ at the bottom right
4. click ‘never send it to Spam’ (3rd tick box from the bottom)
5. click ‘Create filter’ button (centre bottom)

To setup a spam filter in windows live and University of Sydney student email accounts:

1. log in to windows live and click ‘actions’ at the far right
2. in the ‘actions’ dropdown list, click ‘create rule’
3. a new window will open with the title ‘new inbox rule’ – click ‘more options’ at the bottom of that window



4. under ‘when the message arrives and...’ select ‘it was sent or received’, then ‘received from...’
5. a new window will open, showing your address book
6. at the bottom of that window type the email address in the ‘from’ field and click ok (bottom right)
7. under ‘do the following’ select ‘move, copy or delete’ and then select ‘move the message’
8. click the red text ‘select one’, and then select ‘inbox’
9. make sure ‘stop processing more rules’ is ticked and then click ‘save’

PLEASE NOTE: most pages of the online form are generic to all University of Sydney applicants. As such, there are several sections that do not apply to MBBS or DMD applicants. Please refer to this guide ahead of any other information regarding the application process. This application guide will be updated regularly to reflect any changes that are made to the application form.

Explanation of the online form

DOCUMENT UPLOAD page

MBBS and DMD applicants MUST upload:

- academic transcripts- You only need to provide academic transcripts or testamurs for courses completed at educational institutions other than the University of Sydney.
- proof of completion of degree (if completed)
- proof of award of a PhD or Masters degree by research if seeking consideration for this degree
- proof of identity and residency
- verification of change of name (if applicable)
- English transcript of any documents not originally in English
- Domestic applicants applying under any of the special-entry schemes must present further documentation as follows, or the application will be processed as a standard application:
 1. RURAL-ORIGIN APPLICANTS: proof of rural status
 2. ATSI APPLICANTS: proof of ATSI status
 3. REFUGEE APPLICANTS: proof of refugee status
- A copy of the UAC assessment without certification is accepted (if applicable)- use the Additional document’s upload icon;
- A copy of the admission test results must be submitted with the exception of international applicants who have not obtained their admissions tests results at the time of application. A copy of the GAMSAT and/or MCAT results without certification will be accepted; Applicants with the USDAT or CDAT results must submit an **original report** of the USDAT or CDAT results.

MBBS applicants MUST ALSO upload:

- where applicable, a consent form for the admissions test results.
 - **US TITLE IV, HEA PROGRAMS DIRECT LOAN SCHEME:** The University of Sydney has decided to continue to participate in the US Title



IV, HEA programs direct loan scheme and is required to comply with new regulations. Please see the Flow Chart on the next page for the required admissions test results (for further information and a copy of the consent form, please visit http://sydney.edu.au/medicine/future-students/medical-program/newStudentPdf/Admissions_text.pdf).

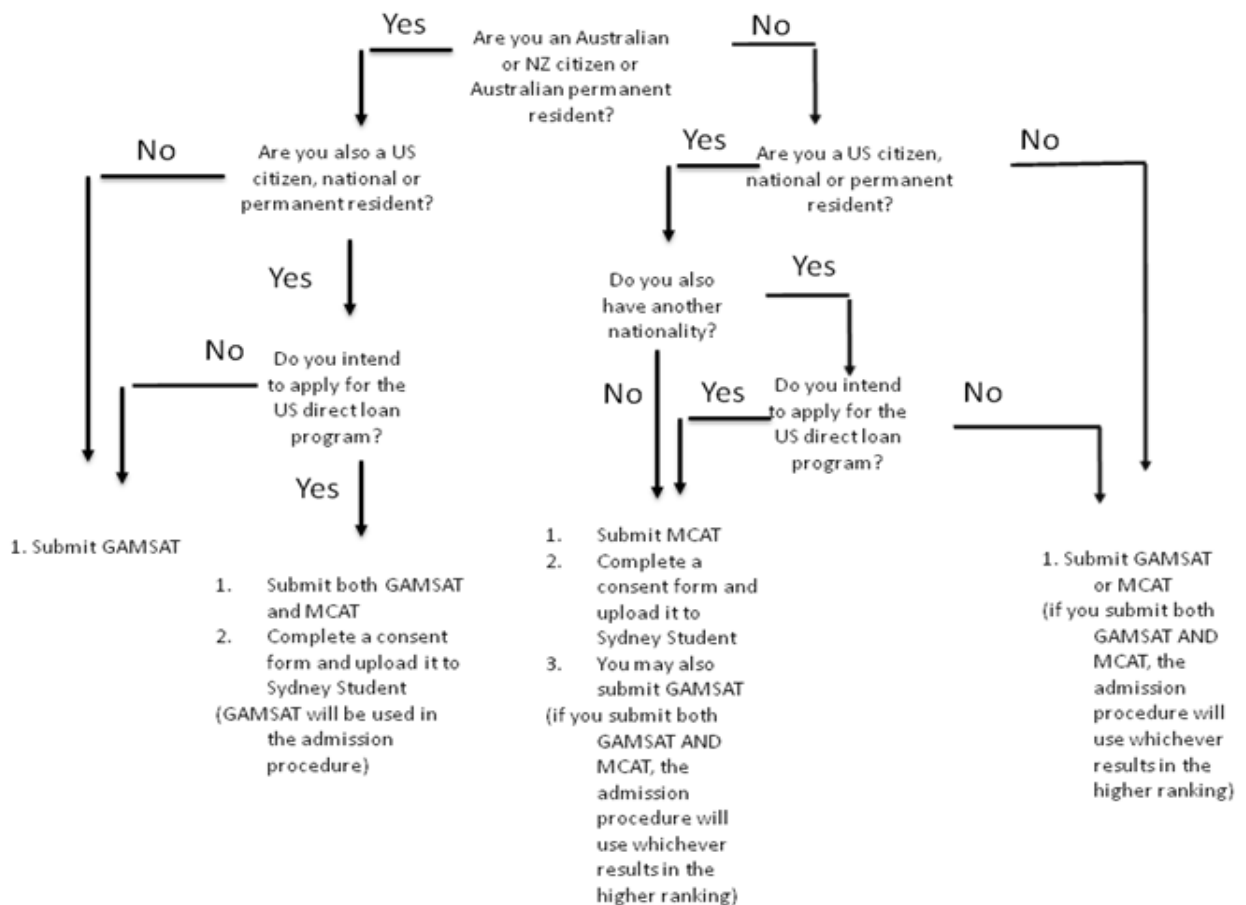
DMD applicants MUST also upload:

- where applicable, course outlines to meet the prerequisite study requirement (see <http://sydney.edu.au/dentistry/student/dmd.php> for details).
- where applicable, English language test results (e.g. IELTS or TOEFL test results).

MBBS and DMD applicants do not need to upload:

- evidence of membership of professional associations
- evidence of work experience or curriculum vitae
- information about academic awards or prizes

PLEASE NOTE that each category on the document upload page will only accept a single file. As such, if your transcript is spread over multiple files, you should combine it into a single pdf before uploading. The maximum file size is **10MB**. If you are having trouble combining your documents into single files, these can be emailed to the Direct Applications team via direct.applications@sydney.edu.au .



YOUR COURSE OPTIONS page

PLEASE NOTE that in order for all Sydney Medical Program (SMP) and Doctor of Dental Medicine program (DMD) applications to be processed in time for interview, Sydney Medical School and the Faculty of Dentistry will only process first preference applications, i.e.

- applications for DMD must nominate DMD as their first preference;
- applications for SMP must nominate SMP as their first preference;
- applicants applying for both DMD and MBBS must submit two separate applications to be considered by the deadline to ensure that both of your applications will be assessed at the same time.

YOUR PERSONAL INFORMATION page

If you are a New Zealand citizen and also an Australian permanent resident, you must select ‘Australian permanent resident’ under the question ‘What is your citizenship/residency status?’ and then select ‘New Zealand’ under the question ‘Country of citizenship/nationality’. Please **DO NOT** simply select ‘New Zealand’ under the question ‘What is your citizenship/residency status?’

SCHOLARSHIPS page

You are not required to provide any information for this page if not applicable.

YOUR QUALIFICATIONS page

- MBBS applicants - please ignore the links to ‘English language proficiency requirements.’ DMD applicants will need to upload the proficiency results
- if you were excluded from a course at a tertiary education institution, you **MUST** upload documents outlining the circumstances.
- ‘Academic Qualifications’ - please provide details here of degrees (including PhD, Masters, etc.) you have completed (use the check box to ‘add another qualification’ for each additional degree. You may enter a GPA based on your own calculation or UAC’s calculation or leave it blank. Please note that all GPAs will be processed by Sydney Medical School.
- you do not need to provide details of academic prizes or awards

COURSE CHOICE page- Bachelor of Medicine and Bachelor of Surgery

PLEASE NOTE: this is the only application page which is specifically provided for Medicine applicants.



- **Your Academic Test Result**

Please refer to the flow chart (see page 8)

If you are a domestic applicant and also a US citizen, national or permanent resident, please click ‘Yes’ to both of the questions below:

Q. Are you a US citizen, national or permanent resident? Yes or No

Q. If are you a US citizen, national or permanent resident, are you also a citizen, national or permanent resident of a country other than the US? Yes or No

- **Australian Rural Origin Applicants**

The University is required to provide an annual report to the Commonwealth Government detailing the number of student applicants who are of ‘rural origin’. The information you provide will be used by the University to comply with its reporting requirements and will not affect your application.

The Commonwealth Government considers students to be of ‘rural origin’ if they have lived in a defined rural location in Australia, Australian Standard Geographical Classification - Remoteness Area (ASGC-RA) 2 to 5, for a minimum of five years (consecutive or cumulative) since beginning primary school.

You can use the Doctor Connect look up tool
(<http://www.doctorconnect.gov.au/internet/otd/Publishing.nsf/Content/locator>)
to view defined rural locations in Australia.

In terms of its reporting requirements, the University will only be using non-identifiable information, being the numbers of students who are of ‘rural origin’.

If you are an Australian rural origin applicant, please answer ‘Yes’ to the question below no matter whether you would like to apply for the rural entry scheme:

Have you lived in a defined rural location in Australia for at least 5 years (consecutive or cumulative) since beginning primary school (from about the age of 5 years)?* Yes or No

- **Special entry schemes**

- international applicants cannot apply for special entry schemes
- If you would like apply for any of the special entry scheme (e.g. Rural or ATSI or Refugee scheme, you must supply supporting documents.

COURSE CHOICE page – Doctor of Dental Medicine

You will need to indicate whether you have

- Completed a medical sciences or health related degree in the last ten years eg Bachelor of Medical Sciences, Bachelor of Pharmacy, Bachelor of Physiotherapy, Bachelor of Nursing? or
- Completed the Human Biology BIOL1003 at Sydney University? or
- Completed university level units of study or subjects in the last ten years covering at least three components in the following areas: anatomy, biochemistry, cell biology, human genetics, immunology, microbiology, pathology or physiology? (N.B. If you answered ‘Yes’, you must supply the course outlines.)

Frequently asked questions

Q. What will I be required to upload?

A. A checklist of required documents can be located at <http://sydney.edu.au/medicine/future-students/medical-program/sydney-medicine-checklist.pdf>.

Q. If I do not have the documents with me, can I upload them later?

A. You may submit your application without uploading documents; however, you **MUST** ensure that all required documents have been uploaded by the closing date for applications. Applications for special entry schemes will not be processed as such unless the appropriate supporting documents have been uploaded before the application closing date.

Q. Do I need to upload my resume/CV? Will it contribute to the application process?

A. No. Sydney Medical School and the Faculty of Dentistry do not require or consider CVs as part of the admissions process.

Q. Can I apply for 2014 entry or 2015 entry now?

A. No. You can only apply for 2013 entry now.

Q. I finished my final semester in April but don’t graduate until July – should I give my course completion as April even though I won’t have my final results at the time of applying?

A. The completion date or expected completion date (dd/mm/yyyy), not the graduation date, should be stated on the application.

Q. What category on the upload page should I use to submit other documents (e.g. proof of rural status)?

A. There are three additional uploads possible as part of your application – please use one or more of these. If you have more than three additional documents, it is also possible to combine your documents into one file prior to upload.

Q. My Australia permanent residency is currently being processed, how will this impact my application?

A. Please refer to the change of immigration status on the following link:
<http://sydney.edu.au/medicine/future-students/medical-program/international/offers.php#stat>

Q. What should I do if I forgot to upload any documents or click the ‘submit’ button by mistake before completing the online application form?

A. DO NOT withdraw your application and resubmit a new application for the same program.

You should email direct.applications@sydney.edu.au with additional documents and/or information which you would like to add to your application, so that the Direct Application team can upload those documents and/or add information on your behalf. However, please be advised that you should make sure all required documents are uploaded before you click the ‘submit’ button.

Q. How do I review my application once it is submitted?

Everyone who submits the online form should receive **two** automated confirmation emails - one acknowledging receipt and another shortly thereafter with a link to the 'Sydney Student Portal' – this portal is where you can log in to review your application.

If you do not receive a confirmation email please check your spam/junk folders - the email address from which you will receive the confirmation is:
noreply.futurestudents@sydney.edu.au

If you have already deleted the email or did not receive it, go to the following website:
https://sydneystudent.sydney.edu.au/sitsvision/wrd/siw_lgn where, using your username and password, you can review your entire application:

Please note that you cannot alter your application once it is submitted – if you have documents you could not attach or any other changes, please email them to direct.applications@sydney.edu.au . Once in, follow these steps to review your application:

1. Hover your mouse over the orange ‘Applications’ tab to reveal the ‘my applications’ menu below it – click on ‘my applications’
2. To review the information you provided in the online form, click the arrows under ‘application form’

3. To review the documents you uploaded, click the arrows under ‘documents’ – this will provide you with a list of all documents uploaded
4. To view a document, click the word ‘view’ to download it

Q. How can I forward my GAMSAT or MCAT or CDAT or USDAT results?

A. If you provide GAMSAT results, please complete the following fields on the online application form and also upload a copy of your GAMSAT results:

GAMSAT

Test date (DD/MM/YYYY)
Candidate ID number
GAMSAT verification code
Section 1
Section 2
Section 3
Overall

If you provide MCAT results, please complete the following fields on the online application form and also upload a copy of your GAMSAT results:

MCAT

Test date (DD/MM/YYYY)
AAMC ID number
Verification code
VR
PS
WS
BS

If you provide USDAT results, please ensure that you complete the following fields on the online application form AND also forward **an original report** of your USDAT results with your full name and the University of Sydney application/reference number to the address below:

International Office
Level 4, Jane Foss Russell Building (G02)
The University of Sydney NSW 2006

USDAT

Test date (DD/MM/YYYY)
Survey of the natural sciences

Biology
General chemistry
Organic chemistry
Perceptual ability
Reading comprehension
Quantative reasoning

If you provide CDAT results, please ensure that you complete the following fields on the online application form AND also forward **an original report** of your USDAT results with your full name and the University of Sydney application/reference number to the address below:

International Office
Level 4, Jane Foss Russell Building (G02)
The University of Sydney
NSW 2006

Test date (DD/MM/YYYY)
Manual dexterity test
Survey of natural sciences
Biology
General chemistry
Perceptual ability
Reading comprehension (English DAT only)

Q. Am I required to upload IELTS or TOEFL test results?

A. Applicants applying for the MBBS are not required to upload IELTS or TOEFL test results.

DMD applicants **for whom English is not their first language** must provide evidence of minimum English language proficiency. Please see the following link for further details:
http://sydney.edu.au/future_students/documents/english_requirements.pdf

N.B. the DMD is a Postgraduate course. To meet the “satisfactory requirements” listed in method one, applicants are required to provide a letter from the Registrar’s Office of the issuing institution stating that the language of the institution and of instruction, examination and assessment was English. In providing this evidence the student is applying for an English waiver. If the institution resides in a country whose first language is English, it is not necessary to submit a waiver.

Applicants whose first language is not English, and who did not complete tertiary study in English, must provide IELTS or TOEFL test results (in accordance with the details provided in the PDF above).

Q. Is it mandatory for me to submit my admission test results with my application?

If you are a *Domestic Applicant*, the answer is yes.

If you are an *International Applicant* and have obtained your admissions test results, you are required to submit your admission test scores with your application.

If you are an *International Applicant* and have NOT obtained your admissions test results, you must leave the field “**Please select the admission test result you are providing**” as: “**Please select**”, otherwise, the online application form will not allow you to proceed. You **MUST** also notify the school that you are providing late test results by submitting the following online form:
<http://surveys.med.usyd.edu.au/limesurvey/index.php?sid=39345&lang=en>

Q. My questions are not listed above. What should I do?

A. If you are a domestic applicant, you may contact the Sydney Student direct application team via email: direct.applications@sydney.edu.au; if you are an international applicant, you may contact IO via email: io.applications@sydney.edu.au or contact the Admissions Office at Sydney Medical School via medicine.admissions@sydney.edu.au .