International Undergraduate Application Form 2013
Australia only

Indicate which event application collected at: (Staff use only) __________

Complete this form if you are applying for an undergraduate course at Monash University’s Australian campuses as an international fee-paying student. A non-refundable application fee of A$100 must be paid when you submit this form.

Section A: Your application

1. Are you a citizen of Australia or New Zealand or a permanent resident of Australia? 
   If YES, do not fill in this form. Instead refer to www.vtac.edu.au

2. Do you have a Monash student ID number?
   If YES, please state __________

3. Are you a currently enrolled Monash student?
   Yes  No  

Section B: Personal details

We will contact you by email, post or telephone. To avoid delays in your application, it is important you complete ALL of your details clearly including your email address. Your name and date of birth should match those in your passport. If you apply through an agent, ensure all of your details are also provided. These should be different from those of the agent.

FAMILY NAME: ____________________________
GIVEN NAMES: ____________________________
DATE OF BIRTH: ______/____/____ MALE  FEMALE
COUNTRY OF CITIZENSHIP: ____________________________
COUNTRY OF BIRTH: ____________________________

Applicants must submit with their application form a copy of the personal details page of their passport, or if they don't have a passport, then a copy of their birth certificate.

STUDENT HOME ADDRESS (required) must include postcode: ____________________________
AGENT CONTACT DETAILS (if applicable) must include postcode: ____________________________

Are you currently in Australia?  Yes  No  

If you apply through an agent please ensure that your agent is registered with Monash University or you may experience delays in your application. For details of agents in your country please go to coldfusion.its.monash.edu/moint/agentlist/agent.cfm.

Section C: Course preferences

Refer to the Admissions Table for International Students starting on page 16 of this guide or the Monash Course Finder for details of course codes, titles, campuses and start dates. Choose three courses you would like to study and list them in order of preference. Check the entry requirements and prerequisite subjects for each to see if you qualify. If you meet the requirements of your first choice, you will not be assessed for your second and third choices. If you do not meet the entry requirements of any of your preferences your application will be automatically assessed for alternative or pathway courses within the relevant study discipline.

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<th>Semester</th>
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Campus codes: Berwick BE, Caulfield CA, Clayton CL, Gippsland GP, Parkville PA, Peninsula PE
Section D: Students with disabilities

Do you have a disability, impairment or long term-medical condition that may affect your studies?

Yes [ ] No [ ]

If yes, Monash will require medical documentation from a relevant treating professional outlining the impact of your condition on your ability to meet the academic demands in the university environment. Disclosure of disability is treated confidentially and will not be used to disadvantage you. The Disability Liaison Unit at Monash may contact you to discuss the services available. For more information, visit: monash.edu/equity-diversity/disability

Section E: English language proficiency

You must provide proof of your English proficiency to the required standard of your chosen course. There are a number of ways to satisfy these requirements. For details, visit: www.monash.edu/study/international/apply/entry-requirements-english.html. Some of the main pathways are:

**English as the language of instruction:**
You have studied in an institution where English is the language of instruction and assessment for the entire institution. Applicants are required to provide evidence from the institution on certified letterhead and signed by the institution’s registrar.

**Studying English at Year 12 or equivalent**
Please indicate below if you have studied one or more of the following:

- Australian or New Zealand Year 12 qualifications (HSC, VCE, IB)
- MUFY or other recognised Australian foundation year
- Monash College Diplomas
- Other: Please specify: __________________________________________________________

**IELTS/TOEFL: Attach original results or documents (request results to be sent to Monash University by testing centres).**

Please note that only results achieved within the two years prior to the course commencement date will be considered. If you have not yet sat an IELTS/TOEFL exam please indicate when you will sit one below.


I will sit/have sat an English language proficiency test: [ ] IELTS [ ] TOEFL

Date taken: __________ __________ __________

I will apply for a Monash English Language Centre course in Section F below

If you do not meet the course English requirements, you may be eligible for an English Language Bridging Program. If so, Monash will indicate this in your letter of offer.

Section F: Application for additional English studies and university preparation

This section is an application to the Monash University English Language Centre. Additional tuition fees apply for these courses. For details of fees, courses and start dates, visit: www.monashcollege.edu.au/englishlanguage

Course name: __________________________

Start date: __________ __________ __________

Finish date: __________ __________ __________

Number of weeks: (minimum five weeks) __________
Section G: Academic qualifications and other required documents

Check the entry details in the Admissions Table for International Students starting on page 16 of this guide or the Monash Course Finder for any additional requirements and prerequisites. Include details of your previous academic qualifications. Include dates of commencement and completion, or if you are yet to finish studying, your intended completion. Certified copies of academic qualifications must be attached to this application including academic transcripts, graduation certificates and grading systems. If the qualifications are in a language other than English, please also supply certified translated copies. Monash prefers NAATI qualified translators*. For more information on NAATI translations, please see: www.naati.com.au

Certification of documents

All documents including academic transcripts, graduation certificates, grading scales, work reference letters etc submitted to International Recruitment Services must be properly certified on every page of the required documents.

Who can certify documents?

Documents submitted within Australia

- Solicitor
- Pharmacist
- Justice of the Peace
- Member of the police force
- Doctor
- School principal
- Bank manager
- Chartered accountant

Documents submitted outside Australia:

- Monash University registered agent
- Monash staff member
- Solicitor
- Commissioner for declarations
- Government official
- Public notary
- University staff (Head of Department, Dean, or Registrar)

Please note that all applicants have the option to ask their current or previous education institution to send copies of their academic transcripts, graduation certificate and grading systems direct to International Recruitment Services in an envelope sealed by the institution.

What does the certifier need to do?

Approved certifier (from list above) must sight the applicant’s original academic transcripts, graduation certificates and grading systems etc and check that the copies are true and unchanged copies of the original documents.

The certifier must then certify every page of the documentation as follows:

1. Certifier must write a statement acknowledging or apply a stamp that shows they have sighted the original documents using words such as “certified true copy of the original” OR “original sighted”
2. Certifier must sign the document
3. Certifier must write their full name
4. Certifier must apply the agent/organisation stamp
5. Certifier must provide written or stamped notification of their position title within the agency/organisation (eg counsellor, student advisor etc)
6. Certifier must date the document

Please be advised that we only accept faxed or emailed certified documents sent to us via Monash Registered Agents. If you are not applying via a Monash Registered Agent and you are a direct applicant, you will be required to send your original certified documents by mail to our office. Please ensure you follow the guidelines mentioned above for proper certification.

If you have a Chinese qualification documents submitted for assessment from China must be:

Certified by the Notary Public office. Notary certification must include a certificate stating that translations of all documents in English are authentic and in conformity with the original in Chinese. *OR* Your transcript/s, degree certificate and graduation certificate/s can be sent to Monash, International Recruitment Services in a sealed envelope directly from your University. *OR* Photocopies of original notarised documents can be submitted by a registered agent. Documents must be certified by the agent. Information regarding registered agents can be viewed at: www.msr.monash.edu.au/monash_agents

Monash University reserves the right to refuse documentation on the grounds of incorrect certification and translation.

*Documents submitted with your application remain the property of Monash University.*
### Secondary studies (high school studies)

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### Postsecondary studies (e.g., Diploma of Business, Bachelor of Arts)

Please list your most recent qualification first.

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Are you transferring within the first six months of your principal course in Australia? Your principal course is the main course of study to be undertaken where you have been issued a student visa for multiple courses of study. The principal course would normally be the final course of study.

No □ Yes □ If yes, please attach a release letter from your current provider.

If your final year of study was completed more than six months ago, please provide a detailed account of work or activities undertaken since then.

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Work experience/activities (please explain)

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Section H: Credit transfer
If you request a credit transfer or advanced standing please include relevant information on your previous or current course (eg syllabus/curriculum). Further information may be requested if your previous course/institution has not been previously assessed by Monash University.

Do you wish to apply for credit transfer/advanced standing from previous study?
No [ ] Yes [ ]
You will need to complete a Credit Transfer Application form. This is available from: www.monash.edu/study/international/apply/credit-transfer-form.pdf.

Section I: Scholarship/sponsorship information
Have you applied for a scholarship/sponsorship from an organisation external to Monash University to support your studies?
No [ ] Yes [ ]
Please state the name of the external scholarship/sponsorship:

What is the status of your external scholarship/sponsorship application?
Approved [ ] Pending [ ] Not approved [ ]
If the external scholarship/sponsorship has been approved please provide a copy of the official letter with this application.

Section J: Application fee payment
You can pay the A$100 application by credit card, money order or bank draft made out to Monash University.

Tick one: Mastercard [ ] Visa [ ]

Cardholder’s name: [ ]
Card no.: [ ] Expiry date: [ ]
Credit Card Verification no.: (3-digit number on the back of your credit card) [ ]
Cardholder’s signature: [ ]
Amount A$ 1 0 0 . 0 0

Section K: Privacy and student declaration

General privacy statement:
The information collected on this form is used to assess your application for entry to a Monash University course. It is also used to create an enrolment record on the student database, to prepare statistical analysis and to inform you about your course and other university course/events. If you do not complete all the questions on this form, it may not be possible to process your application. Personal information may be collected from or disclosed to relevant bodies for the verification of your previous qualifications, and it may be disclosed to government agencies (eg DIAC), as required by legislation or pursuant to obligations under ESOS Act 2000 and the National Code or for your visa application. Information may be shared with the registered agent you appoint to assist with your application for entry or visa processing. You have the right to access personal information that Monash University holds about you, subject to legislation, by contacting the Monash University privacy officer at sss.privacy@monash.edu.
Privacy legislation only applies to students who study in Australia. Due to privacy regulations we are unable to disclose information to any other third parties such as friends, relatives and parents.
All documents provided to Monash University become the property of the University and will not be returned to you.

Declaration
I warrant that the information on this form, or provided in support of my application, is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the University may withdraw an offer of a place or cancel my enrolment in consequence. Should the University determine that I have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions.
I consent to any educational institution at which I have previously been a student and/or my current or any past employer, providing Monash University with information which that institution or employer holds about me for the purpose of Monash verifying my grades and/or qualifications or experience.
I agree to abide by the statutes, regulations and policies of Monash University.
I have read and understood the above conditions and accept them in full.

Student signature: [ ] Date: [ ]

DAY                      MONTH                                          YEAR

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If you are under 18 years of age at the time of submitting this application you must have a parent or guardian sign this declaration on your behalf:

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**Parent or guardian contact details:**

| Name of parent/guardian: (circle as applicable) | |
|-------------------------------------------------| |

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<th>Parent/guardian's fax:</th>
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<th>Parent/guardian's email:</th>
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Please complete the following checklist before submitting:

- [ ] A$100.00 application fee (non-refundable)
- [ ] Certified proof of English proficiency
- [ ] Certified copies of academic records/transcripts
- [ ] Additional information (Check your course/s in the Admissions Table for International Students in this guide)
- [ ] Signed declaration by student (or parent if the student is under 18)
- [ ] Copy of official scholarship/sponsorship offer letter
- [ ] Copy of the personal details page of the student’s passport or a copy of birth certificate
- [ ] If you are applying for an Australian Leadership Award (ALA), please attach a copy of the AusAID acknowledgement letter

**Send your application to:**

**Australian campuses**

Applicants for courses at **Australian campuses** should forward this application form to:

International Recruitment Services  
871 Dandenong Road  
Caulfield East  
Victoria 3145  
Australia  
Email: ADM-Documents@monash.edu

**Sunway campus**

Applicants for courses at the **Sunway campus** must apply to the address below using the form located at www.monash.edu.my/advancement/future/study/applications.

Prospective Students Office  
Monash University  
Jalan Lagoon Selatan  
46150 Bandar Sunway  
Selangor Darul Ehsan  
Malaysia  
Email: info@monash.edu.my

**South Africa campus**

Applicants for courses at the **South Africa campus** must apply to the address below using the form located at: www.monash.ac.za/international/admissions-requirements.html

Monash South Africa  
Private Bag X60  
Ruimsig, Roodepoort 1725  
South Africa  
Email: musa-admissions@adm.edu

CRICOS provider: Monash University 00008C. CRICOS provider: Monash College Pty Ltd 01857J

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