LOCAL STUDENT Postgraduate Application Checklist
Application for a postgraduate degree, diploma or certificate course

We will be unable to process your application until all the documents listed below are uploaded with your online application. Complete this checklist to ensure that your application is correct.

ESSENTIAL DOCUMENTS

1. RESIDENCY:
   Have you supplied:
   - Evidence of residency status
     - passport, or
     - birth certificate, or
     - certificate of citizenship

   Students who have previously studied at the University of Sydney main campus within the last five years will not need to supply proof of residency.

2. TERTIARY QUALIFICATIONS:
   All applicants will need to provide documentation about their qualifications (except those who obtained their qualifications at the University of Sydney main campus).

   Have you supplied:
   - complete academic transcript in original language of issue
   - certified translation of your academic transcript (if applicable)
   - grading system (usually found on the back of your transcript)
   - testamur or proof of completion stating degree awarded
   - certified translation of your testamur or proof of completion stating degree awarded (if applicable)

NB. TRANSLATIONS
Documents submitted in a language other than English must be accompanied by a complete English translation. The University accepts translations to English made by an accredited translator with a government body, the Registrar of the issuing institution or, for international applicants, registered University of Sydney education Agents who have been designated as translators. Applicants from the Peoples' Republic of China may have their academic transcripts referred to the Ministry of Education’s China Academic Degrees and Graduate Education Development Centre (CDGDC) for authentication.

NB. GRADING SYSTEM
Academic transcripts should indicate the grading system used, or be accompanied by an official document to this effect.
NB. PROOF OF COMPLETION
If you have one semester to complete your current course of study, you should include transcripts that include your final semester, and official documentation from your institution stating that you will finish at the end of the semester, and the name of the degree you will be awarded.

3. ENGLISH PROFICIENCY:
If your qualifications were obtained from a university in a country where English is not the official language, have you supplied:

☐ Proof that you have satisfied the English requirements
  • IELTS, or
  • TOEFL plus TWE

NB. ENGLISH LANGUAGE REQUIREMENTS
• If your studies at university were conducted in English, you should attach an official statement from your university to this effect.
• If your English proficiency test was taken more than two years ago, you should retake the test.
• English language requirements are subject to change annually and could be different for individual courses. You should contact the Faculty of Science to obtain this information.

4. CHANGE OF NAME:

☐ Details of any change of name
All applicants who have changed their name will need to provide proof of that change of name. We accept:
  • Marriage certificate or
  • Other legal documentation

ADDITIONAL ESSENTIALS FOR RESEARCH
Before your application for admission to a research degree can proceed, you must have a potential supervisor arranged. Contact the relevant School/ Discipline to arrange one before continuing with this checklist.

Have you supplied:

☐ A statement of research interest
A statement of research interest (2-4 pages) should be developed in conjunction with your potential supervisor and includes:
  • name of your potential supervisor
  • area of proposed research
  • prior research experience
  • key literature references
  • a possible methodology or approach to the research
  • value and potential outcomes if the research is successful

PART-TIME RESEARCH:
If you are a part-time research student, have you also supplied:

☐ Evidence of availability that:
• shows that you will have sufficient time available to complete the course within the maximum period allowed for a part-time PhD enrolment
• shows that you will plan and carry out the intended research, and for the purposes of this research, that you will be under the supervision and control of the university
• includes a declaration from your employer confirming that you will be permitted the time required to effectively pursue your studies, if you are employed

All documents submitted become the property of the University and will not be returned.

DOCUMENT CERTIFICATION:

The University of Sydney accepts scanned documents submitted online in support of applications for admission to courses of study. All supporting documents must be true and complete records. You should be prepared to provide original documents or original certified copies of supporting documents upon request at any time. Detailed checking of supporting documents is an inherent element of our admissions process and may involve contacting the original issuing authority or relevant tertiary admissions centre, or other organisation (whether education or otherwise), or individual, whether in Australia or overseas, to verify documents. A failure to provide documents on request, or the discovery of either fraudulent documents or a misrepresentation of true circumstances in association with your application, may lead to the rejection of your application for admission, the withdrawal of your offer, or the cancellation of your enrolment.

Any further query concerning the certification of original documents should be directed to the Direct Applications Office at the University of Sydney Student Centre (direct.applications@sydney.edu.au).