Postgraduate Coursework Application Form

Application for International Students

The University of Sydney

Australia's first University, founded in 1850.

How to apply

1 What is Coursework?

Coursework courses are taught courses, some of which may have a small element of research. Check the course description to clarify if you are applying for a coursework degree. If you wish to apply for a postgraduate research degree, please use the separate **Postgraduate Research Application Form.**

2 Select course(s) and start date

Read the course details in the Postgraduate Study for International Students Prospectus or on the University website **www.usyd.edu.au**. Visit the Faculty websites (see Faculty contacts, page 2) and the University website for a wide range of helpful information, including Frequently Asked Questions and details of our agents worldwide.

3 Coursework Degrees

Select up to two courses to apply for, in order of preference. You must enter the precise course name and the CRICOS or course code as shown in the Postgraduate Study for International Students Prospectus or on the University of Sydney website. If your application for your first preference is not successful, your application for your second preference will be considered.

4 Check what qualifications are required

For your application to be successful, you must meet the necessary English language and academic entry requirements.
English language requirements are detailed at:
www.usyd.edu.au/fstudent/postgrad/apply/inm/english.shtml
For academic entry requirements please check the faculty website(s) or the University's publications.

5 Complete the application form

A non-refundable application processing fee of A$100 must be paid with each application. Applications will not be processed unless accompanied by the application fee.
We do not accept cash or personal cheques.
Read the instructions carefully and write your details clearly.
You must complete all sections.
You must include at least one email address.

6 Provide original or certified copies of all documents

If your documents are not in English, we require officially translated versions as well as copies in the original language. For more details see:
www.usyd.edu.au/fstudent/postgrad/apply/inm/apply.shtml

7 Send your completed application to the address on the back of the application form.

Application deadlines

Applications for first semester (February/March) should be lodged by 31st October and applications for second semester (July) by 30th April. Late applications will only be considered in exceptional circumstances.

What happens next?

1 Letter of acknowledgment

Once your application has been registered by the Admissions Office you will receive a letter of acknowledgment. Our application assessment process is thorough. It can take up to six or eight weeks to process coursework applications, and longer for research applications. To ensure the fastest response time please follow our application instructions carefully.

2 Offer Letter

If you meet all the conditions for entry, a Firm Offer will be issued. With a Firm Offer you will receive an Information Booklet which will include useful information about your offer. Conditional Offers may be issued for applicants who:

i.   have not yet met the University's English language requirements
ii. need to provide further academic transcripts (e.g. final semester results)
iii. need to provide other specified documentation (e.g. certified copies or translations)

Any credit to be granted for previous tertiary study will be noted in the Offer Letter. If requested, an offer for an academic course and an offer for English language preparation can be 'packaged'. This allows a visa to be obtained covering the combined duration of both courses.
For details see: **www.usyd.edu.au/fstudent/postgrad/apply/inm/visa.shtml**

3 Accepting the offer

Follow the acceptance instructions outlined in the Information Booklet and pay the First Semester tuition fees and compulsory Overseas Students Health Cover (OSHC) as required. Tuition fees, OSHC fees and other study related costs will be detailed in your letter of offer.
Read and sign the Acceptance of Offer form in the Information Booklet, and return it to the International Office.
For high demand programs or programs that have limited places it is important that you accept your offer within the time frame given in the Offer Letter. If you do not, any quota in place for specific courses may have been filled (see 'Quotas' on page 6).
You should allow sufficient time to obtain a visa (this varies considerably from country to country – and may incur additional costs), and for any scholarship applications.

4 Electronic confirmation of enrolment (eCOE)

An eCOE is sent to you (and to your agent if you are using one). You will need this to obtain your student visa. For more information on Student Visas contact the **Australian Department of Immigration and Multicultural and Indigenous Affairs** (**www.immi.gov.au**).

5 Information pack

When your eCOE is sent you will also be sent an Information Pack from the International Student Services Unit. This provides detailed information about living and studying at the University of Sydney. It also contains forms to book temporary arrival accommodation and to request airport reception. Questions concerning content of programs, course timetabling and credit for previous studies should be referred to the appropriate Faculty office (see contact details overleaf).

6 Enrolment and Orientation

Approximately two weeks before the start of semester you will enrol at the University and take part in an Orientation Program specifically designed to help all new international students adjust to life in Australia and at the University of Sydney. You should arrive at the University in time for this program. Details of enrolment dates and procedures and orientation programs can be found on our website: **www.usyd.edu.au/fstudent/postgrad/apply/inm/enrol.shtml**

Postgraduate Coursework Application Form

Application for International Students

Faculty contacts

Office of the Dean of Graduate Studies

Ph: +61 2 9036 9518
Fax: +61 2 9036 9519
Email: dogs@usyd.edu.au
Web: www.dogs.usyd.edu.au

Faculty of Agriculture

Ph: +61 2 9351 2940
Email: pg@agric.usyd.edu.au
Web: www.agric.usyd.edu.au

Faculty of Architecture

Ph: +61 2 9351 2686
Email: pg@arch.usyd.edu.au
Web: www.arch.usyd.edu.au

Faculty of Arts

Ph: +61 2 9351 3240
Email: pg@arts.usyd.edu.au
Web: www.arts.usyd.edu.au

Faculty of Dentistry

Ph: +61 2 9351 3231
Email: pg@dentistry.usyd.edu.au
Web: www.dentistry.usyd.edu.au

Faculty of Economics and Business

Ph: +61 2 9351 6628
Email: pg@econ.usyd.edu.au
Web: www.econ.usyd.edu.au

Faculty of Education and Social Work

Ph: +61 2 9351 4605
Email: pg@edfac.usyd.edu.au
Web: www.edfac.usyd.edu.au

Faculty of Engineering

Ph: +61 2 9351 7084
Email: pg@eng.usyd.edu.au
Web: www.eng.usyd.edu.au/gse

Faculty of Health Sciences

Ph: +61 2 9351 9355
Email: pg@fhs.usyd.edu.au
Web: www.fhs.usyd.edu.au

Faculty of Law

Ph: +61 2 9351 0265
+61 2 9351 0361
+61 2 9351 0347
Email: pg@law.usyd.edu.au
Web: www.law.usyd.edu.au

Faculty of Medicine

Ph: +61 2 9351 5760
Email: pg@med.usyd.edu.au
Web: www.medfac.usyd.edu.au

Faculty of Nursing

Ph: +61 2 9351 0504
Email: pg@nursing.usyd.edu.au
Web: www.usyd.edu.au/nursing

Faculty of Pharmacy

Ph: +61 2 9351 2320
Email: pg@pharm.usyd.edu.au
Web: www.pharm.usyd.edu.au

Faculty of Science

Ph: +61 2 9351 3587
Email: pg@science.usyd.edu.au
Web: www.science.usyd.edu.au

Faculty of Veterinary Science

Ph: +61 2 9351 6933
+61 2 9351 2441
Email: pg@vetsci.usyd.edu.au
Web: www.vetsci.usyd.edu.au

Graduate School of Government

Ph: +61 2 9351 8662
Fax: +61 2 9036 5183
Email: pg@gsg.usyd.edu.au
Web: www.gsg.usyd.edu.au

Sydney College of the Arts

Ph: +61 2 9351 1104
Email: pg@sca.usyd.edu.au
Web: www.usyd.edu.au/sca

Sydney Conservatorium of Music

Ph: +61 2 9351 1242
+61 2 9351 1241
Email: pg@conmusic.usyd.edu.au
Web: www.usyd.edu.au/conmusic

For international student enquiries:

International Office

Ph: +61 2 9351 4079
Fax: +61 2 9351 4013
Email: info@io.usyd.edu.au
Web: www.usyd.edu.au/international

Closing date

Applications for First Semester (February/March) should be lodged by 31st October and applications for Second Semester (July) by 30th April. Late applications will only be considered in exceptional circumstances.

Instructions

If you are a permanent resident or citizen of Australia, a citizen of New Zealand, or hold dual citizenship with Australia do not use this form.

> Read the **How to apply** section thoroughly (see page 1).
> Answer all sections.
> Complete the checklist at the end of this application.
> Attach all supporting documentation.
> Type or write in black ink using capital letters.
> Tick boxes clearly.
> Read the Privacy Statement (see How To Apply).
> Read and sign the Declaration at the end of the form.

Your application cannot be considered if it is incomplete or unreadable. This application is not an enrolment form, nor does it guarantee admission.

Send your application to: International Office
Services Building G12
The University of Sydney
NSW 2006 Australia

Important matters

HOW TO FILL IN YOUR APPLICATION

Read the How To Apply information on page 1. Answer questions A-H. Print clearly and tick boxes where appropriate. Do not write in pencil. We cannot consider your application if it is incomplete or unreadable.

PERSONAL DETAILS

Visa status – If you are already in Australia or have applied separately for entry into Australia, please indicate the type of visa held or applied for.

CERTIFICATION OF COPIES

Copies of documentation can be certified by: the institution issuing the qualification (e.g. the school or University); an Australian Diplomatic Mission overseas; an approved university agent; an IDP Education Australia office;
or, in the case of the PR of China, an official notary public. An official stamp/seal of the institution/agency and the name and signature of the person certifying must be on the documents. Certification by a Justice of the Peace (JP) is **not** accepted.

WORK EXPERIENCE

Some courses require work experience for admission. Please refer to the Faculty's Graduate Program brochure for information and attach documentation of your work experience.

PROFICIENCY IN ENGLISH

Refer to the faculty itself, or to www.usyd.edu.au/fstudent/postgrad/apply/inm/english.shtml

WHERE TO SEND YOUR APPLICATION

Send your application to:
International Office
Services Building G12
The University of Sydney
NSW 2006 Australia

Postgraduate Coursework Application Form

Application for International Students

Office use only. IO Ref: _____

Received: _____ /_____ /_____

Application Processing Fee

A non-refundable Application Processing Fee of A$100 must be paid with each application form submitted. Applications will not be processed unless accompanied by the application processing fee. Please complete this section to submit your Application Processing Fee payment. You should either supply credit card details or attach a bank cheque. We do not accept personal cheques, company cheques or cash. If submitting a bank cheque, please write on the back: your name, contact details, date of birth and student ID or reference number (if applicable). See **www.usyd.edu.au** for more details.

Payment by cheque

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

Payment by credit card

☐ Please charge A$100 to my credit card (please attach a photocopy of both sides of your credit card to assist us with authorisation).

Cardholder's family / last name

[   ]

Cardholder's personal / first name(s)

[   ]

Type of Credit Card   ☐ VISA   ☐ MasterCard

Card number   [ ][ ][ ][ ] [ ][ ][ ][ ] [ ][ ][ ][ ] [ ][ ][ ][ ]

Expiry date [/   ]   Amount [AUD$100]   Date [/   /   ]

Signature [   ]

A   Personal details

Family/last name: [   ]

Personal/first names: [   ]

Date of birth: [/   /   ]   DD / MM / YY   Sex: Male ☐   Female ☐

Contact address for correspondence: House number and street

[   ]

Suburb/town: [   ]

Postcode / zip: [   ]

Country: [   ]

Telephone: [   ]
(Country code   Area code   Local number)

Fax: [   ]
(Country code   Area code   Local number)

Email (compulsory): [   ]

Other email (if applicable): [   ]

Have you applied for permanent residency in Australia?

Yes ☐   **No** ☐

Country of citizenship: [   ]

Visa status: [   ]

Have you changed your name since your study records were issued?

No ☐   **Yes** ☐   Attach all relevant documentation.

B   Agent identification (if applicable)

Agent name: [   ]

Agent number: [   ]

Contact person: [   ]

If you are using an agent, you must include full agents details for your application to be processed.

Address or stamp:

[   ]

C   Student identification

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

Yes ☐

(What was your reference number / year of application or student identification number?)

[   ]

No ☐

D   Program details

Select up to two 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: [   ]

Preferred study start date: ☐ March Semester   ☐ July Semester   Year [   ]

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E | Tertiary studies

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: Country: Course:	DD / MM / YY / /	DD / MM / YY / /	
Course 2 Institution: Country: Course:	DD / MM / YY / /	DD / MM / YY / /	
Course 3 Institution: Country: Course:	DD / MM / YY / /	DD / MM / YY / /	

F | English language proficiency

Is English your first language?

Yes ☐ If yes, go to question G

No ☐ If no, have you completed a degree or diploma in the last 5 years, where the sole language of instruction was English? Please include an official statement from the institution confirming the language of instruction.

Yes ☐ Please state degree and institution:

Go to question G

No ☐

Have you undertaken an English Language test within the last 2 years?

Yes ☐ Test name:

Date taken:

Result (if known):

No ☐ Please indicate what test you will be sitting for

Test name:

Test date:

Visit www.usyd.edu.au/fstudent/postgrad/apply/inm/english.shtml for Acceptable English Language Test Results.

Please note that only original or certified copies of English test results will be accepted.

G | 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.

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H 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 www.usyd.edu.au/fstudent/postgrad/costs/inm/scholarships.shtml

Have you applied for a scholarship?

Yes ☐ Name: _____

See the scholarships pages in the Postgraduate Study for International Students Prospectus or visit :
www.usyd.edu.au/fstudent/postgrad/costs/inm/scholarships.shtml

Please note: if you are applying for an IPRS/UIPA you must complete and submit separate scholarship application forms.

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

I Checklist

☐ 1. **The application fee (non-refundable) of A$100 payable by bank draft, bank cheque or credit card has been provided.**

☐ 2. **Questions A to H 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 results 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. 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 6)**

☐ **the information I have given in this application is true and correct**

Your signature: _____

Date: ___ / ___ / ___
　　　　　DD / MM / YY

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

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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 www.usyd.edu.au/arms/privacy/policy.htm

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 www.usyd.edu.au/international

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 (www.usyd.edu.au) or our print publications.

CRICOS Provider Code: 00026A

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Produced by the Publications Office.

Design by Pro Bono Publico.

Application deadlines

Applications for First Semester (February/March) should be lodged by 31 October and applications for Second Semester (July) by 30 April. Late applications will only be considered in exceptional circumstances.

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 www.usyd.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.

Form ends

The University of Sydney