

HOW TO APPLY FOR A Postgraduate Coursework Degree

There are five main steps when applying for admission to a postgraduate coursework degree at Macquarie University:

STEP 1

Research your study options

STEP 2

Check the entry requirements

STEP 3

Submit your application

STEP 4

Accept an offer

STEP 5

Prepare for your arrival to Macquarie University

Need help with the application process?

Refer to the following pages for more detail on each of these steps or

Visit: www.international.mq.edu.au/study/apply/postgraduate

Email: iso@mq.edu.au

Contact: A registered representative in your country:

www.international.mq.edu.au/representatives

HOW TO APPLY FOR A Postgraduate Coursework Degree

STEP 1

Research your study options

Use this guide, or visit our online database, to choose a program that is suitable for you.

www.international.mq.edu.au/pg/study

STEP 2

Check the entry requirements

Each program has specific entry requirements that you need to fulfil, in order to be considered for entry into the program.

ACADEMIC REQUIREMENTS

Check the online program database:

www.international.mq.edu.au/pg/study to see if you satisfy the academic requirements for your program, including:

UNIVERSITY QUALIFICATIONS (OR EQUIVALENT)

- The minimum university qualification for entry to a postgraduate degree at Macquarie University is a bachelor degree from a recognised university. Other qualifications and work experience are assessed separately.
- During the assessment of your application, your total academic record is taken into account in determining suitability for admission, including failed, repeated or incomplete courses. Your equivalent Grade Point Average (GPA) is calculated in accordance with Macquarie University's admission procedures.

PREREQUISITE SUBJECTS AND WORK EXPERIENCE

Some programs require you to have a certain level of prior knowledge in particular subject areas (prerequisite subjects) or work experience in order to be considered for entry into a postgraduate program. There are specific prerequisite subject and work experience requirements for each program. For these requirements, check pages 32 to 43 of this Guide, or visit www.international.mq.edu.au/pg/study

ENGLISH LANGUAGE REQUIREMENTS

All international students at Macquarie are required to provide evidence of proficiency in English. There are three ways that you can fulfil the English requirements for admission to an postgraduate degree at Macquarie University.

1. Complete an approved English language test as below:

| TEST/PROGRAM | TEST SCORE |
|--------------------------------------|----------------------------------------------------------------------------------------------|
| IELTS (Academic English only) | Minimum 6.5 overall, with 6.0 in each section* |
| TOEFL (paper based test) | Minimum 580 overall, with 53 Listening, 52 Reading, 59 Structure/Written Expression, 5.0 TWE |
| TOEFL (computer based test) | Minimum 237 overall, with 19 Listening, 19 Reading, 25 Structure/Writing |
| TOEFL (internet based test) | Minimum 92 overall, with 18 Listening, 17 Reading, 22 Writing, 22 Speaking |
| Cambridge English Test (CET) | Minimum B grade in Advanced English |

* Students applying for the following postgraduate degrees must achieve a higher level of English proficiency:

- Translating and Interpreting programs: IELTS of 7.0 overall with 6.0 in Listening and in Speaking, and 7.0 in Reading and in Writing.
- Education programs: IELTS of 7.0 overall with 6.5 in each section.
- Australian School of Advanced Medicine programs: IELTS of 7.0 overall with 6.5 in each section.
- Master of Clinical Audiology: IELTS of 7.0 overall with 7.0 in each section.

For more information on equivalent TOEFL scores, visit www.international.mq.edu.au/study/apply/english

OR

2. Study English at an approved Australian ELICOS college

To confirm if your college is approved by Macquarie University visit:

www.international.mq.edu.au/study/apply/english

OR

3. Study at a secondary or tertiary level (for at least one year's duration) in Australia or another country where English is the language of instruction. This study must have been completed within two years of when you plan to commence your degree at Macquarie. In some cases, you may also be required to submit an approved English language test in order to qualify for admission.

Please Note: According to Australian visa requirements IELTS is now the only English Language proficiency test accepted by Australian immigration officials in certain assessment levels. Even with an offer from a university, an IELTS test result which meets the visa requirements may need to be shown before a student visa is issued.

Need help with English?

If you don't meet Macquarie's English language requirements, you may be given a 'Package offer'. This offer will require you to complete an English course before you commence your Macquarie University program.

Located on campus at Macquarie University, **The Centre for Macquarie English (CME)** offers discipline-specific direct entry English courses. For information see page 49 or visit: www.cme.mq.edu.au

If you do not meet the entry requirements for any of your preferences, you may automatically be considered for the same program at Macquarie City Campus or for a pathway program through Sydney Institute of Business and Technology (SIBT).

CREDIT FOR PREVIOUS STUDY:

If you have studied at another tertiary academic institution, you may be eligible for credit towards your degree at Macquarie University. This credit is called 'credit for previous studies' and is expressed in the form of Macquarie credit points. To request credit for previous study or credit transfer, you will need to provide documentary evidence of your current or previous studies.

- Find out more about credit for previous study at Macquarie www.international.mq.edu.au/cps
- Your application for credit for previous study will be assessed only after you qualify for admission into the program of your choice.

STEP 3

Submit your application

Complete an International Postgraduate Coursework Application form (there is one attached to this Guide, or download one from www.international.mq.edu.au/quickmenu/application_forms)

Complete the application form carefully and remember to attach all relevant documents, as instructed on the application form. This includes evidence of your English language proficiency, your academic qualifications and credit for previous studies (if applicable). For your application to be processed without delays, it is very important that your form is complete and correct. All documents must be either originals or certified copies.

WHO CAN CERTIFY DOCUMENTS?

When you submit evidence of your previous qualifications, English language proficiency or if you are applying for credit for previous study at Macquarie University, you need to provide either the original or certified copies of the relevant documents. If your documents are in a language other than English, you will also need to provide an official translation of the documents.

DOCUMENTS CAN BE CERTIFIED BY:

- Your current or previous education institution
- A Notary Public (notaries are senior legal practitioners who authenticate, prepare, attest, witness and certify original and copy legal documents for use overseas)
- A representative who is registered with Macquarie University
- A Macquarie University staff member
- A Government official

TRANSLATING DOCUMENTS:

Documents in your native language must be translated professionally by a translation service or a language professional, and must arrive on the professional letterhead of the translator. Macquarie University reserves the right to refuse documentation on the grounds of incorrect certification or translation procedures. Falsifying documents is a very serious offence.

Apply early! You can apply to Macquarie University at any time.

Remember that places are limited in all programs, especially popular degrees. It is a good idea to apply at least two to three months before semester begins, in order to avoid disappointment, and to give you enough time to organise your student visa. To check when semester begins, visit our calendar www.international.mq.edu.au/study/calendar

The latest dates by which you can accept an offer to study at Macquarie are:

2009

For Semester One: 16 January 2009
For Semester Two: 26 June 2009

2010

For Semester One: 15 February 2010
For Semester Two: 25 June 2010

Please note: Students applying for a program offered by the Macquarie Graduate School of Management (MGSM), the Master of Applied Finance or applying for a postgraduate research program, need to complete a different application form:

www.international.mq.edu.au/quickmenu/application_forms

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You will also need to submit a **non-refundable payment of AU\$110** with your application in order for it to be assessed. This application fee can be paid by credit card, bank cheque, bank draft or money order only. All instructions are on the application form.

Please submit your application (both the completed form and all relevant and certified documents) by posting it to:

**Macquarie International
Macquarie University
Building E3A, Level 1
North Ryde NSW 2109
Australia**

Or send your application through one of our registered representatives in your own country. To find a registered representative in your country visit:

www.international.mq.edu.au/representatives

You will receive an email acknowledging receipt of your application after it is received by Macquarie University. Please allow at least 10 working days for your application to be assessed – and perhaps longer if your application needs to be assessed by academic staff, or if it is incomplete. You will be notified of the outcome of your application by email.

STEP 4 Accept an Offer

If your application is successful, you will be provided with a letter of offer. Once Macquarie University issues you with an offer letter, you are only a few steps away from joining our community of over 32,000 students! Remember to read all the information in your offer pack very carefully – it includes important information on what steps you need to take next to confirm your place at Macquarie.

Understanding your offer letter

After an application to Macquarie University has been assessed and a decision made, you will receive one of the following letters (by email):

A FULL OFFER

This provides you with a full offer, and allows entry in the next available intake for the program you have selected. No further conditions need to be satisfied. Sometimes alternative programs are suggested if you do not meet entry requirements of the program/s that you applied for.

A CONDITIONAL OFFER

This offer outlines the conditions that need to be satisfied in order for you to be offered a place in your selected program. Evidence must be shown that you have met the conditions before a full offer can be issued. Macquarie International also has to check quotas on the selected program before a full offer can be made.

A PACKAGE OFFER

This offer requires that you complete an English language program or another preliminary program before commencing your degree. You must accept the entire package by the deadline stated in the offer letter.

Please note: If students choose to re-take an English test and meet the Macquarie University English language requirements they will need to re-submit their test score to Macquarie International. Macquarie International will issue a FULL offer provided places are still available.

If your application does not meet Macquarie University's direct entry requirements, you will receive a letter advising you that your application has been unsuccessful.

In this case, you may be eligible to attend SIBT as a pathway to Macquarie University, provided you meet the transfer requirements. You may also be offered the opportunity to study the same program at Macquarie City Campus. If you are eligible for either of these programs, you will be advised of this in your letter.

Please note: read the offer letter carefully as some programs have a non-standard start date, and not all programs commence in the February and July intake. For further information, visit our calendar: www.international.mq.edu.au/study/calendar

The offer pack contains instructions on how to accept your offer, information about overseas Student Health Cover (OSHC) and Macquarie University's tuition fee refund policy. This information should be read thoroughly.

ACCEPTING YOUR OFFER

To secure a place at Macquarie University, you must accept your offer by the deadline clearly stated in the offer letter, or the offer will lapse. Only after you accept your offer, and receive an electronic Confirmation of Enrolment (eCoE) from us, can you proceed with your visa application process.

To ACCEPT your offer and confirm your place, you need to:

1. Sign and return the **'Acceptance of Offer'** page that is in your offer letter; and
2. Submit payment of your required **commencement** fee (as listed in your offer letter) and **compulsory Overseas Student Health Cover** (OSHC); and
3. Submit the completed **Payment and electronic Confirmation of Enrolment Request form**.

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Please note:

1. The fees quoted in your offer are based on current rates for the next available intake. However, there may be some cases where offers are made for a future semester and that semester's fees have not been officially set by Macquarie University at the time of offer. In these cases, you will be provided with estimated fees, and will be liable to pay the fees current at the time that you enrol. Tuition fees are subject to change with each academic year and students will be liable for any increases. For further details about Macquarie University's International Student Fee Policy, visit: www.international.mq.edu.au/fee_policy
2. Applicants from Assessment Level 3 and 4 countries must apply for a Pre-Visa Assessment (PVA) after receiving a letter of offer. These applicants must not send payment until they have received their PVA letter from the Australian embassy. Upon receiving your PVA, please refer to Steps on How To Accept Your Offer, included in your offer letter. For more details on PVA visit the Department of Immigration and Citizenship (DIAC) website: www.immi.gov.au/students

HOW TO PAY YOUR COMMENCEMENT AND OVERSEAS STUDENT HEALTH COVER (OSHC) FEES

The offer letter lists information on a number of ways to pay the commencement and OSHC fees. Please note that an electronic Confirmation of Enrolment (eCoE) will not be issued until all funds are cleared. At present students can pay:

- By credit card using a 24-hour telephone service (phone 1300 301 043), via the internet (<http://onlinepayments.mq.edu.au/default.asp>) or by B-Pay (Biller code: 50443, reference number: Student Id)
- By bank draft or money order
- In person at the cashier's office at Macquarie University, North Ryde campus.

DO YOU NEED OVERSEAS STUDENT HEALTH COVER (OSHC)?

Yes, all international students who want to study at Macquarie University are required to pay health cover for the entire length of their program. Students are free to choose their own health cover provider but Macquarie University's preferred provider is Worldcare, who have arranged a special package and price for international students.

OSHC Fees for Worldcare policies for 2009

| Duration | Single Rate (AU\$) | Family Rate* (AU\$) |
|-----------------------|--------------------|---------------------|
| 6 months | \$190 | \$387 |
| 12 months (1 year) | \$380 | \$760 |
| 18 months (1.5 years) | \$541 | \$1,082 |
| 24 months (2 years) | \$722 | \$1,444 |
| 30 months (2.5 years) | \$898 | \$1,796 |

* Covers student, partner and dependents under 18 years of age.

Students need to pay the OSHC fee current for their year of enrolment (not the year in which they apply). For the latest pricing, and full details on these policies, please visit: www.oshcworldcare.com.au

WHAT IS THE COMMENCEMENT FEE?

The commencement fee is a portion of your tuition fee that you need to pay when you accept an offer to study at Macquarie University. The value of the commencement fee you need to pay will be listed on your offer letter. It is usually set at around AU\$12,500 (or as printed on your offer letter). This commencement fee is taken off your first semester tuition fees (it is not in addition to your tuition fees).

If your first semester's tuition fees are greater than AU\$12,500, you should be prepared to pay the balance of your fees during your enrolment week.

APPLY FOR A STUDENT VISA

Once Macquarie University has received your 'Acceptance of offer' page, commencement fee payment, OSHC payment and the Payment and electronic Confirmation of Enrolment (eCoE) request form, an electronic Confirmation of Enrolment (eCoE) will be issued. You should then submit the eCoE to the Immigration Office in your nearest Australian overseas diplomatic mission (check www.immi.gov.au), where you can apply for a student visa. Student visas carry certain conditions, for example students have to study full-time, and cannot change institution within the first year of their programs. To find out more about student visa conditions please refer to the Department of Immigration and Citizenship (DIAC) website: www.immi.gov.au/students



HOW TO APPLY FOR A Postgraduate Coursework Degree

STEP 5

Prepare for your arrival to Macquarie University

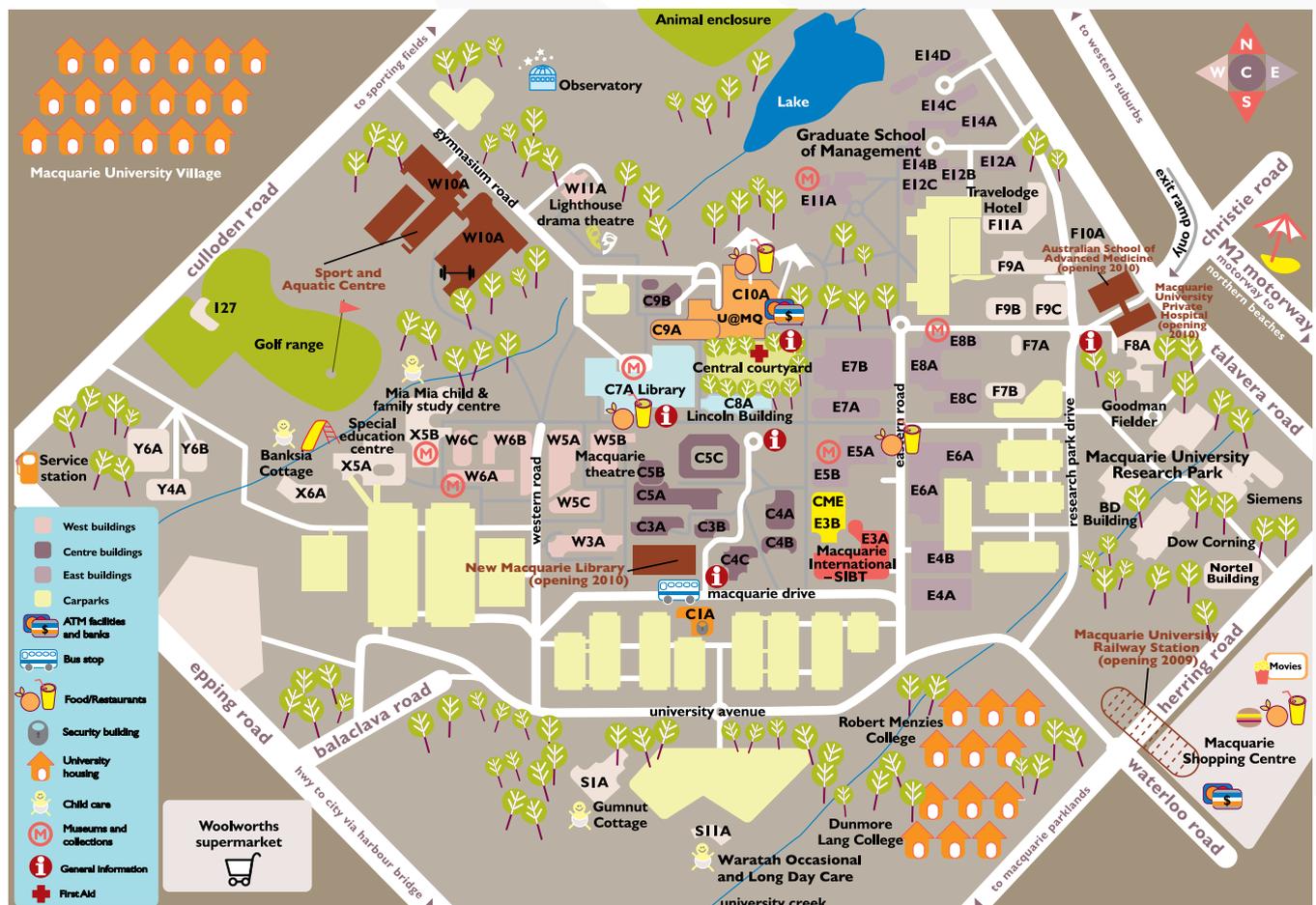
Once you have accepted your offer, you should prepare for your arrival to Macquarie University. Some important information on preparing for your arrival is available from Macquarie's International Student Services (ISS). www.international.mq.edu.au/studentservices

- **Compulsory orientation and enrolment sessions** are held in the week prior to the commencement of classes. It is essential that you arrive in Australia in time to attend these sessions. To find out more about the orientation and enrolment program at Macquarie, visit: www.international.mq.edu.au/orientation

- Macquarie has a dedicated **Accommodation Office** for International students, with a range of accommodation options both on and off campus. You can even arrange to be picked up from the airport. To find out more about accommodation and airport pick-up, visit: www.international.mq.edu.au/accommodation

- It is highly recommended that you check your **unit selection and class timetable options** prior to arrival. Check unit and timetable information online at: www.handbook.mq.edu.au and: www.timetables.mq.edu.au.

Campus Map



SECTION B: ENGLISH LANGUAGE PROFICIENCY

Macquarie University has minimum English language requirements and some courses may have additional English language requirements. You must provide proof of your English proficiency to the required standard.

What is the main language spoken in your home?

Please indicate which of the following, if any, you have obtained (you will need to submit evidence of this study):

English as the language of instruction

You need to provide original or certified evidence from the relevant institution.

Please select only one option below and complete details:

- Tertiary study in Australia (Must have been undertaken within the past two years, for at least one year and with good passes)
- Years 11 and 12 at an Australian high school (with good passes in English)
- Secondary or tertiary study in a country where English is an official language (In some cases, you may also be required to submit an approved English language test in order to qualify for admission.)
- Secondary or tertiary study in an institution where English is the language of instruction (In some cases, you may also be required to submit an approved English language test in order to qualify for admission.)

Name of institution

Year completed

Country

OR

Studying English at an Australian ELICOS college that is approved by Macquarie University

You need to provide original or certified evidence from the relevant institution.

- Please visit www.international.mq.edu.au/study/apply/english to confirm that your college is approved by Macquarie University

OR

IELTS/ TOEFL

You need to provide original results to Macquarie University. Exam must have been taken within two years of when you plan to start your course.

- IELTS Overall score _____ Reading _____ Listening _____ Writing _____ Speaking _____

Date of test / /

- TOEFL Score _____ +TWE (Test of Written English) Score _____

Date of test / /

If you have not yet taken an IELTS/ TOEFL exam please indicate when you will take one:

I will sit an English language proficiency test IELTS TOEFL

Date test to be taken / /

If you do not meet English language requirements

If you do not meet the course English language requirements, you may be eligible for a Package Offer, which includes English study before you start your course. If so, this will be indicated in your letter of offer. Please note that the Australian Government sometimes requires proof of English proficiency for visa applications. For more information visit www.immi.gov.au/students

SECTION C: PREVIOUS ACADEMIC QUALIFICATIONS

In this section, you need to include details of your previous academic qualifications, including dates of completion, or if you are yet to finish your study, your intended completion. Refer to the Postgraduate Guide 2009 or check the Macquarie International website www.international.mq.edu.au/pg/study for course requirements or prerequisites. Certified copies and official translations of academic transcripts must be attached to this application. Visit www.international.mq.edu.au/certify to check who can certify and translate your documents.

Please list most recent qualifications first (including courses that you are yet to complete)

| | | | |
|------------------------------------|----------------------|------------------------------------|--------------------------|
| Qualification/award | <input type="text"/> | Duration | <input type="text"/> |
| School/ institution (Full name) | <input type="text"/> | Country | <input type="text"/> |
| Date award conferred | <input type="text"/> | OR tick if you are yet to complete | <input type="checkbox"/> |
| Qualification/award | <input type="text"/> | Duration | <input type="text"/> |
| School/ institution (Full name) | <input type="text"/> | Country | <input type="text"/> |
| Date award conferred | <input type="text"/> | | |
| Qualification/award | <input type="text"/> | Duration | <input type="text"/> |
| School/ institution (Full name) | <input type="text"/> | Country | <input type="text"/> |
| Date award conferred | <input type="text"/> | | |

If your final year of study was completed more than six months ago, please attach a detailed account of work or activities undertaken during this period.

SECTION D: EMPLOYMENT HISTORY

In this section, you should provide details of any work experience that is relevant to your application. Refer to the Postgraduate Guide 2008-09 or the Macquarie International website www.international.mq.edu.au/pg/study to check if your course has specific work experience requirements.

| | | | |
|-------------------------|----------------------|------------------------|----------------------|
| Employer's company name | <input type="text"/> | | |
| Date started | <input type="text"/> | Duration of employment | <input type="text"/> |
| Description of role | <input type="text"/> | | |
| Employer's company name | <input type="text"/> | | |
| Date started | <input type="text"/> | Duration of employment | <input type="text"/> |
| Description of role | <input type="text"/> | | |

SECTION E: DEGREE PREFERENCES

Before completing this section, you should refer to the Postgraduate Guide 2009 or check the Macquarie International website www.international.mq.edu.au/pg/study for degree names, codes, locations and start times. Choose three degrees you would like to study and list them in order of preference (your first choice should be placed first). If you do not meet the entry requirements for your first preference, you will be considered for your second and then third preferences.

| | | | | | | |
|--------------|--------------------------------------------------------------------------------------------|--------------------------|-------------------|--------------------------|-------------------|--------------------------|
| Preference 1 | Degree CRICOS code | <input type="text"/> | Degree name | <input type="text"/> | | |
| | Specialisation (if applicable) | <input type="text"/> | | Commencement year | Sem 1 (Feb) | <input type="checkbox"/> |
| | | | | <input type="text"/> | OR Sem 2 (July) | <input type="checkbox"/> |
| | For Master of Postgraduate Diploma in Accounting in 2009 only, select Trimester 1, 2 or 3: | | | | | |
| | Trimester 1 (Jan) | <input type="checkbox"/> | Trimester 2 (May) | <input type="checkbox"/> | Trimester 3 (Aug) | <input type="checkbox"/> |
| Preference 2 | Degree CRICOS code | <input type="text"/> | Degree name | <input type="text"/> | | |
| | Specialisation (if applicable) | <input type="text"/> | | Commencement year | Sem 1 (Feb) | <input type="checkbox"/> |
| | | | | <input type="text"/> | OR Sem 2 (July) | <input type="checkbox"/> |
| | For Master of Postgraduate Diploma in Accounting in 2009 only, select Trimester 1, 2 or 3: | | | | | |
| | Trimester 1 (Jan) | <input type="checkbox"/> | Trimester 2 (May) | <input type="checkbox"/> | Trimester 3 (Aug) | <input type="checkbox"/> |
| Preference 3 | Degree CRICOS code | <input type="text"/> | Degree name | <input type="text"/> | | |
| | Specialisation (if applicable) | <input type="text"/> | | Commencement year | Sem 1 (Feb) | <input type="checkbox"/> |
| | | | | <input type="text"/> | OR Sem 2 (July) | <input type="checkbox"/> |
| | For Master of Postgraduate Diploma in Accounting in 2009 only, select Trimester 1, 2 or 3: | | | | | |
| | Trimester 1 (Jan) | <input type="checkbox"/> | Trimester 2 (May) | <input type="checkbox"/> | Trimester 3 (Aug) | <input type="checkbox"/> |



SECTION F: APPLICATION FEE PAYMENT

A non-refundable application fee of AU\$110 must be paid when you submit this form. You can pay by money order, credit card or bank draft. If you are a graduate or Study Abroad student of Macquarie University, you do not need to pay the application fee.

Complete the details of your payment on the attached slip

SECTION G: PRIVACY AND STUDENT DECLARATION

PRIVACY STATEMENT

Macquarie University is subject to the Privacy and Personal Information Protection Act PPIPA 1998 (NSW). The University has produced a Privacy Management Plan. For more information on Macquarie University's privacy policy, Privacy Management Plan and Code of Practice visit: www.international.mq.edu.au/privacy

DECLARATION

I wish to be considered for enrolment as an international student in a course at Macquarie University and declare that the information submitted is correct and complete. I have read and consent to the University's Freedom of Information Policy, as set out at www.ras.mq.edu.au/documents/mufoipolicystatement.pdf. I understand the University may obtain official records from any school, university or other tertiary institution previously attended by me for the purpose of verification of my supporting documents. All documents submitted become the property of the University and will not be returned. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information or fraudulent documentation. I recognise that it is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to the University. Where fraudulent documents are detected, I understand that my application will be rejected. If an offer has been made, it will be withdrawn. If a visa has been issued, the Department of Immigration and Citizenship (DIAC) will be notified. All matters concerning fraudulent documentation will be reported to the relevant Government and statutory authorities, including NSW Police, Department of Immigration and Citizenship (DIAC) and Independent Committee Against Corruption (ICAC). I authorise the University to release any personal information held about me to any other educational institution or authority to verify my student conduct, academic record or supporting documentation for the purpose of determining my eligibility for admission to the University. I herewith give the University permission to provide my address and details of enrolment to the Department of Immigration and Citizenship (DIAC) and the Department of Education, Employment and Workplace Relations (DEEWR), should I enrol at Macquarie University. I am able to make appropriate arrangements to fund my studies. I have read and understood the University's tuition fee refund policy and conditions set out at www.international.mq.edu.au/fee_policy.

I agree to comply with Macquarie University's rules of admission and enrolment. I agree to tell the University immediately if there is any change to the information I have given in this application. I have attached all relevant documents, including my official transcript and one page statement of purpose.

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.

Please complete the following checklist before submitting

Please tick each box to indicate that each item has been completed, or attached, as appropriate:

- Attach certified copies or original evidence of English language proficiency (Section B)
- Attach certified copies or original evidence of all academic qualifications, including transcripts and graduation certificates (Section C)
- If you are requesting credit for previous study, attach certified copies or original evidence of syllabus and detailed unit information (Section D)
- If necessary, attach any other additional information or portfolios (see the entry requirements for the degree you are applying for)
- Pay application fee AU\$110 (Section F)
- Sign declaration on the application form (Section G)

How did you hear about Macquarie?

- Email
- Internet
- Advertisement (print)
- Representative
- Brochure/ Flyer
- Exhibition/ Interview program
- Search engine
- Friend/ family
- Other (please specify) _____

Send your application to:

Macquarie International
Macquarie University
Building E3A, Level 1
NORTH RYDE NSW 2109, AUSTRALIA

Tel: +61 2 9850 7346

Fax: +61 2 9850 9198

When will you know?

If your application is complete, with all relevant original or certified documents attached, a letter of offer will be emailed to both you and/or your representative (if you have one). It usually takes at least 10 working days from receipt of application for an offer to be made. If you are applying for credit for previous study or if an academic needs to review your application, you should allow more time.