

→ Information for Postgraduate Applications

1. SUPPORTING DOCUMENTS

For your application to be processed, you must provide supporting documentation such as evidence of English language proficiency, academic results, professional work experience, publications etc. Personal statements **must** also be included (except for applications for the Faculty of Engineering, Computing and Mathematics).

2. APPLICATION SUBMISSION

Submit your completed application to an authorised UWA overseas representative (see www.studyat.uwa.edu.au/postgrad/international/apply for a list) or directly to the University:

Manager, Postgraduate Admissions

International Centre, M352

The University of Western Australia

35 Stirling Highway, Crawley, Perth

Western Australia 6009, Australia

or by email:

pg-international@uwa.edu.au

3. ACKNOWLEDGEMENT

When your application is received, an acknowledgement email will be sent to your representative or to your personal email address if you applied directly. The assessment process is thorough so your application will usually take about four weeks for coursework and eight weeks for research to process. Incomplete applications and those requiring further clarification will take longer. To ensure the fastest response time, please follow application instructions carefully.

4. OFFER LETTER

If you meet all admission requirements, you will be issued with an Unconditional Offer and an Acceptance of Offer form.

A Conditional Offer will be issued for applicants who:

- i. have not yet met UWA's English language requirements;
- ii. must provide further academic information (e.g. evidence of bachelor degree completion);
- iii. must provide other documentation for enrolment (e.g. original documents, police clearance).

If you are from an Assessment Level 3 or 4 country (www.immi.gov.au/study/visas/subclasses_assessment.htm) you should use the Offer Letter to lodge your application for Pre-Visa Assessment (PVA).

5. ACCEPTING THE OFFER

Follow the acceptance instructions on the offer carefully. Read the terms of the offer and any conditions carefully to ensure you understand how you must meet any conditions. Read the Refund Policy to ensure you understand your financial obligations. To accept the offer, sign **both sides** of the Acceptance of Offer form, and return it along with payment of the first semester's tuition fee and degree-length OSHC fee. If you require a PVA (see above) you **must** submit your PVA letter at the same time as paying the fees.

6. ELECTRONIC CONFIRMATION OF ENROLMENT (ECO E)

Once payment is received, an eCoE will be sent to you or your representative. You use this to obtain your student visa.

For more information on student visas, see: www.immi.gov.au

7. PRE-DEPARTURE INFORMATION

With your eCoE you will also receive information about Orientation, living and studying at UWA, and forms to apply for accommodation (temporary and/or long-term) and airport pickup. Questions concerning your research project **must** be directed to the supervisor named on your offer letter.

APPLICATION CHECKLIST

- Correctly complete all relevant sections of the application form
- Indicate your course preferences and course code by their correct name and number
- Attach a certified copy of your original degree certificate with an English translation (if not already in English)
- Attach a certified copy of your original academic transcripts with an English translation (if not already in English)
- Attach a certified copy in English of all your professional qualifications/memberships/work experience (where applicable)
- Attach a certified copy of your English proficiency (test score)
- Section H completed and research outline attached
- Attach a personal statement (unless applying for postgraduate coursework programmes in engineering, computer science, information technology or mathematics)
- Photocopy of Passport (if available)

Please ensure you complete this checklist - this will help ensure your application is processed more quickly.



SECTION D - ENGLISH PROFICIENCY *(attach evidence)*

All applicants must demonstrate an acceptable level of English language competency to gain admission to UWA. Minimum acceptable scores are listed in the Postgraduate prospectus or the following url: www.international.uwa.edu.au/postgraduate/entry

Have you completed a test of English language proficiency in the past two years?

Yes Test Name: _____ Test Score: _____

No Please Indicate which English language test you intend to sit, and when you will sit the test: Test Name: _____
 Test Date: ____ / ____ / ____ (Day/Month/Year)

Have you completed any studies where English language was the medium of instruction? Yes No

If "Yes" please specify: _____

Do you wish to apply for a packaged programme of English language training before the UWA degree course?

Yes No

(Please note that if you answer "Yes", you must submit evidence of your current level of English language proficiency and attach a completed Centre for English Language Teaching application form to this application before the Packaged Offer will be processed. Application forms for the Centre for English Language Teaching can be downloaded from www.celt.uwa.edu.au).

Note: In some countries IELTS is required by the Australian Government in order to obtain a visa. Please check with the Australian embassy in your country, or at: <http://www.immi.gov.au/study/index.htm> .

SECTION E – QUALIFICATIONS & EXPERIENCE

Tertiary Qualifications *(attach evidence)*

Please list all your tertiary qualifications.

Qualification <i>for example:</i>	Length of Course	Year obtained/ to be obtained	Completed Yes/No	Name & Location of Institution
Bachelor of Commerce	3 years	1996		University of WA, Perth, Australia
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Professional Qualifications & Membership *(attach evidence)*

Please list any professional qualifications you have obtained, or evidence of membership with professional bodies.

Qualification	Year Obtained	Name & Location of Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work Experience *(attach evidence)*

Please list any relevant work experience.

Employer	Years of Service	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION F - FINANCIAL SUPPORT

Please provide evidence of your source of financial support while undertaking the proposed studies [✓].

- I am a private student supported by myself/my family *(attach a signed statement by your parent/provider or bank institution)*
- I am fully sponsored by my home government/university *(attach evidence)*
- I am fully sponsored by my employer *(attach evidence)*
- External scholarships I have applied for *(please specify and attach evidence):* _____

Note: Applications for the International Postgraduate Research Scholarship (IPRS) awarded by UWA are submitted online only. Please see <http://www.scholarships.uwa.edu.au/home/postgrad/international/iprs> for information about IPRS scholarships and access to the online application form. Several scholarships are awarded each year for research programmes only, and are awarded on a purely academic basis.

SECTION G - PERSONAL STATEMENT *(please attach)*

In order to assist the University to evaluate your application, please attach a statement giving details of your personal aims in wishing to undertake the course by answering the following questions:

- a) **Why do you want to come to UWA?**
- b) **What do you hope to achieve?**
- c) **How will the qualifications gained at UWA help you when you return home?**

This is critical to the evaluation process as it is not possible to interview each prospective student. Students applying for postgraduate coursework programmes in engineering, computer science, information technology and financial mathematics are not required to provide a personal statement.

SECTION H - REFEREES

Please provide the names and contact details of two academic referees. IPRS applicants must provide written references from two academic referees:

Name: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Name: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

SECTION I - RESEARCH

You must consult either the School Postgraduate Co-ordinator or a member of the academic staff in the relevant School before completing this section. If you are applying for a PhD or master's by research, you must establish contact with a prospective supervisor **before lodging the application**. Once you have the agreement of your prospective supervisor you must attach to your application copies of correspondence you have received from the School and/or the potential supervisor.

Name of UWA Contact: _____ School: _____

Please attach the following:

- 1. A brief outline of the research work you wish to undertake (1-2 pages in length).
- 2. If available, details of any publications in learned journals or copies of any published papers.

SECTION J - DECLARATION & SIGNATURE

I declare that the above information provided by me in connection with this application is true and correct. I understand that The University of Western Australia reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I authorise The University of Western Australia to obtain any relevant academic records from my previous institutions.

Signature: _____ **Date:** _____

Application fee and credit card details must be returned with the application form DO NOT DETACH

SECTION K - APPLICATION PROCESSING FEE
(for postgraduate coursework programmes only)

A non-refundable application processing fee of **AUD \$100** must be paid with each application form submitted. Payment must be made in Australian dollars. Cash will not be accepted.

- I attached a bank draft or cheque for **AUD \$100** made payable to The University of Western Australia (you must write your name and date of birth on the back of the cheque).
- Please charge **AUD \$100** to my credit card.

Cardholder's Family Name: _____

Cardholder's Given Name: _____

Type of card: VISA MasterCard American Express Diners

Card Number:

Signature: _____ **Expiry Date:** ____ / ____ / ____

AUD \$100.00 APPLICATION FEE
(Payable to The University of Western Australia by bankdraft, cheque or credit card)

Office use only for waiver:

Signature: _____

Name & Date: _____

Detach Here

