

# APPLICATION PROCESS

## For international students studying undergraduate and postgraduate courses.

The following information is relevant to you if you are applying directly to the University. If you are using the services of a Curtin registered agent, you should lodge your application via the agent and contact them for any queries throughout the admission process.

### 1. APPLY

Incomplete application may cause delay in processing time.

#### OPTION 1: APPLY ONLINE

Visit: [international.curtin.edu.au/apply](http://international.curtin.edu.au/apply)

**NOTE:** Students applying to study doctoral and master degrees by research or doctoral degrees by coursework should refer to [research.curtin.edu.au](http://research.curtin.edu.au)

#### OPTION 2: POST OR SCAN AND EMAIL AN APPLICATION FORM

- Application email or postal address can be found at the end of the application form.
- Acknowledgement email and your student number will be emailed within a week.
- Please quote your student number in all correspondence.

#### Documents to be submitted with the application:

- Certified copies of all your previous qualifications (e.g. academic transcripts, grading system descriptions and award certificates).
- English language entry requirements such as academic IELTS and TOEFL.
- Supplementary information documents (if applicable).
- Evidence of change of name (if applicable).

#### Certified Documents

- Signatures on certified copies of transcript(s) and award certificate(s) must be dated and accompanied by an ink imprint

stamp/chop from the following accepted authorities:

- an authorised Curtin representative
- Curtin International staff member
- a person of authority at the issuing institution (e.g. registrar)
- Justice of the Peace
- Commissioner for Oaths/Declarations
- any notary public.

For more info, visit [international.curtin.edu.au/apply/application-documents](http://international.curtin.edu.au/apply/application-documents)

#### English Translation

- Certified copies of your transcript(s) and award certificate(s) in the original language (if issued in a language other than English) must be provided with English language translated copies from the following accepted authorities:
  - an official and accredited translator
  - a person of authority at the issuing institution.

#### 2. AWAIT YOUR OFFER

- Assessment of your application takes two to four weeks.
- If we require more documents to assess your application, they will be requested from you.
- Assessment of your application will be delayed until we receive these documents.

#### CREDITS FOR RECOGNISED LEARNING (CRL)

- We will not be able to assess CRL for previous studies without certified copies of all your academic transcripts/statement of marks and award certificates to date.
- CRL is granted at the discretion of the school/faculty.

#### 3. RECEIVE YOUR OFFER

Your offer package consists of:

- Letter of Offer
- Acceptance of Offer form
- Payment Options form
- Terms of Offer
- International Student Refund Agreement flyer and Streamlined Visa Processing (SVP) form
- Pre-departure Guide (available online)
- Curtin Housing Services flyer
- Overseas Student Health Cover (OSHC) information (available online).

#### 4. ACCEPT YOUR OFFER

##### STEPS TO ACCEPT YOUR OFFER

- **Step 1**  
Read your Letter of Offer carefully, ensuring your name, course title and semester are correct.
  - **Step 2**  
Meet all conditions on your Letter of Offer.
  - **Step 3**  
Submit your Acceptance of Offer form, deposit of tuition fees, Overseas Student Health Cover fee, SVP form, and a photocopy of your passport details page.
- #### 5. APPLY FOR YOUR VISA
- You will need to apply for your student visa after receiving your electronic Confirmation of Enrolment (eCoE).
  - Your eCoE will be sent to you via email.
  - The duration of your student visa will vary depending on your course (contact the Australian Embassy to find out more about the visa application process).

## INTERNATIONAL APPLICATION FOR ADMISSION

TO AN UNDERGRADUATE DEGREE OR POSTGRADUATE COURSEWORK DEGREE



Curtin University

- This application form is for international students applying to study onshore in Australia.
- International students applying to study outside Australia should complete the relevant undergraduate or postgraduate Application for Admission form available from [futurestudents.curtin.edu.au](http://futurestudents.curtin.edu.au)
- Students applying to study doctoral and master degrees by research or doctoral degrees by coursework should refer to [research.curtin.edu.au](http://research.curtin.edu.au)
- To complete an online application, visit [international.curtin.edu.au/apply](http://international.curtin.edu.au/apply)
- Please consult the academic and English language requirements concerning the course you wish to apply for.

**Agent's stamp** (in English; including address, phone, email)  
I declare that the information and documents provided are true and correct as provided by the student.



Counsellor's name .....  
Email address .....  
Date ..... / ..... / .....

#### PERSONAL DETAILS

Curtin student ID  Country of application submission   
(if previously issued another offer or previously a Curtin student)

**On all official documentation, your name will appear as given name/s, family name. If this is not how your name appears in your passport or birth certificate, please print your name as it appears on these documents**

Title  Given names  Family name/surname

Email  Telephone +

Date of birth  /  /  Male  Female  Indeterminate/intersex/unspecified

Country of birth  Citizenship

#### PERMANENT ADDRESS IN HOME COUNTRY (A POST OFFICE BOX NUMBER IS NOT ACCEPTABLE)

Number and street

Suburb/town/city  State

Postcode/zip code  Country

#### MAILING ADDRESS (IF DIFFERENT FROM PERMANENT ADDRESS)

Number and street

Suburb/town/city  State

Postcode/zip code  Country

#### COURSE INFORMATION

Preference	Course title (e.g. Bachelor of Commerce, Master of Public Health)	Major area of study and/or stream if relevant (e.g. accounting)	Course CRICOS code (refer to prospectus, e.g. 042143D)
1st preference			
2nd preference			

When do you wish to commence studies? Year  Study period (e.g. Semester 1, Trimester 1)

Would you like to be considered for credit for recognised learning (CRL)? No  Yes

#### VISA DETAILS

Have you ever been or are you facing termination from an Australian institution? No  Yes  If yes please attach details of your termination to this form.

Do you have Overseas Student Health Cover (OSHC)? No  Yes  Provider  Membership Number

Are you in the process of applying for Australian permanent residency? No  Yes

Have you or any family member planning to travel with you to Australia ever been refused a visa for any country including Australia? No  Yes  If yes please provide details below

Have you ever been deported, removed or otherwise required to leave any country, including Australia? No  Yes  If yes please provide details below

#### ENGLISH LANGUAGE PROFICIENCY

Is English your first language? No  Yes

Have you taken an English test? No  Yes  Please indicate which test/s you have taken, and attach certified documentary evidence of results.

IELTS  TOEFL  Pearson (PTE)  Other (please specify)

Would you like to apply for the Curtin English Pathway program? No  Yes

Refer to: [english.curtin.edu.au/courses/index.cfm](http://english.curtin.edu.au/courses/index.cfm)

## EDUCATIONAL QUALIFICATIONS

Please provide details of all formal studies you have completed and those you are currently undertaking. You are required to supply an original or certified\* copy of your academic award/s and transcript/s for all tertiary studies except those undertaken at Curtin/WAIT. Academic records must contain an explanation of grading system descriptions.

Name of qualifications (e.g. GCE O/A level, HSC, degree)	Institution/school/university/country (e.g. Temasek Junior College)	Completed? (yes/no/ completing)	Start date (month/year)	End date (month/year) or Expected Date of Completion

## BACKGROUND AND FUTURE PLANS

The course I am applying for is directly related to my previous studies or work experience.

No  Yes

The course I am applying for is linked to my career plans and will provide me with greater opportunities in my home country.

No  Yes

(i) If **yes**, what are your future plans?

(ii) If **no**, why are you planning to study this course?

Have you had a gap in your studies or work experience of six (6) months or longer?

No  Yes

If **yes**, please explain why you had the break and how long the break was below.

## SPONSOR DETAILS (PLEASE ATTACH SPONSORSHIP LETTER IF AVAILABLE)

Will your tuition fees be paid by an organisation/government? No  Yes

If yes, name of organisation

## EVIDENCE OF WORK EXPERIENCE AND PROFESSIONAL REGISTRATION

Supplementary documentation may be required depending on the course you apply for. Please go to [courses.curtin.edu.au/course\\_overview/admission-requirements/application-requirements.cfm](https://courses.curtin.edu.au/course_overview/admission-requirements/application-requirements.cfm) to check the requirements. If required, please ensure certified copies of work experience statements from your employers and professional registration papers are provided.

I have attached the relevant supplementary documentation for the course applied/preferred course.

## MEDICAL/DISABILITY NEEDS

The information below is used to assist the University in monitoring, supporting and improving services to students with medical/disability requirements. Disclosing this information will not affect your admission to the University.

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

No  Yes

Hearing  Vision  Learning  Medical  Mobility  Other

If you have a disability, would you like to receive information on support services, equipment and facilities available that may assist you?

No  Yes

## DECLARATION

### I declare:

- All of the information and supporting documents provided with this form are true and correct.
- I will inform the University immediately if any of the information provided changes;
- I understand the structure and content of the course I am applying for;
- I have access to sufficient funds to meet the tuition, travel and living costs of living in Australia (for myself and any dependents) for the duration of my studies.
- I have not previously had an Australian visa cancelled or an Australian visa application rejected; and
- That I have personally signed this form.

### I understand:

- That the University may obtain official records from any institution or organisation I have claimed a previous association with, for the purposes of verifying my academic or employment history;
- That in order to be admitted to the University I must meet both: The University's academic and English language requirements for my chosen course; and The Genuine Temporary Entrant (GTE) and Genuine Student (GS) criteria set by the Department of Immigration & Border Protection (DIBP). For information about the GTE and GS criteria please visit [border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant](https://border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant)
- I authorise the University to access the Australian Immigration Visa Entitlements Verification Online (VEVO) system at anytime to obtain information regarding my visa status.

- The University reserves the right to exclude me from the admissions process if it is not satisfied that I meet the DIBP's GTE and GS requirements; and
- The University reserves the right to exclude me from the admissions process or cancel my enrolment if I am or become personally prohibited under any Federal legislation or regulation from commencing or enrolling in any part of the course I am applying for;
- The personal information collected on this form and during my enrolment at Curtin University may be disclosed to:
  - the Australian Government and designated authorities where required for compliance with the Education Services for Overseas Students Act 2000 (Cth) and its associated legislation;
  - the University's preferred Overseas Student Health Cover provider for the purposes of setting up an insurance policy;
  - Curtin overseas representatives for the purposes of assisting me with my application; and
  - Qualsearch for the purposes of verifying my qualifications, where I am applying for a postgraduate course.
- In the event that I do not meet the University's academic or English language entry requirements, the University may forward my full application to a partner institution for consideration for a place in an appropriate preparatory program the successful completion of which qualify me for admissions into specified courses at Curtin University.
- I have the right to access and amend personal information about me held by the University, subject to legislation, by contacting the Freedom of Information Coordinator at [foicoordinator@curtin.edu.au](mailto:foicoordinator@curtin.edu.au).

Applicant signature

Date

 /  / 

Parent/guardian signature  
(if applicant is under 18)

Date

 /  / 

## LODGING YOUR APPLICATION

Please submit your application to Curtin International or a Curtin University overseas representative.

To complete an online application, visit [international.curtin.edu.au/apply](https://international.curtin.edu.au/apply)

Curtin International Tel: +61 8 9266 2431

GPO Box S1512

Perth WA 6845

Email: [ci-apply@curtin.edu.au](mailto:ci-apply@curtin.edu.au)

CRICOS Provider Code 00301J

## PRIVACY STATEMENT

At Curtin University, the privacy of our students, staff and the people we deal with is very important to us. Much of the information the University collects in order to provide the services that it does is personal information. For details of how the University will use, disclose and protect your personal information, visit [global.curtin.edu.au/legal/privacy.cfm](https://global.curtin.edu.au/legal/privacy.cfm)

\*Certified means witnessed by a Curtin representative, a notary public, Commissioner for Declarations, Justice of the Peace or the academic registrar of the institution that issued the transcript. For further information, refer to the guidelines on certification at [international.curtin.edu.au/apply](https://international.curtin.edu.au/apply)



# CONTACT US

## CURTIN INTERNATIONAL

This is a great place to start if you have questions about studying at Curtin.

We can offer advice via phone or email, or you're in Perth, come in for a face-to-face conversation.

Tel: +61 8 9266 7331 (press 1 for international students/prospective students; press 2 for current students)

Email: [study@curtin.edu.au](mailto:study@curtin.edu.au)

Web: [international.curtin.edu.au](https://international.curtin.edu.au)

## STUDENT CENTRAL

Student services for all enrolled students

Tel: +61 8 9266 3399

Fax: +61 8 9266 4108

Email: [customer-service@curtin.edu.au](mailto:customer-service@curtin.edu.au)

Web: [students.curtin.edu.au](https://students.curtin.edu.au)

## STUDENT GUILD

Tel: +61 8 9266 2900

Email: [reception@guild.curtin.edu.au](mailto:reception@guild.curtin.edu.au)

Web: [guild.curtin.edu.au](https://guild.curtin.edu.au)

## HOUSING SERVICES (ACCOMMODATION)

[housing.curtin.edu.au](https://housing.curtin.edu.au)

## CURTIN AGENTS IN YOUR COUNTRY

[international.curtin.edu.au/registered-agents](https://international.curtin.edu.au/registered-agents)

## CURTIN INTERVIEWS AND SEMINARS IN YOUR COUNTRY

[international.curtin.edu.au/events](https://international.curtin.edu.au/events)

## CURTIN ENGLISH

[english.curtin.edu.au](https://english.curtin.edu.au)

## CURTIN COLLEGE

See page 26 for Curtin College pathways..

[curtincollege.edu.au](https://curtincollege.edu.au)

## CENTRE FOR ABORIGINAL STUDIES

[karda.curtin.edu.au](https://karda.curtin.edu.au)

## CURTIN BUSINESS SCHOOL (CBS)

[business.curtin.edu.au](https://business.curtin.edu.au)

## CURTIN GRADUATE SCHOOL OF BUSINESS

[gsb.curtin.edu.au](https://gsb.curtin.edu.au)

## HEALTH SCIENCES

[healthsciences.curtin.edu.au](https://healthsciences.curtin.edu.au)

## HUMANITIES

[humanities.curtin.edu.au](https://humanities.curtin.edu.au)

## SCIENCE AND ENGINEERING

[scieng.curtin.edu.au](https://scieng.curtin.edu.au)

## HEALTH SERVICES

Consulting doctors

[healthservices.curtin.edu.au](https://healthservices.curtin.edu.au)

## UNIVERSITY COUNSELLING SERVICES

Personal and academic matters and disabilities

[counselling.curtin.edu.au](https://counselling.curtin.edu.au)