



THE UNIVERSITY OF
MELBOURNE

APPLICATION FOR ADMISSION INTERNATIONAL UNDERGRADUATE STUDENT

WHO SHOULD USE THIS FORM?

You should use this form if you are an international applicant applying for undergraduate programs at the University of Melbourne. International students who are currently studying VCE, Australian Year 12 equivalent or IB at an Australian secondary school must apply through VTAC (www.vtac.edu.au). Study Abroad and Exchange applicants must complete the Study Abroad and Exchange form: www.futurestudents.unimelb.edu/int/saex

This form should not be used by citizens or permanent residents of Australia or citizens of New Zealand or anyone who holds dual citizenship with Australia. Any applicant who fits these criteria will have their application rejected or enrolment terminated as the case may be.

HOW TO COMPLETE THIS FORM

- Please write in black ink using BLOCK LETTERS.
- Include one set of supporting documents with this application.
- All documents must be certified as true copies of originals.
- Ensure that you complete the checklist and sign the declaration at the back of this form.
- An assessment fee of AUD\$100 must accompany this application. This application will not be processed if the assessment fee is not provided. The fee will be deducted from your tuition fees if you enrol at the University. The fee may be paid in the form of a bank cheque made payable to 'The University of Melbourne' at an Australian bank or by credit card. Please see part J of this form for payment details.

PART A PERSONAL DETAILS

All fields must be completed

If you have previously enrolled at or applied to the University of Melbourne, please state your student/application number:

Nine-digit number:

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Title: Mr ☐ Ms ☐ Other: ☐

Family name:

Given name:

Date of birth: Day: Month: Year:

Gender: Female ☐ Male ☐

Countries of citizenship*:

* Please note that you must list each country of which you are a citizen.

Have you applied for permanent residency in Australia? Yes ☐ No ☐

Do you have an Australian visa that is not a student visa? Yes ☐ No ☐

If yes, please detail:

and attach a photocopy of the visa from your passport. It is your responsibility to ensure this visa allows you to study and covers the duration of the program for which you have applied.

Country of birth:

Main language spoken at home:

Applicant's email address:

Address for correspondence

Country:

Telephone: Country code: Area code:

Phone number:

Mobile phone:

Facsimile: Country code: Area code:

Facsimile number:

Permanent address in home country

Country:

Telephone: Country code: Area code:

Phone number:

Facsimile: Country code: Area code:

Facsimile number:

Appointment of agent

(to be completed by the applicant – agent stamp not accepted)

I appoint the following University of Melbourne authorised agent to manage my application and I authorise the University of Melbourne to release personal information and visa documentation relevant to my application to this agent:

ACIC

PART B COURSE PREFERENCES

Name of course you are applying for: Specialisation/major:

1

2

3

→ Note: Not all courses are available for Semester 2 (July) commencement.

→ If you are applying for the Bachelor of Veterinary Science, please refer to www.vet.unimelb.edu.au/undergrad/BVScInstructions.pdf for advice about additional information you must submit with your application.

→ If you are applying for the Bachelor of Music:

Have you submitted an audition recording? ☐ Yes ☐ No

Have you been auditioned by the Dean? ☐ Yes ☐ No

→ If you are applying for Victorian College of the Arts courses please complete the supplementary application form:

www.futurestudents.unimelb.edu.au/int/iug/iugapply.html

Preferred semester and year of commencement

☐ 1st semester (March) Year: 20

☐ 2nd semester (July) Year: 20

CLOSING DATES:

Semester 1: 20 December

Semester 2: 31 May

Late applications may be accepted in special circumstances, however students are advised to apply as early as possible to avoid visa delays.

Please note that delays may occur in the processing of this application if the application is incomplete.

PART C ACADEMIC QUALIFICATIONS

Please provide details and documentation for all previous and/or current studies (eg. Secondary school studies and Foundation studies) including:

1. Official certified copies of all transcripts
2. An official explanation of the grading system
3. If the documents are not in English, they must be accompanied by an official certified translation.

Please complete the table below with your most recent or current qualification listed first.

Current studies

NAME OF QUALIFICATION: (eg. GCE A-Levels, IB, Bachelor of Business)	NAME OF INSTITUTION/SCHOOL:	COUNTRY OF INSTITUTION:	COURSE LENGTH (no. of years or months):	DATE COURSE WAS/WILL BE COMPLETED (dd/mm/yy)

Previous studies (eg. GCSE O-Levels, STPM)

Please note, if you commence additional study you must notify the University of Melbourne to ensure that your application can be reassessed for entry and/or subject credit.

PART D CREDIT FOR PREVIOUS STUDIES

Are you seeking advanced standing for courses or subjects already undertaken? ☐ Yes ☐ No If yes, please attach:

1. full documentation of studies completed
2. details of grading system
3. an indication of the subjects you are enrolled in but have not yet completed
4. the subject content for each subject.

International Admissions may request further information before making a decision regarding credit.

If you have not studied in the last 12 months, please state your activities during this period:

PART E ENGLISH LANGUAGE PROFICIENCY

→ Please refer to the Future Students website for the latest information on the University's English language requirements including required IELTS and TOEFL scores: www.futurestudents.unimelb.edu.au/courses/ugenglishreq.html

→ Documentary evidence is required to demonstrate your English language proficiency.

A) I have a valid* IELTS (Academic) or TOEFL English language test result that meets the University's English language requirements.

☐ Yes (attach original test results) * Note: test results expire 2 years after the test was taken.

B) I will be sitting for an IELTS (Academic) or TOEFL test or I am waiting for the test results.

☐ Yes

C) I have completed English studies approved by the University eg. Australian Year 12 English, NCEA level 3 English, approved Australian Foundation Program English.

☐ Yes

D) I have obtained a grade C or greater in one of the following GCE AS subjects: General Paper, General Studies, English Language, English Literature, English Language and Literature.

☐ Yes

E) I have completed one of the following programs and achieved the stated grade for English:

Denmark – Studentereksamen – grade 10 (level B)

Germany – Abitur – grade 10 (Leistungskurs)

Netherlands – VWO – grade 8

Norway – Vitnemal – grade 4

Sweden – Avgångsbetyg – VG or grade 4

☐ Yes

F) I have satisfactorily completed at least the first year of a tertiary course within the last two years :
or at least a two year tertiary degree within the last five years where English is the language of instruction and assessment for the entire institution.

☐ Yes

G) Other – please attach documentary evidence.

OFFICE USE ONLY

FACULTY ASSESSMENT

Offer ☐

Name of Course: (eg: Bachelor of Arts)

Length of Course:

In years

Course/stream code:

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Semester:

Year:

OR Semester:

Year:

☐ Unconditional ☐ Conditional

If conditional, please outline conditions:

No Offer ☐

Reasons:

Comments:

Authorised Signature:

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Print Name:

Date:

ASSESSMENT FEE WAIVER

Exhibition/Interview Program:

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Waived by (name):

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Faculty:

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Signature:

Date:

Note: the assessment fee can only be waived by a University staff member at an overseas exhibition or interview program.

Genuine Student declaration



This form is for international applicants to the University of Melbourne who will require an Australian student visa to study their intended course. All applicants for a student visa, regardless of nationality, must:

- demonstrate that they are a genuine applicant for entry under **the Department of Home Affairs' (DHA) genuine student criteria**.
- be able to demonstrate that they are able to fund tuition fees and living costs for the duration of their stay.
- be prepared to provide documentary evidence to DHA to support their application.

To assist you in preparing your visa application, it is recommended that you refer to the **“Check twice, submit once” resource**.

The University may conduct its own internal Genuine Student (GS) assessment as part of its obligations under the Simplified Student Visa Framework (SSVF), prior to releasing an unconditional offer of admission and Confirmation of Enrolment (CoE). This form will form part of that assessment and the University may request evidence to support the claims made in this form at any stage of the application process. A copy of this form will be retained on the application for audit purposes.

To avoid delays in processing your application, please ensure that you have all documents ready to submit if requested.

Section A. Applicant details

Given name	
Family name	
Date of birth (dd/mm/yyyy)	
Passport number	
Marital status	

Dependent spouse and/or children

(provide name, date of birth and your relationship to each, below, if applicable):

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Will your spouse and/or your dependents be accompanying you to Australia?

Section B. Course selections

Course of application (first preference only)	
Major (if applicable)	

Summarise why you wish to study this course at the University of Melbourne (maximum 150 words):

Summarise how this course will be of benefit to you (maximum 150 words):

If the course you are applying for is at the same level as a course you have completed, provide an explanation below as to why you wish to complete another degree at the same level:

Note: The University may contact you to request further information or evidence to support the claims made above.

Section C. Immigration history

	Yes	No
Do you currently hold, or have you ever held, an Australian visa of any type?		
Do you currently hold, or have you ever held, any type of visa for another country?		
Have you or any of your immediate family members, had a visa application for entry or further study (in Australia or any other country) withdrawn or refused, or had a visa cancelled?		
Do you or your spouse (if applicable) have any relatives currently living in Australia?		

If you have answered yes to any of the above questions, provide below or attach a summary of your immigration history. You may be asked to provide documentary evidence (e.g. visa grant or refusal letter) to support your claims.

Section D. Financial information

How do you intend to fund your tuition and living costs for the duration of your studies?

Check applicable option(s)

Self-funded

Sponsored by immediate family member(s) | Relationship to applicant: _____

Scholarship*

Government sponsorship*

Other (provide details): _____

*If you have selected scholarship or government sponsorship, complete the following:

Name of scholarship/sponsorship	
Application status	
Funding	

Note: The University may request evidence of meeting the financial requirement at any stage of your application. This may include (but not limited to) salary slips, tax returns, bank statements, evidence of scholarship or sponsorship.

Section E. Applicant checklist

	Yes	No
I am prepared to address the criteria outlined in the DHA Genuine Student requirement and can provide my responses on request by the University.		
I can provide sufficient evidence to demonstrated my ability to fund my tuition and living costs for the duration of my studies if requested.		
I understand that if I am unable to pay for my tuition fees, my enrolment will be cancelled by the University.		
I understand that while I am allowed to work a limited number of hours according to student visa regulations, these funds will only be sufficient to supplement living costs and must not be relied upon as the only source of income to pay tuition fees.		
I am likely to meet the University's English language requirements prior to the commencement of the semester in which I wish to commence study.		
I understand that my course offer may be withdrawn if the University is not satisfied that I meet the genuine student requirement.		
I understand that my student visa application may be rejected if it is found my visa documents are fraudulent or DHA is not satisfied that I am a genuine student.		

Section F. Applicant declaration

I declare that the information and documentation provided in this form is true and accurate.

Applicant's signature (as per passport)	
Date (dd/mm/yyyy)	

If you are under 18, your parent or guardian must complete and sign the below.

Parent/guardian full name	
Relationship to applicant	
Signature	
Date (dd/mm/yyyy)	

Section G. Agent declaration

This section is for applicants who have used an approved University of Melbourne education agents to assist you with your application.

Agent business name	
Agent counsellor name	
Agent signature	
Date (dd/mm/yyyy)	

Education agent nomination and authorisation



You must complete this form if you have appointed a University of Melbourne education agent to assist you with your application to the University of Melbourne.

The form **MUST BE COMPLETED BY THE APPLICANT** and not the education agent.

By completing this form you are:

- Authorising the education agent nominated in SECTION B to act on your behalf for this eApplication; and
- Agreeing to information relevant to your application, visa and admission being released to the education agent. Your education agent will be included in all correspondence regarding the progress of your application.

Before completing this form, review and note the information and any restrictions outlined at

<https://study.unimelb.edu.au/how-to-apply/authorised-education-agent>

If you have already authorised an education agent to manage your application and are changing to another education agent, you will be required to provide further information including the reasons for changing agents in SECTION C.

Section A: Student details

Student ID number	
Date of birth	
Given name	
Family name	
Email address (your personal email)	

Section B: Agent details

Agent company name	
Agent office (city)	
Agent office (country)	
Counsellor's name and email	

Note that you can only use a University of Melbourne education agent listed in your country*

Please tick one of the following options that best describes your circumstance.

I am living, working and/or studying in the country where the education agent is located.

Other (please explain):

*See the education agents listed for your country at: <https://study.unimelb.edu.au/how-to-apply/authorised-education-agent>

Section C: Change of agent

If you have already authorised an education agent to manage your application and are changing to another education agent:

- You must complete this section, and
- Provide details of the University of Melbourne Education Agent you previously authorised.

Previous agent company name	
Previous agent office (city)	
Previous agent office (country)	
Date you first authorised this agent	

Why are you changing agent? Do any of the following apply?

Please select one of the following options that best describes your circumstance.

I have moved and the new agent is in a more convenient location

I am not satisfied with the service provided by my previous agent. Please specify:

Other (please explain):

Confirmation that you are withdrawing your authorisation for the previous agent to act on your behalf.

I confirm withdrawal of my authorisation for the agent shown in SECTION C to act on my behalf.

Please note that this change of agent is subject to approval, and that subject to approval, the agent shown in SECTION C will be notified in writing that you have withdrawn your authorisation. They will not be included in any further correspondence about the progress of your application.

Once the change of agent is approved, **your login and password for eApplication will also be reset with new password being sent to your personal email address on this form.**

Section D: Declaration

1. I have completed the Education Agent Nomination and Authorisation form myself.
2. I authorise the education agent shown in Section B to represent me in all dealings with the University of Melbourne regarding my application.
3. I acknowledge that the University of Melbourne reserves the right to reject this request for the education agent to act my behalf.

Applicant's signature	
Parent's/guardian's signature (if applicant is under 18 years old)	
Date	

HOW TO SUBMIT THIS FORM

Upload this form to your course application in the eApplication system under the Requirement – Appointment of authorised representative.