



THE AUSTRALIAN NATIONAL UNIVERSITY

CRICOS Provider Number: 00120C

Postgraduate Coursework Application for International Students

– please read the enclosed Instructions before completing the form –

Lodging Applications –

By Mail:

University Admissions
The Australian National University
Pauline Griffin Building (#11)
CANBERRA ACT 0200 AUSTRALIA

In Person:

Student Enquiry Counter
Pauline Griffin Building (#11)
Ellery Crescent, Acton

APPLICATION FEE – AUD\$100

- Bank draft of AUD100 attached
 Credit card payment of AUD100 authorised below
 Visa Mastercard

NOTE:

Please make cheques, money orders or bank drafts in Australian Dollars payable to "The Australian National University".

No.
Expiry date (month/year)

OFFICE USE ONLY:

Cardholder's Name:

Cardholder's Signature:

Enquiries –

Coursework Enquiries:

phone: +61-2-6125-3046
fax: +61-2-6125-0751
email: admiss.app@anu.edu.au

ANU Website: <http://info.anu.edu.au/studyat/>



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6. Language Ability

A. English Language Proficiency

Were your previous qualifications conducted entirely in English? *(Evidence must be supplied.)*

Yes No*

*If no, have you completed, or are you enrolled to sit an English language proficiency test?

Yes No

(TOEFL, including TWE [essay writing] or IELTS)

Test	Year				Results <i>(attach an original copy of results)</i>
	Y	Y	Y	Y	

B. Other Language Ability *If your proposed study requires knowledge of any language other than English, please complete by circling the appropriate level on a scale of 1 to 5. (1 = excellent command of academic language usage, and 5 = basic knowledge).*

	Name of Language	Speaking Ability					Reading Ability					Writing Ability				
First language		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Second language		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Third language		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5

7. Relevant Employment/Training

Occupation	Position	Date Commenced					
		D	D	M	M	Y	Y

Name of Employer:			
Business Address:			
<i>(if current)</i>	State		Postcode
	Country if Outside Australia		
Email:			

Phone: ()

Fax: ()

Please describe details of your employment or training that you consider relevant to your intended study.

8. Finance for Study *(Please indicate how you intend to finance your studies.)*

• are you applying for any scholarship or sponsorship? *(If yes, please provide details.)*

Yes No

• are you relying on private finance? *(If yes, please provide details.)*

Yes No



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9. Referees (Read the Instructions. Please complete if you are required to provide referee reports. Include an Email address if known.)

Name	Address	Position	Date report requested					
			D	D	M	M	Y	Y
1.								
Email:								

Name	Address	Position	Date report requested					
			D	D	M	M	Y	Y
2.								
Email:								

For the National Centre for Epidemiology and Population Health (NCEPH), please enter details for a third referee.

Name	Address	Position	Date report requested					
			D	D	M	M	Y	Y
3.								
Email:								

10. Declaration and Signature (all applicants to complete)

- I certify that I have read the Instructions and understood the questions on this form and that the answers are true and correct.
- I understand that the University may vary or cancel any decision made on the basis of incorrect or incomplete information provided by me or by my referees.
- If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to the Australian Vice-Chancellor's Committee (AVCC) and AVCC member institutions, the Australasian Conference of Tertiary Admissions Centres (ACTAC), and any other relevant authority.
- I authorise the University to obtain official records from any institution I have attended.
- I understand that ANU may disclose the personal information I have given in this application to the Department of Education, Science and Training (DEST) and that DEST will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS). DEST may also disclose the information to the Australian Taxation Office (ATO).
- I understand that I am responsible for payment of all tuition fees by the due dates and for my living expenses unless I have been awarded a scholarship or sponsorship, which covers these costs.
- I understand that international students who are made an offer of admission will be required to provide passport details upon acceptance of offer.

Applicant's Signature:

Date:

D	D	M	M	Y	Y

Checklist

Have you . . . :

- paid the Application Fee;
- completed all relevant sections of the form;
- signed and dated the form;
- attached all academic transcripts including English translations (certified copies);
- attached English language test results (certified copies) if appropriate;
- provided evidence of permanent residency status (if applicable);
- attached any required supplementary forms/written work/extra documentation;
- contacted referees (if appropriate); and
- have you made a copy of the form to keep for your reference?



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— Instructions —

Postgraduate Coursework Application for International Students

Please read these Instructions before completing the form.

This form is for international applicants only applying for postgraduate coursework study at The Australian National University (ANU). Please read the *Graduate School Prospectus* and any accompanying program material for application requirements for specific programs, and select the correct graduate program of study. The *Prospectus* is available on the Internet at <www.anu.edu.au/graduate> and may be obtained from the Admissions Office.

(1) The Application Form

- Write clearly in BLOCK LETTERS using a black pen; and
- Please sign and date the declaration.

Question 1. The Program of Study

- **The Program of Study:** You may express preferences for up to two coursework programs. Please consult the *Graduate School Prospectus* for program details. If you are applying for a program in New Media Arts, Visual Arts or Music please include your specialisation.
- **Mode of Study:** International Students may normally study on a full-time basis only.
- **Studying off-campus:** This is only available in a select number of programs. Please contact the graduate convener of your intended program for further details.

Question 3. Personal Details

Failure to provide a day telephone, fax or email contact could delay processing of your application.

- International applicants: please provide a street address for courier delivery of the offer papers.
- If your qualifications were completed in your previous family name, you **must** provide documentary evidence of name change.

Question 5. Current/Previous Studies

Please complete the whole section providing details of all current and previous study undertaken since leaving school.

- Unless you are undertaking approved cross-institutional study, you may not normally be enrolled at more than one university at the same time.

Question 6. Language Ability

- A. All international applicants and any other applicant whose previous study was in a language other than English **must** complete Question 6A.

Please consult the *Graduate School Prospectus* for the requirements.

Question 7. Relevant Employment/Training

If you wish to support your application for admission with employment/training relevant to the program, you must provide details of that experience (attach a separate sheet if necessary).

- Please note applicants applying for the Master of Applied Epidemiology must obtain an additional form; contact NCEPH for further information.

Question 9. Referees

Some coursework applicants must provide referee reports. Please check the list below to see if your graduate program requires referees, and if so, provide details of **two** referees.

Graduate Programs Requiring Referee Reports:

- Epidemiology and Population Health*
- Political Science and International Relations
- Psychology
- Resource Management and Environmental Science
- Scientific Communication

*Epidemiology and Population Health applicants must provide details for **three** referees.

For all other programs, please consult program material to determine if you are required to provide referee reports.

- At least one referee must be a member of academic staff who is able to comment on your work during the qualification most relevant to this application.
- If you are basing this application on business experience/training, at least one of your referees must be able to comment on your relevant experience.

You must also provide contact details of your referees on this application form and ask them to submit their reports directly to the University using the enclosed form "Referee's Questionnaire".

*The University will **not** request reports on your behalf.*

Question 10. Declaration

You must sign and date the application; otherwise the application will be returned to you and processing will be delayed.



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(2) Documentation to Accompany the Form

Please attach certified copies of transcripts of academic record and evidence of completion of all qualifications. **Do not send original documents.** All copies **must** be certified according to the instructions on the enclosed sheet (SAS 18). You will be required to submit original documents at the time of enrolment. Do **not** delay submitting an application if you are waiting for results of current study. Forward the result or transcript as soon as it becomes available.

- Current or previous ANU students should list all studies attempted, but need not provide a transcript of ANU programs.

(3) Supplementary Forms/Information required

The following programs require completion of supplementary forms or extra information:

- Graduate Diploma in Scientific Communication
- Master of Science (Scientific Communication)

phone: +61-2-6125-2809

email: science.enquiries@anu.edu.au

- Graduate Diploma in International Relations
- Master of Arts (International Relations)

phone: +61-2-6125-2167

email: gsla@anu.edu.au

- Master of Clinical Psychology

phone: +61-2-6125-2795

email: admin.psychology@anu.edu.au

- Master of Applied Epidemiology

phone: +61-2-6125-2790

email: nceph_student_office@anu.edu.au

Please see the enclosed information (from the department/s) or contact the program administrator for details (telephone numbers are listed above).

(4) New Media Arts, Visual Arts and Music Programs

Faculty of Arts website: http://arts.anu.edu.au/schools_centres/

These programs have specific application and selection requirements and procedures for coursework programs. Please contact the Faculty of Arts for details of procedures and scholarships:

phone: +61-2-6125-5711

email: enquiries.arts@anu.edu.au

(5) Closing Dates — Application for Admission

- for Semester 1..... 14 November
- for Semester 2..... 31 May

Programs with different closing dates:

- Graduate Diploma in Scientific Communication..... 31 August
- Graduate Diploma in Legal Practice (*not specified*)
- Master of Clinical Psychology 31 October
- Master of Contemporary Science 30 January
- Master of Applied Epidemiology TBA
- Programs in New Media Arts, Visual Arts or Music 31 October

(6) Acknowledgment of Application

Applications will be acknowledged.

- Any change of address must be notified in writing to Student and Academic Services.
- You do not need to contact the University to confirm receipt.

(7) Retention of Application Papers

All papers relating to an unsuccessful application or an offer that is not taken up will be destroyed after one year if no further application is received during this period.

(8) Lodging Applications

By Mail:

University Admissions
The Australian National University
Pauline Griffin Building (#11)
CANBERRA ACT 0200 AUSTRALIA

In Person:

Student Enquiry Counter
Pauline Griffin Building (#11)
Ellery Crescent, Acton.

(9) Enquiries

Coursework Enquiries:

phone: +61-2-6125-3046
fax: +61-2-6125-0751
email: admiss.app@anu.edu.au

Research Enquiries:

phone: +61-2-6125-5949
fax: +61-2-6125-5931
email: ressch.enq@anu.edu.au

ANU Website:

<http://info.anu.edu.au/studyat/>



Student and Academic Services
 Pauline Griffin Building (11)
 Canberra ACT 0200 Australia
 CRICOS Provider Number: 00120C

Email: admiss.app@anu.edu.au
 Phone: +61 2 6125 3046
 Fax: +61 2 6125 0751
 Web: www.anu.edu.au/

Referee's Questionnaire

in Support of Postgraduate Admission and/or Scholarship Application

Applicant to complete before forwarding to a referee

Family Name: Other Names:

Program Applied for: Date of Birth:

D	D	M	M	Y	Y
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Field of Study/Research: (as shown on application form)

NOTES FOR REFEREES

The applicant has named you as a referee in support of an application for graduate admission and/or scholarship at this University. To assist the Selection Committee in considering the application we should like to have your views on the applicant's suitability for an award. The Committee is particularly interested in your opinion of the qualifications, experience, and, where appropriate, research ability or promise, of the applicant. In addition to your written comments, it would also help the Selection Committee if you would complete the brief questionnaire below and return it with your report.

— This Questionnaire is not intended as a substitute for the usual Referee Report. —

The report is requested from you and, if supplied, received by the University on a confidential basis and on the clear understanding that the University will do everything in its power to respect and maintain that confidence. The report will be disclosed only to those immediately involved in the selection process.

A referee who is a member of staff of the ANU is asked to note that the University has adopted the practice of making available to the applicant concerned those comments from members of the University which have been obtained in the performance of their duty, eg as a Head of Department. Although you are a member of the staff of this University, this report is requested on the basis of your particular expertise and the University acknowledges that the report is neither requested nor supplied in the performance by you of your duties as a member of the staff of the University.

Your assistance will be greatly appreciated.

Director, Student and Academic Services

Referee to complete the questions below:

(For questions 3 to 6, please tick ✓ the assessment most appropriate.)

- At which stage of the applicant's career have you known him/her? (eg First year student/Honours year/employment, etc.)
- In what capacity or capacities have you known the applicant? (eg Lecturer, Tutor, Supervisor, etc.)
- In your recent experience of students at that level, how would you rank him/her? (Tick one category ✓.)
 upper 1-2% upper 5% upper 10% upper 25% upper 50% lower 50%
- In conducting research projects the applicant is:
 excellent good mediocre poor not known
- In your opinion, how suitable is the applicant to undertake a research program?
 extremely suitable suitable fairly suitable unsuitable
- If the applicant is currently undertaking a degree program at your institution, what do you anticipate his/her result will be?
 Honours I Honours IIA Honours IIB Honours III Pass Fail
 Grade: Division:

Referee's Name (print) Referee's Signature Date:

D	D	M	M	Y	Y
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Institution: Position:

E-mail: Phone No.: ()

Attach your Referee Report and forward to: **University Admissions (Building 11)
 The Australian National University
 CANBERRA ACT 0200 AUSTRALIA** or Fax to +61-2-6125-0751



Student and Academic Services
 Pauline Griffin Building (11)
 Canberra ACT 0200 Australia
 CRICOS Provider Number: 00120C

Email: admiss.app@anu.edu.au
 Phone: +61 2 6125 3046
 Fax: +61 2 6125 0751
 Web: www.anu.edu.au/

Certification of Documents to Accompany Applications for Admission

- If you intend to post your application, please send certified copies of original documents only. Where possible these should be A4 size on plain white paper and should be certified on the front of the document.
- Any further query concerning the certification of original documents should be directed to the Admissions Office (as above).

The Certifying Officer must be:

- currently employed in one of the professional or occupational groups listed below;
- contactable by telephone during normal working hours.

The Certifying Officer must:

- write on the copy *"This is a true copy of the original documents sighted by me"*;
- sign and print their name;
- provide an address and a contact telephone number;
- state their profession or occupation group (as below);
- write on the copy the date certified; and
- affix the official stamp or seal of the certifier's organisation on the copy.

In addition, if the certifying officer is a Justice of The Peace, the certifying officer must:

- list registration number and state/territory of registration.

Who Can Certify Documents Within Australia?

Professional or occupational groups:

- Accountant – member of a recognised professional accounting body or a Registered Tax Agent;
- Manager of a bank or credit union, other than managers of Bank Travel Centres;
- Barrister, Solicitor or Patent Attorney;
- Police Officer in charge of Police Stations or of the rank of Sergeant and above;
- Postal Manager;
- Principal of an Australian Secondary College, High School or Primary School.

An authorised officer in:

- a tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC;
- the Admissions Office or Student Services Office at any Australian university or TAFE College;
- the official records department of the institution that originally issued the document(s).

Other:

- A Justice of The Peace with a registration number

Who Can Certify Documents Outside Australia?

- an authorised officer of an Australian overseas diplomatic mission;
- an authorised officer of an Australian Education Centre;
- a private representative of this University;
- a university or college Registrar;
- a school headmaster or other recognised examining authority.

Note: You must be prepared to provide original documents at the time of enrolment.