

Agent's Stamp



## Application for Postgraduate Admission

### 1 Personal Details

Title  Given name(s)

Surname or family name

Preferred name (or nickname)

Male  Female

Date of birth

Day   Month   Year

Citizenship

Country of birth

If you are not an Australian citizen, do you hold a permanent resident visa? Yes  No   
If yes, please provide a copy of your visa with this application.

Address for correspondence (applicants address only)

Permanent home address (applicants address only)

State  Postcode/Zip code  
 Country

State  Postcode/Zip code  
 Country

Phone (include area code)

After hours/Home

Fax (include area code)

Mobile

Email

Please print clearly - your email address will be used for all correspondence regarding the processing of your application.

Business hours/Work

Agent email (if applicable)

info@ranke-heinemann.de / wien@ranke-heinemann.de

### 2 Preferred course of study

Degree - Preference 1 (if combined degree list as one preference ie. MBUS/MBL)

Degree - Preference 2 (if applicable)

Major/area of specialisation

Major/area of specialisation

Commencement semester (tick one box only and insert appropriate year)

January 20  May 20  September 20

Do you intend to study on a full-time or part-time basis

Full-time  Part-time

If you intend to enrol in English Studies at our English Language Institute (BUOLI), please advise the commencement date

Month   Year

Student visa regulations require international students to study full-time

Office Use Only

DATE RECEIVED

Intl \_\_\_\_\_

ENTERED

Intl \_\_\_\_\_

### 3 Special requirements

Do you suffer from any condition - medical or otherwise, which will require Bond University to make special provision for you, either academically or with regard to on-campus accommodation?

If yes, you are required to provide specialist documentation with your application Yes  No

### 4 Tertiary education

Give details of your tertiary (higher education) studies.

Year(s)	Name of qualification	School or college	State or country	F/T or P/T	Completed
<i>eg. 1993-1995</i>	<i>Bachelor of Arts</i>	<i>University of Queensland</i>	<i>Queensland</i>	<i>F/T</i>	<i>Yes</i>

If you are currently enrolled, indicate when you expect to qualify for your award Month  Year

### 5 Employment history

Please provide details of your employment history and briefly describe your duties. Applicants are encouraged to provide a separate, more detailed resume. Master of Business Administration (MBA) applicants must provide this documentation.

Year(s)	Employer	Position/nature of duties	F/T or P/T

### 6 Career objectives and goals - optional (but will assist with your application)

Indicate your career objectives; be as specific as you can. Where do you see yourself five years from now?


Indicate the benefits you expect to gain from your proposed program; be as explicit as possible.




## 10 International student details (must be completed for application to be processed)

Is English your first language

Yes  No

If no, was English the language of instruction in your high school or tertiary education

Yes  No

If you answered **no** to both questions, you must provide evidence of your English language proficiency.

Please attach a **certified** copy of your most recent IELTS or TOEFL test results. The TOEFL institution code for Bond University is 9808.

Candidates should ask that their test score be sent directly to the Office of Admissions at Bond University

Language spoken at home, specify:

If you do not meet the University's English entry requirements, do you wish to study English at our government accredited English Language Institute (BUELI)? If yes, you may be eligible for an offer to an English Program

Yes  No

Do you have a current Australian visa?

Yes  No

Passport No.

If no, please specify the location of the Embassy at which you will apply for your student visa?

Visa expiry date

Day

Month

Year

3 digit code and visa type  
(eg 573, student)

Do you have current Overseas Student Health Cover (OSHC)?

Yes  No

Expiry date

Day

Month

Year

OSHC Policy No.

Please note, if travelling with school-age dependants, you will be required to pay full fees if the dependants enrol in either a government or non-government school.

## 11 Requirements for MBA applicants only

MBA and EMBA Candidates are required to submit a cover letter addressing their career objectives, future ambitions and experience they will bring to their MBA or EMBA class.

### Referee Reports

All applicants are required to provide two references, one of which must be work related. Your nominated referees should forward their references directly to the Office of Admissions, quoting your full name and chosen program.

## 12 How did you find out about Bond University?

Friend

Advertisement

Bond Website

Study Abroad program

Other student or graduate of Bond University

Bond Open Day

Careers market (specify)

Education exhibit (specify)

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 13 Privacy Collection Statement

Bond University ('BU') may collect personal information about you, including:

- the information on this form;
- information provided by your nominated next of kin in relation to this application; and
- information on other forms or documents requested by, and provided by you or other educational institutions to BU.

BU collects this information for the purpose of:

- assessing your application;
- providing services to you;

- unless you indicate that you do not wish BU to use your personal information for this particular purpose by placing a tick in the adjacent box, providing you with information about other services that BU offers that may be of interest to you;
- facilitating BU's internal business operations, including the fulfilment of any legal requirements;
  - analysing BU's services and customer needs with a view to developing new and/or improved services; and
- unless you indicate that you do not wish BU to use your personal information for this particular purpose by placing a tick in the adjacent box, providing you with promotional information about BU.

**In the case of visa details, BU is required to collect this information pursuant to Australian Immigration Laws.**

BU may disclose personal information about you to:

- service providers, who assist BU in operating its business, however, these service providers are required to comply with BU's privacy policy in how they handle your personal information;
- a purchaser of the assets and operations of BU's business, providing those assets and operations are purchased as a going concern;
- its related entities;
- in the case of untrue or misleading information, the Australian Vice-Chancellors Committee ('AVCC') or any AVCC member institution;
- in the case of an emergency involving you, your next of kin; and
- your agent, whose details appear on the front of this form, and/or your next of kin for the purpose of processing your application.

*If the personal information you provide to BU is incomplete and/or inaccurate, BU may be unable to process this application and/or be unable to provide you with the services you are seeking.*

You may access the personal information BU holds about you in accordance with BU's privacy policy.

## 14 Declaration

I understand that it is my responsibility to provide all documentation requested by the Office of Admissions and authorise BU to obtain, where necessary, any further information from my nominated next of kin and the appropriate educational institutions.

I hereby declare that to the best of my knowledge all information submitted or made available by me to BU, whether in relation to any course of study or otherwise, is true, accurate and complete. If any information is considered to be untrue or misleading in any respect, I consent to the collection, storage and disclosure by BU, the AVCC, or any AVCC member institution of a record of any such information or any other irregular activity. I understand that any record stored or disclosed according to this system may contain personal details about me from which I may be identifiable.

I understand that BU reserves the right at any stage to withdraw a place which has been offered on the basis of incomplete or incorrect information.

\_\_\_\_\_  
Signature of applicant (or guardian if under 18 years old)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

I consent to BU providing information relating to the processing of my application to the agent whose details appear on the front of this form and/or my nominated next of kin.

\_\_\_\_\_  
Signature of applicant (or guardian if under 18 years old)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## Information for applicants

### Applications

Your application will not be processed unless it is accompanied by all relevant documentation. Certified photocopies of original documents are preferred as originals will not be returned. Applications may be made at any stage during the year, however, applicants who wish to be considered for a scholarship must lodge their application by the closing dates listed on the application form. To allow time for student visa processing, international applicants should ensure that their application is lodged at least two months prior to the date you plan to commence your studies.

### Offers

Both minimum academic and English entry requirements must be met in order to gain entry to Bond University's courses. Please ensure that you include certified copies of both academic transcripts and English proficiency tests (either IELTS or TOEFL with TWE) when you submit your application form.

If your English language level is not sufficient for direct entry to a degree program, you may be made an offer of admission conditional upon you meeting our English language requirements prior to beginning your degree. Should you require further studies in English, you can choose to enrol in BUEL's government accredited ELICOS programs.

If you meet the University's entry requirements you will normally receive a formal letter of offer within two weeks of your application arriving at the Office of Admissions. Your letter of offer will include a unique student identification number (SID). Please use this in any subsequent dealings with the University.

### Acceptance procedure - International applicants

To accept your offer of a place at Bond University, you must return the response to offer form which accompanies your letter of offer, together with payment of your first semester's tuition fees, plus proof of Health Care Cover and any other fees specified on your response to offer. Payment must be in the form of a bank draft, telegraphic transfer, via credit card or cheque made payable to Bond University, in Australian dollars, and drawn on an Australian bank. When the Office of Admissions receives the specified fees you will be sent a Confirmation of Enrolment, which you will require for your student visa application.

Successful applicants who hold a current Australian Student Visa may accept an offer by returning their response to offer form with a bank draft to cover the non-refundable tuition deposit. The tuition deposit will be deducted from your first semester's tuition fees upon enrolment. Your confirmation of enrolment, which you will require for your student visa extension, will be issued when you return your response to offer and non-refundable deposit.

### Registration and enrolment

Students who accept their offers may access detailed instructions concerning registration procedures approximately one month prior to the commencement of their course, via the Bond website. Students should plan to arrive on campus one week prior to the commencement of classes to participate in orientation.

### Deferment

In certain circumstances, Bond University will permit deferment of an offered place for up to one year. Applicants will only be permitted to defer if they have paid the non-refundable tuition deposit.

### Special Requirements

Students who have a disability and who require BU to adjust a process or procedure or wish BU to provide equipment or other physical aids, must disclose the nature and extent of the disability to BU. As part of the application process students with a disability must contact the University's Disability Support Officer on telephone +61 7 5595 4014, to confidentially discuss their requirements.

## IMPORTANT: Checklist for applicants

**You must include the following to ensure your application is assessed promptly:**

- a certified copy of your university/TAFE college transcript and testamur (if you have undertaken higher education studies)\*
- a certified copy of your IELTS or TOEFL result (if required)
- a detailed resume (if you are a mature-age applicant)
- scholarship supporting documentation (if applying for scholarship)
- detailed course outlines (if applying for credit)
- official translations of all documents must also be provided and certified as true copies

**... and you must have**

- organised two references to be forwarded to Bond University (if applicable)

\*Not required for Bond University graduates

## Return this form to

Institut Ranke-Heinemann  
Schnutenhausstrasse 44  
45136 Essen  
Deutschland  
Tel.: 0049-201-252552  
info@ranke-heinemann.de  
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Institut Ranke-Heinemann  
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Deutschland  
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berlin@ranke-heinemann.de  
www.ranke-heinemann.de

Institut Ranke-Heinemann  
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