



THE UNIVERSITY OF  
MELBOURNE

## GRADUATE PROGRAMS

# APPLICATION FOR ADMISSION

## Australian (coursework) graduate applicants

If you are applying for a number of courses that are managed by different faculties/graduate schools, you must submit a separate application form and supporting documentation to each faculty/graduate school, including all of your course preferences on each copy.

For information on courses, entry requirements and which faculty/graduate school manages your course(s) of interest, please refer to course search: [www.coursesearch.unimelb.edu.au](http://www.coursesearch.unimelb.edu.au)

*Please make sure your form is accurately completed to ensure your application is processed without delay.*

To complete this application form please refer to the **Instructions for Completing an Application for Admission** which is enclosed or available from [www.futurestudents.unimelb.edu.au/grad/admissions/apply](http://www.futurestudents.unimelb.edu.au/grad/admissions/apply)

Applications for the Melbourne School of Design's Masters programs are required to refer to [www.abp.unimelb.edu.au/graduate-school/how-to-apply.html](http://www.abp.unimelb.edu.au/graduate-school/how-to-apply.html) for special application requirements.

Students applying for programs in the Graduate School of Arts or Education are encouraged to apply directly online:

Arts: [www.arts.unimelb.edu.au/futurestudents/programs/apply](http://www.arts.unimelb.edu.au/futurestudents/programs/apply)

Education: [www.edfac.unimelb.edu.au/grad/program\\_info/apply](http://www.edfac.unimelb.edu.au/grad/program_info/apply)

Students applying for the Melbourne JD and Law Masters programs should **not** use this form and should visit: [www.law.unimelb.edu.au](http://www.law.unimelb.edu.au)

Students applying for programs offered by the Faculty of Music should **not** use this form and should visit: [www.music.unimelb.edu/future/pgrad](http://www.music.unimelb.edu/future/pgrad)

Students applying for programs offered by the VCA Graduate School should **not** use this form and should visit: [www.vca.unimelb.edu.au/graduateschool](http://www.vca.unimelb.edu.au/graduateschool)

### PART A Personal Details (please complete all fields)

#### Section A1

Previous University of Melbourne student/application number: .....

Title: Dr / Mr / Mrs / Ms / Miss / Other .....

Family name: .....

Given name(s): .....

Former name (if applicable): .....

Date of birth: ..... (Day Month Year)

Gender: Female / Male (please circle)

Are you an Aboriginal or Torres Strait Islander? Yes / No (please circle)

#### Section A2

**Please indicate your citizenship status:**

- Australian citizen
- New Zealand citizen
- Australian permanent resident
- Permanent humanitarian visa holder

If none of the above apply to you please do not complete this form. International students must apply through the University of Melbourne International Admissions Office at [www.futurestudents.unimelb.edu.au/int/ipg/ipgapply](http://www.futurestudents.unimelb.edu.au/int/ipg/ipgapply)

#### Proof of Citizenship

The University of Melbourne requires all students to provide evidence of their citizenship status, with proof of citizenship being required at enrolment. Australian and New Zealand citizens may provide an original or certified copy of passport, certificate of citizenship or birth certificate. Permanent residents may provide a certified copy of their passport and visa.



## Section B3

### Advanced Standing

If you would like to be considered for advanced standing (credit or exemption) please submit an advanced standing (credit or exemption) application form at commencement of enrolment.

These can be obtained from the relevant course Admissions Office (details available in the Instructions for Completing an Application for Admission).

## PART C Academic Qualifications

Please attach certified copies of your academic transcripts. Please note, if you have completed your previous study at the University of Melbourne, provided you give your student number under which you studied, it is not necessary for you to supply official or original copies of transcripts from the University of Melbourne

### Section C1

#### Previous Tertiary Studies

Please provide details and documentation for all previous and current tertiary studies

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

NAME OF QUALIFICATION:	NAME OF INSTITUTION:	COUNTRY OF INSTITUTION:	COURSE LENGTH (NO. OF YEARS FULL TIME STUDY):	DATE COMMENCED: (DD/MM/YY)	DATE OF COMPLETION (OR EXPECTED TO COMPLETE) (DD/MM/YY)

\* Applicants are advised that if your transcript does not state you have successfully completed your degree, you must provide an original or certified copy of an official letter from your institution confirming completion. Please attach additional programs at the end of this application form if required.

## PART D Professional Work Experience

**Please attach your Curriculum Vitae/Resume (if applicable to the program(s) you are applying for):**

### Section D1

#### Employment History

Summary of relevant employment history for the last five years (if applicable to your course's entry requirements):

EMPLOYER	POSITION	DURATION

### Section D2

#### References

Please provide the names and contact details of two referees, who may be asked for their confidential advice about your suitability for the course. Please note, for Dental Science courses only please provide a third reference.

1. Title: Dr / Mr / Mrs / Ms / Miss / Other .....

Family name: ..... Given name: .....

Position/title: ..... Relationship to applicant: .....

Address: ..... Country: .....

Telephone: ..... Facsimile: ..... Email address: .....

2. Title: Dr / Mr / Mrs / Ms / Miss / Other.....

Family name: ..... Given name: .....

Position/title: ..... Relationship to applicant: .....

Address: ..... Country: .....

Telephone: ..... Facsimile:..... Email address:.....

3. Title: Dr / Mr / Mrs / Ms / Miss / Other.....

Family name: ..... Given name: .....

Position/title: ..... Relationship to applicant: .....

Address: ..... Country: .....

Telephone: ..... Facsimile:..... Email address:.....

### Section D3

For appropriate courses in Medicine, Dentistry and Health Sciences please provide proof of professional registration.

## PART E English Language Proficiency

All applicants must satisfy the University's English language requirement. There are a number of ways to meet these requirements. Details can be found at [www.futurestudents.unimelb.edu.au/courses/pgenglishreq](http://www.futurestudents.unimelb.edu.au/courses/pgenglishreq)

For most graduate applicants the requirement will be satisfied by the completion of:

- 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

at an institution where English is the language of instruction and assessment for the entire institution.

Supporting documentation which demonstrates that you meet the English language requirement must be attached to your application.

- I have attached documentation that shows I have satisfied the University's English language requirement
- The academic transcripts attached for Part C of this application also show that I have satisfied the English language requirement

For courses with clinical patient contact, a high level of competence in English is required at the level of IELTS 7.0 or equivalent.

## PART F How did you find out about the course?

For planning purposes we would be grateful if you could let us know how you found out about the course (please nominate a maximum of three by ticking the boxes).

- I am a current or previous student of the University of Melbourne
- Graduates of the University of Melbourne
- Advertisement in newspaper/magazine. Please specify .....
- Family/friends
- University of Melbourne representative
- University careers adviser/lecturer
- University of Melbourne website
- Other website: .....
- Education exhibition. Location: .....
- Other .....

## PART G Declaration and Signature

1. I declare that the information I have submitted with this application is a true and complete record of all academic results I have achieved at each and every university and tertiary institution which I have attended.
2. I hereby authorise the University of Melbourne to make enquires and obtain official records from any university and tertiary institution concerning my current or previous attendance which, in its absolute discretion, it believes are necessary.
3. I acknowledge that my failure to disclose my true and complete tertiary record may result in my being excluded from the University. I further declare that all the information supplied by me is complete, true and correct in every particular and acknowledge that the University may terminate my studies if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the course undertaken.
4. I understand that should I be awarded a scholarship from the University of Melbourne I may not hold another equivalent award at the same time.
5. I declare that I will be able to abide by the University's policy regarding refunds outlined in Arrangements Relating to the Payment of Student Fees.
6. I understand that the University reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
7. All documents submitted become the property of the University of Melbourne.
8. I understand that the University of Melbourne may disclose the personal information I have given in this application form to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information in the Higher Education Information Management System.

Name of applicant (please print): .....

Signature:..... Day ..... Month ..... Year .....

*Please note, unsigned applications cannot be processed.*

## Checklist for Applications (please tick if applicable)

- All sections have been completed, and relevant questions answered in full
- Evidence of change of name (if applicable)
- Original or certified copies of all requested academic transcripts/qualifications
- Any requested supporting documents (eg. awards, certificates)
- Curriculum Vitae/Resume
- Personal Statement (if applicable)
- Folio or other requirements for relevant Melbourne School of Design programs
- Evidence of Proof of Registration for appropriate courses in Medicine, Dentistry and Health Sciences
- Graduate Access Melbourne scheme application form (if applicable)
- Declaration signed and dated

### Please return this form to:

The relevant faculty/graduate school as listed on the Instructions for Completing an Application for Admission. The following website has information on the application process, closing dates and return addresses for each course application:

[www.futurestudents.unimelb.edu.au/grad/admissions/apply](http://www.futurestudents.unimelb.edu.au/grad/admissions/apply)

Email enquiries and frequently asked questions: [unimelb.custhelp.com](http://unimelb.custhelp.com)

# UNIVERSITY OF MELBOURNE PRIVACY STATEMENT

## Privacy legislation

The University of Melbourne has a statutory obligation to comply with the Information Privacy Act 2000 and the Health Records Act 2001 in its treatment of personal and health information regarding students.

## What we collect and why

The University collects information about a student for a number of purposes. The main purposes are to enable proper administration of an individual's course of study and to assist the University to organise programs for the health and welfare of students. Information is also collected under Commonwealth or State Government legislation for the purposes of reporting annually to these governments and for the administration of, but not limited to, the following schemes of the Higher Education Contribution Scheme, the Postgraduate Education Loans Scheme, the Bridging Courses for Overseas Trained Professionals Loans Scheme and the Youth Allowance (Austudy and Abstudy). Information may also be collected to facilitate internal planning.

## Accuracy, security and storage of information

The University holds personal information on computer and paper based records. It takes all reasonable steps to ensure that the information it holds is accurate and complete and that it is protected from misuse, loss, unauthorised access or disclosure.

Examples of instances when personal information about you may be disclosed are:

- informing Centrelink of your enrolment details if you are in receipt of payments;
- releasing statistical information to the Department of Education, Employment and Workplace Relations;
- releasing statistical information to the Office of Training and Tertiary Education;
- informing the Australian Taxation Office of your taxation liabilities;
- assisting the police with personal information about you if you are alleged to have been involved in a criminal offence;
- releasing your academic details to another tertiary institution or tertiary admission centre if you apply to transfer studies; and
- publishing the names of graduates

## Access to personal information

Access to and correction of your information are handled in accordance with the Freedom of Information Act 1982. Data obtained via the Enrolment Questionnaire that is reported to the Commonwealth Government can be viewed (and, if necessary, corrected) at: <http://sis.unimelb.edu.au>

## University Privacy Officer/Privacy policy

The University's Privacy Officer is the University Secretary, Mrs Janet White.

The Privacy Officer's website, [www.unimelb.edu.au/unisec/privacy](http://www.unimelb.edu.au/unisec/privacy) contains the University's Privacy Policy and provides detailed information about the contact details, complaints procedures and other aspects of the University's privacy regime.

## Questions

If you have an enquiry about your privacy rights in relation to the collection of information from students, please contact the University's Privacy Officer.

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### DISCLAIMER

The University has used its best endeavours to ensure that material contained in this publication was correct at the time of printing. The University gives no warranty and accepts no responsibility for the accuracy or completeness of information and the University reserves the right to make changes without notice at any time in its absolute discretion.

### STATEMENT ON PRIVACY POLICY

When dealing with personal or health information about individuals, the University of Melbourne is obliged to comply with the *Information Privacy Act 2000* and the *Health Records Act 2001*.

For further information refer to:  
[www.unimelb.edu.au/unisec/privacypolicy.htm](http://www.unimelb.edu.au/unisec/privacypolicy.htm)



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## Who should complete this form

You are considered to be an Australian student and should complete this form if you are one of the following:

- an Australian citizen
- a New Zealand citizen
- a permanent resident of Australia
- a permanent humanitarian visa holder

All other applicants are considered to be international students and must apply through International Admissions. Please see:

[www.futurestudents.unimelb.edu.au/int/ipg/ipgapply](http://www.futurestudents.unimelb.edu.au/int/ipg/ipgapply)

## This form is to be used to apply for

Graduate Coursework programs:

- Graduate Certificate
- Graduate Diploma
- Postgraduate Diploma
- Masters by coursework (excluding the Juris Doctor)
- Doctoral Degree by coursework

Applications for the Melbourne School of Design's Masters programs are required to refer to

[www.abp.unimelb.edu.au/graduate-school/how-to-apply.html](http://www.abp.unimelb.edu.au/graduate-school/how-to-apply.html) for special application requirements.

Students applying for programs in the Graduate School of Arts or Education are encouraged to apply directly online:

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Education: [www.edfac.unimelb.edu.au/grad/program\\_info/apply](http://www.edfac.unimelb.edu.au/grad/program_info/apply)

Students applying for the Melbourne JD and Law Masters programs should **not** use this form and should visit: [www.law.unimelb.edu.au](http://www.law.unimelb.edu.au)

Students applying for programs offered in the Faculty of Music should **not** use this form and should visit: [www.music.unimelb.edu.au/future/pgrad](http://www.music.unimelb.edu.au/future/pgrad)

Students applying for programs offered by the VCA Graduate School should **not** use this form and should visit: [www.vca.unimelb.edu.au/graduateschool](http://www.vca.unimelb.edu.au/graduateschool)

## Closing dates

Timely applications:

Semester 1: 30 November

Semester 2: 31 May

Late applications will be considered subject to availability of places.

Before submitting applications for the following courses please confirm the closing date with the relevant faculty/graduate school:

- Graduate Dental Science coursework programs: 30 April (for commencement in the following year)
- Master of Psychology and combined PhDs: 1 October
- Master of Psychological Studies: 31 October
- Diploma and Graduate Diplomas in Psychology (full-time): 31 October
- Diploma and Graduate Diplomas in Psychology (part-time): 15 February

## How to complete this application form

- This application form is the property of the University of Melbourne. Supporting documentation will NOT be returned.
- Please write using BLOCK LETTERS using blue or black ink

- You may be asked to supply additional documents – please ensure they are attached.
- All documents must be certified as true copies of originals .
- Ensure that you sign the declaration at the back of this form. Unsigned application forms cannot be processed.

Students applying for design based programs in the Melbourne School of Design should be aware of additional application requirements.

## Completing specific parts of the form

### PART A Personal Details (please complete all fields)

#### Section A1

If you have previously enrolled or applied to the University of Melbourne, please state your student/application number. Print your name clearly in block letters. If your name differs from that on any of your supporting documentation, you must provide proof of that change (ie. deed poll or marriage certificate).

#### Section A2

Please provide details of your citizenship status.

#### Section A3

Print your permanent address during the application period, including a postal address if it differs from your permanent address.

If any of your personal details change after you lodge your application you must inform the relevant Admissions Office immediately.

#### Section A4

For specified graduate professional entry degrees the Graduate Access Melbourne scheme provides access to applicants whose personal circumstances have had a sustained adverse effect on their academic achievement at undergraduate level, or who are members of a specified group known to be underrepresented in higher education. Eligible applicants will also be considered for a Graduate Access Melbourne Bursary.

Please note that for some categories of the scheme you will be required to submit a separate form to be considered. Details about Graduate Access Melbourne scheme, including the categories and the application form are available at [www.gradaccess.unimelb.edu.au](http://www.gradaccess.unimelb.edu.au)

### PART B Graduate Programs by Coursework

#### Section B1

Please complete this with all the particulars.

You must enter the correct course title and mode of study (ie. full or part-time). These details can be obtained from course search: [www.coursesearch.unimelb.edu.au](http://www.coursesearch.unimelb.edu.au)

Please nominate your course preference 1 through 3 if you are applying for more than one course. If applying for more than three courses, please attach additional courses at the end of the application form.

Please nominate the fee type you are applying for. You can nominate both a Commonwealth supported place (CSP) and an Australian fee place. You will first be considered for a CSP in this instance. Note that not all courses have CSPs, please refer to the relevant Admissions Office for more information.

#### Section B2

Please write a brief summary for each course you nominate stating why you have chosen to apply for this particular course (if applicable to the program(s) you are applying for). For courses that require a more detailed submission please attach your personal statement to the application form.

#### Section B3

If you have previously completed the same study area at an undergraduate or graduate level you may be eligible for advanced standing (credit or exemption). You will need to submit an application for exemption with supporting documentation, please refer to the relevant Admissions Office for more information.

## PART C Academic Qualifications

### Section C1

Please list the details of your entire academic history (tertiary) ensuring all details are accurately provided.

Please ensure documented evidence of all academic records are attached including:

1. Official original or certified copies of all transcripts (if you have completed your previous study at the University of Melbourne, provided you give your student number under which you studied, it is not necessary for you to supply official original or certified copies of all transcripts).\*
2. An explanation of the grading system (e.g. A = 100%-80%), usually found on the reverse of your academic transcript.
3. Wherever possible please provide official advice from the university detailing the actual numeric marks (eg. 82%) or GPAs (eg. 3.4) you achieved for your tertiary studies if it is not included on your transcript.
4. If the documents are not in English they must be accompanied by an official certified English translation.#

\* Applicants who have completed their degree are advised if their transcript does not state that they have successfully completed their degree, they must provide an original or certified copy of an official letter from their institution confirming completion, in addition to their final academic transcript.

# For translations contact the Department of Immigration and Citizenship, Ground Floor, Casseldon Place, 2 Lonsdale Street, Melbourne VIC 3000, GPO Box 241, Melbourne VIC 3002. Telephone: 131450

## PART D Professional Work Experience

### Section D1

Please provide details of any relevant work experience to your proposed area of study undertaken in the last five years (if applicable to the program(s) you are applying for).

### Section D2

Please include the current contact details of relevant referees who are able to comment on your academic achievement and/or employment history.

Referees may be contacted to assess your suitability for the course.

### Section D3

Please ensure you provide evidence of your professional registration (if applicable)

## PART E English Language Proficiency

All applicants must satisfy the University's English language requirement to be eligible to be offered a place. There are a number of ways for applicants to meet these requirements, details can be found at [www.futurestudents.unimelb.edu.au/courses/pgenglishreq](http://www.futurestudents.unimelb.edu.au/courses/pgenglishreq)

For most graduate applicants the requirement will be satisfied by the completion of:

- 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

at an institution where English is the language of instruction and assessment for the entire institution.

Supporting documentation that demonstrates your meeting of the requirement must be attached to your application such as an academic transcript.

For courses with clinical patient contact, a high level of competence in English is required at the level of IELTS 7.0 or equivalent.

## PART F How did you find out about the course?

Please nominate as many fields as appropriate. This information is used for planning purposes.

## PART G Declaration and Signature

Must be completed by all applicants. Unsigned applications cannot be processed and will be returned.

### GENERAL INFORMATION

This is an application form only and does not constitute enrolment for any course in the University or entitle an applicant to be classified as a student of the University.

It is the applicant's responsibility to advise the University of Melbourne regarding any change of address.

Applicants must provide correct and complete information (including information on all previous studies). If it is found that an applicant has provided incorrect information or withheld relevant information relating to their application, an offer for a place in a course may be withdrawn and/or the enrolment may be cancelled.

### Certification of Documents

All applicants to the University of Melbourne courses must provide original or certified copies of any previous results or qualifications from institutions other than the University of Melbourne and any other supporting documentation in relation to your application. Examples of such documents include:

- Birth/marriage certificates etc. required as evidence of name change
- Academic qualifications from other institutions including testamurs/academic transcripts/result certificates
- Copy of Australian Certificate of Citizenship, Permanent Resident, Humanitarian or Temporary Protection Visa.
- Proof of Professional Registration

If your application or documentation is inadequate (e.g. incomplete application fields, supporting documents missing, incorrectly certified copies) we will contact you requesting additional documents, which may delay assessment. Faxed copies will not be accepted.

The following people are acceptable signatories for certification of documents: a justice of the peace or bail justice; a notary public; a barrister and solicitor of the Supreme Court; a clerk to a barrister and solicitor of the Supreme Court; a member of the police force; the sheriff or a deputy sheriff; a registered medical practitioner; a registered dentist; a veterinary practitioner; a pharmacist; a principal in the Victorian government teaching service; the branch manager of a bank; a member of the institute of chartered accountants in Australia or the Australian society of accountants or the national institute of accountants; a minister of religion (not a civil celebrant); a fellow of the institute of legal executives (Victoria).

Please note that all documents submitted with this application remain the property of the University of Melbourne.

### Fee Information

The University of Melbourne offers Australian students two enrolment options - Commonwealth supported places (subsidised by the Government) and Australian fee place (the student is responsible for the full cost of the enrolment).

FEE-HELP, a loan scheme for citizens for fee-paying graduate coursework programs, is available to eligible students. Further information on FEE-HELP is available at [www.goingtouni.gov.au](http://www.goingtouni.gov.au)

### Scholarships Information

The University of Melbourne offers an extensive range of scholarships for graduate students. For more information visit: [www.services.unimelb.edu.au/scholarships/pgrad](http://www.services.unimelb.edu.au/scholarships/pgrad)

## SUBMITTING YOUR APPLICATION

Please take careful note of your course's specific application requirements and be sure to attach ALL relevant documents to this application.

Please refer to the relevant faculty/graduate school website for course specific application requirements.

Please submit your complete application to the relevant Admissions Office:

### Arts

Graduate Admissions Officer  
Faculty of Arts  
University of Melbourne VIC 3010  
[www.arts.unimelb.edu.au](http://www.arts.unimelb.edu.au)

### Land and Food Resources

The Graduate Studies Office  
Faculty of Land and Food Resources  
University of Melbourne VIC 3010  
[www.landfood.unimelb.edu.au/courses](http://www.landfood.unimelb.edu.au/courses)

### Medicine, Dentistry and Health Sciences

MDHS Student Centre  
Medical Building  
University of Melbourne VIC 3010  
[www.mdhs.unimelb.edu.au/courses](http://www.mdhs.unimelb.edu.au/courses)

### Melbourne Graduate School of Education

Graduate Admissions Officer  
Melbourne Graduate School of Education  
Alice Hoy Building  
University of Melbourne VIC 3010  
[www.edfac.unimelb.edu.au](http://www.edfac.unimelb.edu.au)

### Melbourne Graduate School of Management

Applications Officer  
Melbourne Graduate School of Management  
Level 4, Alan Gilbert Building, 161 Barry St  
University of Melbourne VIC 3010  
[www.ecom.unimelb.edu.au/mgsm](http://www.ecom.unimelb.edu.au/mgsm)

### Melbourne Graduate School of Science

Graduate Admissions Officer  
Melbourne Graduate School of Science  
Old Geology Building  
University of Melbourne VIC 3010  
[www.graduate.science.unimelb.edu.au](http://www.graduate.science.unimelb.edu.au)

### Melbourne School of Design

Graduate Admissions Officer  
Melbourne School of Design  
University of Melbourne VIC 3010  
[www.abp.unimelb.edu.au/graduate-school](http://www.abp.unimelb.edu.au/graduate-school)

### Melbourne School of Engineering

Graduate Officer  
Melbourne School of Engineering  
University of Melbourne VIC 3010  
[www.eng.unimelb.edu.au](http://www.eng.unimelb.edu.au)

### Music

Graduate Admissions Officer  
Faculty of Music  
University of Melbourne VIC 3010  
[www.music.unimelb.edu.au/future/pgrad](http://www.music.unimelb.edu.au/future/pgrad)

### Veterinary Science

Admissions Officer  
Faculty of Veterinary Science  
University of Melbourne VIC 3010  
[www.vet.unimelb.edu.au/postgrad](http://www.vet.unimelb.edu.au/postgrad)

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[www.unimelb.edu.au/unisec/privacypolicy.htm](http://www.unimelb.edu.au/unisec/privacypolicy.htm)