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Internal use only



Master of Research (MRES) CRICOS Course Code 076986B

International Application Form:

This form is to be completed by international applicants (If you are not Citizen of Australia or New Zealand, or Australian permanent resident)

Please complete all sections. Tick ✓ or Cross × boxes those are applicable. Tick N/A if not applicable.

Section 1 – Personal Details

Name & Contact Information	
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other: _____	
Family Name:	
First Name(s):	
Preferred First Name or Alias:	
Date of Birth: ____/____/____ (dd/mm/year)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	
Mailing Address	
City or Suburb:	
State or Province:	Postcode:
Country:	
Permanent Address (must be an overseas residential address)	
City or Suburb:	
State or Province:	Postcode:
Country:	
Birth, Citizenship & Residency Status	
My country of birth is:	
I am a citizen of: _____	
Please attach a certified* copy of your birth certificate, certificate of citizenship, or passport.	
Do you currently hold an Australian visa? (If yes, please attach a certified* copy of your visa)	
<input type="checkbox"/> No/not applicable	
<input type="checkbox"/> Yes, a temporary visa subclass: _____	
<input type="checkbox"/> Yes, a permanent residency or humanitarian visa subclass: _____	
If yes, I first arrived in Australia in the year _____	
The primary language I speak at home is:	

* Refer to Section 7 for a definition of certified copy.

MACQUARIE UNIVERSITY




Section 2 – Candidature Application Details

Candidature Details
<p><input type="checkbox"/> I have previously applied for, or been enrolled in, a program at Macquarie University and my student (or reference) number is: _____</p> <p><input type="checkbox"/> I am currently enrolled at Macquarie: Name of program: _____</p> <p><input type="checkbox"/> I am currently enrolled at another university: Name of University: _____ Name of Program: _____</p> <p><input type="checkbox"/> I am not currently enrolled at another university</p>
<p>I am applying for MRes Session 1, Year _____ (please specify e.g. 2015 or 2016 etc) in the Faculty of of (please tick the relevant discipline – one only):</p> <p>Arts</p> <p><input type="checkbox"/> Ancient History <input type="checkbox"/> Anthropology <input type="checkbox"/> English <input type="checkbox"/> Indigenous Studies <input type="checkbox"/> International Studies <input type="checkbox"/> Law <input type="checkbox"/> Modern History, Politics and International Relations <input type="checkbox"/> Media, Music, Communication & Cultural Studies <input type="checkbox"/> Philosophy <input type="checkbox"/> Policing, Intelligence and Counter Terrorism <input type="checkbox"/> Sociology <input type="checkbox"/> Geography and Planning</p> <p>Business & Economics</p> <p><input type="checkbox"/> Accounting and Corporate Governance <input type="checkbox"/> Applied Finance and Actuarial Studies <input type="checkbox"/> Marketing and Management <input type="checkbox"/> Economics</p> <p>Human Sciences (including Medicine)</p> <p><input type="checkbox"/> Cognitive Science <input type="checkbox"/> Education <input type="checkbox"/> Institute of Early Childhood <input type="checkbox"/> Australian School of Advanced Medicine <input type="checkbox"/> Linguistics <input type="checkbox"/> Psychology</p> <p>Science</p> <p><input type="checkbox"/> Biological Sciences <input type="checkbox"/> Chemistry & Biomolecular Sciences <input type="checkbox"/> Chiropractic <input type="checkbox"/> Computing <input type="checkbox"/> Earth and Planetary Sciences <input type="checkbox"/> Electronic Engineering <input type="checkbox"/> Environmental Science <input type="checkbox"/> Mathematics <input type="checkbox"/> Physics and Astronomy <input type="checkbox"/> Statistics</p> <p>(Optional) Sub-discipline (please specify):</p>
<p>I intend to study on campus: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (*limited to visa categories where part-time study is allowed)</p>
<p>Additional comments relating to your application (optional): <i>Please attach an additional page</i></p>
<p>Will your research involve children under 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you may need to apply for clearance prior to conducting your research. For details of requirements and application, see www.kidsguardian.nsw.gov.au/working-with-children</p>

***Please provide a certified copy of your current visa.**



Section 3 – Agency and Sponsorship Details

Agency Details	
I am applying through a Macquarie registered agent* <input type="checkbox"/> N/A	
Name of agent: _____	Institut Ranke-Heinemann Schnutenhausstrasse 44 D-45136 Essen Tel. 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de
Address: _____	Country: _____
_____	
Agent's Phone: _____	Institut Ranke-Heinemann Theresiengasse 32 A-1180 Wien Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
Agent's Email: _____	Fax: _____
* For a list of Macquarie registered agents, please see: http://www.international.mq.edu.au/representatives	
Funding Arrangements <i>For International student fees, http://www.mq.edu.au/unifees/</i>	
<input type="checkbox"/> I have been offered an external scholarship to attend my proposed program at Macquarie University**	
Scholarship name: _____	
Institution/Sponsor's name: _____	
Duration of scholarship: _____	
Annual value of the scholarship (in AUD): AUD\$ _____	
Are you seeking enrolment in a PhD program following completion of the MRes? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does your sponsored program also cover funding for PhD study? *Yes <input type="checkbox"/> No <input type="checkbox"/>	
* Note that a provisional offer for PhD may only be issued if you are successful with your MRes application and is subject to meeting at least a distinction average (SNG 75) in the MRes program.	
** Please include documentary evidence of this scholarship (e.g. a copy of your offer or sponsorship letter). The sponsorship letter should state the course to be sponsored, start and end dates of the sponsorship, list all sponsored fees with amounts where appropriate (e.g. tuition, stipend, travel, health insurance etc) and contact details for the sponsoring organisation (including the name of a contact person, telephone, fax, email and mailing address). If there is a limit on the amount of sponsorship, this should be stated clearly in the letter.	
NOTE: The ultimate responsibility for settling outstanding debts incurred during enrolment at Macquarie University is with the candidate. This includes any debt arising from the candidate's sponsor's failure to settle outstanding debt.	
<input type="checkbox"/> I have <u>not</u> been offered an external scholarship to attend my proposed program at Macquarie University	
Please outline how you will fund your study at Macquarie, including paying for your tuition fees, overseas student health cover, and your educational and living cost. Please attach additional sheets if required.	
Note: Cost of living in Australia for a single person is approximately A\$25,000 p.a.; Tuition fee ranges from A\$27,000 – A\$34,000 p.a. depending on the program and subject to indexation each year; 2 year single OSHC is around \$1,500. Hence, total cost for a single person for 2 years is approximately A \$110,000 - \$120,000 (excluding airfare and visa costs).	

MACQUARIE UNIVERSITY



Section 4 – Academic Background

Please list all prior university-level studies, whether from completed, current or incomplete qualifications. You will need to provide original or certified copies of your transcripts and testamur (i.e. degree certificate or diploma) for every listed qualification, whether complete or incomplete (certified transcripts and testamurs are not required for any degrees obtained at Macquarie University). If not providing original transcripts, please remember to copy both sides of transcripts if there is information on the reverse side. Any documents not in English must be accompanied by a certified English translation. If your name has changed since your qualifications were issued, please include a certified copy of a change of name or marriage certificate.

Undergraduate Studies (list all prior university-level studies whether completed, current or incomplete)				
Name of Degree* (eg, BSc)	Name of Institution & Country (eg, Macquarie University, Australia)	Length of Program (eg, 3 years)	Commenced (mm/year)	Completed** (mm/year)
Postgraduate Studies (list all prior university-level studies whether completed, current or incomplete)				
Name of Degree* (eg, MSc)	Name of Institution & Country (eg, Macquarie University, Australia)	Length of Program (eg, 2 years)	Commenced (mm/year)	Completed** (mm/year)

* If there is a level of honours associated with the degree, please indicate this in abbreviated form (**H1** for First Class Honours, **H2A** or **H2:1** for Second Class Honours Upper Division, **H2B** or **H2:2** for Second Class Honours Lower Division, etc.) – eg, BA(H2A).

** If you are still completing a degree, please write **CUR** for 'current'. If you withdrew from a degree before completing it, please write **INC** for 'incomplete'.

Current Degree (if applicable)
I intend to complete my current degree by ____/____/____ (dd/mm/year)

Credit for Previous Studies (if applicable)
I would like to apply for "Credit for Previous Studies" (CPS) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Please attach a CPS application with supporting documents. Form is downloadable on http://www.hdr.mq.edu.au/information_about/research_training_degrees/mres_forms Please note, Credit for Previous studies will only be considered if you have attained an Australia Qualifications Framework (AQF) level 8 qualifications or equivalent. (That is, completed Postgraduate degree or Bachelor's honours).



Section 5 – Relevant Research

Information on Prior Theses or Major Research Projects

- I wrote an **undergraduate** thesis or major research project*

Name of the degree which included the thesis: _____

Language of the thesis: _____

Word count of the final thesis: _____ (including bibliography and footnotes)

Number of examiners: _____ internal to the university

_____ external to the university

Credit value of the thesis (if applicable): _____ Total credits for the degree (if applicable): _____

Grade obtained for thesis component (if applicable): _____

- I wrote a **postgraduate** thesis or major research project*

Name of the degree which included the thesis: _____

Language of the thesis: _____

Word count of the final thesis: _____ (including bibliography and footnotes)

Number of examiners: _____ internal to the university

_____ external to the university

Credit value of the thesis (if applicable): _____ Total credits for the degree (if applicable): _____

Grade obtained for thesis component (if applicable): _____

* Please attach an **abstract** of the thesis, clearly indicating which degree it applied to after the title (eg, BSc Thesis). Please **DO NOT** submit a whole thesis unless specifically requested to do so.

Section 6 – English Language Proficiency

Proficiency in the English language is a requirement for admission to all programs at Macquarie University. English language proficiency requirements may be met by either having obtained a university-level qualification from an institution in an English-speaking country (see below), or by obtaining appropriate results in either the International English Language Testing System (IELTS) or the Test of English as a Foreign Language (TOEFL).

Macquarie University's minimum TOEFL and IELTS requirements are as follows:

- **Computer-based TOEFL:** An overall of 237 with no less than 19 in Listening, 19 in Reading, 25 in Structure/Writing and 5.0 in the Writing Examination.
- **Internet-based TOEFL:** An overall score of 92, with 23 in Speaking, 18 in Listening, 22 in Writing and 17 in Reading.
- **Academic IELTS:** An overall of 6.5 with no less than 6.0 in each band.

IELTS and TOEFL test results are valid for two years from the date of the test. Please provide valid IELTS or TOEFL results with your application.

English Language Proficiency

- I have completed a university-level qualification, of at least one year's duration, with English as the Language of Instruction from one of the following countries: American Samoa, Australia, Botswana, Canada, Fiji, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, United Kingdom (including Northern Ireland), United States of America, Zambia or Zimbabwe.

- I completed an IELTS TOEFL (please select) test on ____/____/____ (dd/mm/year) and have attached a copy of my results.

- I plan to sit for an IELTS TOEFL (please select) test on ____/____/____ (dd/mm/year) and will forward a copy of my results as soon as available.



Section 7 – Checklist of Application and Supporting Documents

You are responsible for ensuring that your application is complete and contains all required supporting documentation. Please be aware submitting an incomplete application may cause delays or prevent your application from being processed. Please note that original documents will NOT be returned to applicants. Please provide **certified copies*** of any official documents if you need to retain the originals.

* A certified copy must be signed and dated by an authorised officer and affixed with the verifier's official stamp or seal and registration number (if applicable), and should include the statement 'This is a true copy of the original document sighted by me'. The verifier should also print their name, profession or occupation, organisation name, and contact telephone number.

Macquarie University accepts certified documents from the following authorised officers: an Australian Justice of the Peace, a notary, or an official records officer from the institution that issued the original document (such as a university registrar). English translations of documents must be certified as accurate translations of the original documents by an official registered translator. All other types of certified documents and translations will not be accepted.

Compulsory Documentation for All Applicants

I have included the following compulsory documents:

- ONE set** of my complete application.

The complete application set should contain this application form and all supporting documentation including original or certified copies of any official documents (such as transcripts and testamurs).

- A **certified copy of passport (page(s) showing** all personal details and any relevant visa).

- Original or **certified** copies of my academic transcripts and testamurs (i.e. degree certificates or diplomas).

Please remember to copy **both sides of your transcripts** if there is information on the reverse.

Transcripts and testamurs are not required for any qualifications obtained at Macquarie University as we can access your student record.

- Proof of English proficiency** in the form of university-level qualifications from an English-speaking country (as listed in Section 6), or valid TOEFL or IELTS results.

- A **paragraph** of your tentative area of research if you are aiming to commence in Year 1 of the MRes program. However, if you are aiming to get direct entry to Year 2, a more detailed research proposal will be required: a 1 page **preliminary research proposal** for your area of research to be undertaken in the MRes program to include the following points:

- the proposed project area of research
- how you intend to approach the research
- possible methodology (if any)

Additional Documentation (as applicable)

I have also included the following additional documents as applicable:

- A **certified** copy of my change of name or marriage certificate (if your name has changed since your qualifications or other official documents were issued).

- A **certified** English translation of any document not in English (particularly transcripts and testamurs).

- A **Curriculum Vitae (CV)** outlining my past professional experience.

- A **cover letter** or additional page regarding special consideration (e.g. reasons for incomplete studies; special consideration for undertaking a discipline which is not the same as the academic background etc.)



Section 8 – Privacy and Declaration – International Application

Privacy and Right to Information

Macquarie University is subject to the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW). Macquarie University collects the information on this application form for the primary purpose of meeting its obligations under the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training for Students 2009 (National Code). Macquarie University also collects your personal information and, in some circumstances, information regarding your health, to assist in the assessment of your application and, if you are successful, offering you a course place and recording your acceptance of that offer. The other purposes of collection include corresponding with you, attending to day-to-day administrative matters, informing you about your courses and other aspects of admission or enrolment and complying with legislative reporting requirements. While your personal information is generally collected from you, Macquarie University also collects information about you (such as official records of study) from other educational institutions that you have attended for the purpose of verifying the supporting documentation you have provided with your application.

The information you provide in your application (and, if your application is successful, any offer letter) is recorded on the University's student database and may be disclosed to the following types of organisations:

- government departments (such as the Department of Immigration and Citizenship and the Department of Education, Employment and Workplace Relations and agencies involved in administering the ESOS legislation);
- external organisations (such as other tertiary education institutions) where disclosure is necessary to verify your previous qualifications and other supporting documentation provided with your application;
- University-owned entities;
- contracted service providers which the University uses to provide services on its behalf (such as banks, printers/ mailing houses and IT service providers);
- where required by law.

If you do not provide the required information, the University will not be able to consider you for admission or to enrol you.

You are able to gain access to any personal information and health information that the University holds about you, subject to any exceptions in relevant legislation. To obtain access, or if you have any questions about the handling of your personal information, please write to: Higher Degree Research Office, Level 3, C5C East, Macquarie University, North Ryde NSW 2109 or email: hdrfuture@mq.edu.au.

Declaration:

1. I declare that the information supplied by me in this application is true, accurate and complete and that I have supplied all required supporting documents. I understand that Macquarie may request original copies of any submitted documents for the purpose of verification. I acknowledge that all documents submitted will become the property of Macquarie University and will not be returned to me.
2. I understand that the information collected on this form is to enable Macquarie University to assess my application, create a record on its student database, undertake statistical analysis, meet any statutory reporting requirements, and to further inform me about the program to which I am applying. If I do not complete all the relevant sections of this form, or fail to supply all required supporting documentation, I acknowledge that it may not be possible for Macquarie University to process my application.
3. I hereby authorise Macquarie University to make enquiries and to obtain official records from any university or tertiary institution concerning my current or previous attendance, which in its absolute discretion, it believes to be necessary.
4. I understand that giving false and misleading information is a serious offence under the Criminal Code of the Australian Commonwealth. If fraudulent documentation or incomplete information is detected:
 - my application for candidature and/or scholarship will be rejected;
 - if an offer has been made, it will be withdrawn; and
 - if a visa has been issued to me, the Australian Department of Immigration and Border Protection will be notified; and
 - other relevant authorities (such as the NSW Police and the Independent Commission Against Corruption) may also be notified.
5. Should my application be successful, I agree to comply with Macquarie University's rules and policies as set out on the University Higher Degree Research Office (HDRO) website (<http://www.hdr.mq.edu.au/>) and elsewhere on the Macquarie University website, along with any subsequent amendments approved by the University Higher Degree Research Committee.
6. I understand that information collected about me on this form and during my enrolment may be released, in certain circumstances, to the Australian Commonwealth and State agencies under the *Education Services for Overseas Students (ESOS) Act 2000*; and to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information; or as required to be disclosed by law.
7. I authorise Macquarie University to access the Department of Immigration and Border Protection (DIBP)'s Visa Entitlement Verification Online (VEVO) service for verification of my current visa status and entitlements.



- 8. I understand that the Master of Research (MRes) is a 2 year (equivalent full-time) program comprised of advanced coursework and research training components. Successful applicants will be admitted to Year 1 of the program unless Credit for Previous Studies (CPS) of 32 credit points has been granted. A maximum of 32 credit point may be granted. The application for CPS may take place after I have been successfully offered a place in the program.
- 9. I understand that the MRes consists of the following program structure:
 - Year 1 consists of an advanced undergraduate study program including exploration of research frontiers in the discipline.
 - Year 2 is at the Masters postgraduate program level specialising in research preparation and experience in a specific research topic at the sub-discipline level.
- 10. I will notify the University immediately if there is any change to the information I have given in this application.
- 11. I have accessed information regarding the costs associated with living in Australia for me and any dependents accompanying me, published by the Australian Government at www.studyinaustralia.gov.au/en/Study-Costs
- 12. I have accessed information regarding the costs related to studying at Macquarie University at: international.mq.edu.au/macquarie/sydney/livingcosts
- 13. I have sufficient funds to finance my studies including tuition fees, ancillary costs and living expenses for me and any dependents accompanying me to Australia.
- 14. Please answer:

I declare that I have / have not been currently/previously under research misconduct investigation(s) in any form (for example: fabrication, falsification, plagiarism etc).

If you have answered affirmatively to the item 10, please provide details below:

Name (please print):	
Signature:	Date: ____/____/____ (dd/mm/year)

Please send your application package to:

Institut Ranke-Heinemann
Berlin, Essen, Munich or Hamburg
www.ranke-heinemann.de