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International Student Application for Admission

Complete this form if you are applying for a full-time degree at Macquarie City Campus as an international student and you wish to submit your application by post. **If submitting application by email: study@city.mq.edu.au**

Use this application form if you are an **international student** applying for:

- Macquarie University Foundation Program
- undergraduate degree
- postgraduate degree

You will need a different form if you are:

- a citizen or permanent resident of Australia or citizen of New Zealand applying for a Foundation Program, an undergraduate degree or postgraduate coursework degree
city.mq.edu.au/applying_and_enrolling

For more information and other application forms visit city.mq.edu.au/applying_and_enrolling

Section A: Your details

To avoid delays in processing your application, complete ALL of your details **including your email address**. Macquarie University will contact you by email, post, telephone and/or SMS, to provide you with information relevant to your application, orientation and enrolment.

Have you previously applied to OR been a student at Macquarie University? No Yes ▶ If yes, student no.

Title: Mr Mrs Ms Miss

Gender: Male Female

Family name: (as in passport)

Given names: (as in passport)

Date of birth: (as in passport) / / **Your date of birth MUST be written with the day first, followed by the month and year.**

Country of citizenship:

Do you already hold a current visa to enter and reside in Australia?

No Yes ▶ If yes, visa type?

Country of birth:

Expiry date? / /

What is the main language spoken at home?

Applicant home country address (compulsory)

These are your contact details in your **home country**. ALL the fields below are **compulsory** including your email and phone number.

Street address:

City:

Postcode:

Country:

(Country) (Area)

Tel:

Mobile:

Email:

Applicant current contact address

(If different to home country address. Leave this section blank if your current contact address is the same as your home country address.)

Street address:

City:

Postcode:

Country:

(Country) (Area)

Tel:

If you are applying through a representative ensure they are registered with Macquarie City Campus to avoid delays with your application. For a list of representatives in your country visit city.mq.edu.au

City where you lodged your application with a representative:

Representative stamp OR name/address

A.E.Q. Siddique
Managing Partner
Student Connection International

Agent office code

Section B: Previous academic qualifications

In this section, you need to include details of your previous academic qualifications, including dates of completion or indication that you are yet to finish your study. Refer to city.mq.edu.au/entry_requirements/ Certified copies and if applicable, official translations of academic transcripts, must be attached to this application. Visit city.mq.edu.au/certify_documents.html to check who can certify and translate your documents.

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

Qualification/degree	<input type="text"/>	Duration	<input type="text"/>
University/institution	<input type="text"/>	Country	<input type="text"/>
Date award conferred	<input type="text"/> / <input type="text"/> / <input type="text"/>	OR tick if you are yet to complete	<input type="checkbox"/>
	D D / M M / Y Y Y Y		

Qualification/degree	<input type="text"/>	Duration	<input type="text"/>
University/institution	<input type="text"/>	Country	<input type="text"/>
Date award conferred	<input type="text"/> / <input type="text"/> / <input type="text"/>		
	D D / M M / Y Y Y Y		

Section C: English language proficiency

Macquarie University has compulsory minimum English proficiency requirements and some degrees have higher English proficiency requirements. To check if you meet the requirements, visit mq.edu.au/english-requirements

Attach evidence of your English language proficiency.

If you do not meet the English proficiency requirements, you may be eligible for a package offer, which includes an appropriate amount of English study at Navitas English Sydney (or another approved ELICOS provider) before you start your degree.

For more information on English requirements or English pathway programs, visit city.mq.edu.au/choosecourse/english_language_courses/navitas_english

Section D: Degree preferences

Macquarie University Foundation Program degree preferences

Fast-track Standard-track Year February June October

Before completing this section you should refer to the Macquarie University Foundation Program section in this prospectus for degree names, codes, locations and start times. Your offer will state your choice with the condition of meeting the required score.

Degree name

CRICOS Code

City Session 1, 20____ Session 2, 20____ Session 3, 20____
 North Ryde Session 1, 20____ Session 2, 20____

Undergraduate degree preferences

Bachelor of Arts majoring in Media, Culture and Communication Bachelor of Commerce – Professional Accounting
 Bachelor of Business Administration

Specify when you prefer to begin your studies

Year March July November

For undergraduate applicants only: In the event that my application to the University is unsuccessful, I consent to the University forwarding my details to Sydney Institute of Business and Technology (SIBT) for consideration for a pathway program.

Postgraduate degree preferences

- | | |
|---|--|
| <input type="checkbox"/> Master of Accounting (CPA Extension) | <input type="checkbox"/> Master of Accounting (Professional) |
| <input type="checkbox"/> Master of International Business | <input type="checkbox"/> Master of International Business with Master of International Relations |
| <input type="checkbox"/> Master of International Trade and Commerce Law | <input type="checkbox"/> Postgraduate Certificate of Policy and Applied Social Research |

Specify when you prefer to begin your studies

Year Session 1 (February) OR Session 2 (August)

Section E: Credit for previous study

If you have studied at another academic institution, you may be eligible for credit towards your degree at Macquarie City Campus.

To request credit for previous study or credit transfer, you will need to provide documentary evidence of your current or previous studies. Certified copies and official translations of relevant documents must be attached to this application. For more information on credit for previous study, visit city.mq.edu.au/cps.html

Are you seeking credit for previous studies? No Yes

Your letter of offer will contain further information on general credit for previous study and course exemptions.

Section F: Students with a disability/health condition

If you are a prospective student with a disability or health condition and wish to request support services at Macquarie City Campus, contact a student adviser at info@city.mq.edu.au

Section G: Privacy and student declaration

Macquarie City Campus staff comments:

Privacy and right to information

Macquarie University is subject to the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW). Macquarie University collects the information on this application form for the primary purpose of meeting its obligations under the *Education Services for Overseas Students Act 2000*, the *Education Services for Overseas Students Regulations 2001* and the *National Code of Practice for Registration Authorities and Providers of Education and Training for Students 2009* (National Code). Macquarie University also collects your personal information and, in some circumstances, information regarding your health, to assist in the assessment of your application and, if you are successful, offering you a degree place and recording your acceptance of that offer. The other purposes of collection include: to correspond with you, attend to day-to-day administrative matters, inform you about your degrees and other aspects of admission or enrolment and comply with legislative reporting requirements. While your personal information is generally collected from you, Macquarie University also collects information about you (such as official records of study) from other educational institutions that you have attended for the purpose of verifying the supporting documentation you have provided with your application.

The information you provide in your application (and, if your application is successful, any offer letter) is recorded on the University's student database and may be disclosed to the following types of organisations:

- government departments (such as the Department of Immigration and Border Protection and the Department of Education: deewr.gov.au/ and agencies involved in administering the ESOS legislation)
- external organisations (such as other tertiary education institutions) where disclosure is necessary to verify your previous qualifications and other supporting documentation provided with your application;
- University-owned entities
- contracted service providers which the University uses to provide services on its behalf (such as banks, printers/mailling houses and IT service providers)
- where required by law.

If you do not provide the required information, the University will not be able to consider you for admission or enrol you.

You are able to gain access to any personal information and health information that the University holds about you, subject to any exceptions in relevant legislation. To obtain access, or if you have any questions about the handling of your personal information, write to: Macquarie City Campus, Level 2, 11 York Street, Sydney NSW, 2000 or email info@city.mq.edu.au

Student declaration

By signing this application form, I acknowledge and agree to the following

- 1) I have read and understood the privacy statement above.
- 2) The information I have submitted with my application is true, correct and complete.
- 3) All documents I submit with my application become the property of the University and will not be returned.
- 4) The University may vary or reverse any decision it makes on the basis of incorrect, incomplete or fraudulent information provided in my application.
- 5) It is an offence to submit fraudulent documentation in support of my application. If fraudulent documentation is detected:
 - my application will be rejected
 - if an offer has been made, it will be withdrawn and
 - if a visa has been issued to me, the Department of Immigration and Border Protection will be notified and
 - other relevant authorities (such as the NSW Police and the Independent Commission Against Corruption) may also be notified.
- 6) I will notify the University immediately if there is any change to the information I have given in this application.
- 7) I have accessed information regarding the costs associated with living in Australia for me and any dependants accompanying me, published by the Australian Government at studyinaustralia.gov.au/en/study-costs
- 8) I have accessed information regarding the costs related to studying at Macquarie City Campus at: city.mq.edu.au/cost-of-living.html
- 9) I have sufficient funds to finance my studies including tuition fees, ancillary costs and living expenses for me and any dependents accompanying me to Australia.

Signature Date / /
D D M M Y Y Y Y

If you are under 18 years of age, your parent or guardian must also sign this application.

Parent/guardian signature Date / /
D D M M Y Y Y Y

Unsigned applications will NOT be processed. Applications must be signed by the applicant personally.

Third parties must not sign on the applicant's behalf.

Complete the following checklist before posting your application:

- Attach certified copies or original evidence of all academic qualifications, including transcripts and graduation certificates (Section B)
- If necessary, attach certified copies or original evidence of English language proficiency (Section C)
- Attach certified copy of passport
- If necessary, attach any other additional information or portfolios (see the entry requirements for the degree you are applying for)
- Agree to the declaration on the application form (Section H)

Post your completed form to:

Macquarie City Campus
Level 2, 11 York Street
Sydney NSW 2000 AUSTRALIA

When will you know?

Applications are processed continually throughout the year and processing times may vary depending on the program applied for. You (or your representative) will receive an acknowledgment of your application once assessment has commenced. The email address you provide on this application (or that of your representative) will be used for all correspondence including requests for any further information we may need and the outcome of the application assessment.