

How to complete the Application form

1. Personal Data

- 1.1 Please print your name clearly in block letters. If your name differs from that on any of your supporting documentation, you are required to provide proof of the change (e.g. marriage certificate or change of name certificate).
- 1.2 If you are currently in Australia (or if you already have an Australian address), please print your address in Australia. Please tick/indicate your preferred contact address.
- 1.3 Please print your email address.
- 1.4 Please print your address and contact details in your home country.
- 1.5 Please print your passport details and visa details. Please also tick if you are accompanied by your spouse and/or any school children.
- 1.6 Please state your religion. Notre Dame accepts applications from people of all faiths. While Catholic in its tradition, Notre Dame embraces all persons who support the Objects of the University, regardless of their faith. This information is required for statistical purposes only.
- 1.7 Please indicate languages spoken at home in order of use.
- 1.8 Please indicate whether you have a disability or medical condition. Prospective students who tick this box, and are eligible for an offer, will be informed of services and support available through the University's Disability Support Officer. Your privacy and confidentiality will be respected and your personal information will be managed in line with the University's Privacy Policy. While disclosure is voluntary, if you do not advise the University of your requirements before commencing your studies, there may be a delay in making arrangements to meet your needs.

2. Application

- 2.1 Please print the course names and course code (ND Code) that you wish to apply for. You can include up to two course preferences. Please indicate the campus, commencement year and semester for which you are applying.
- 2.2 Please print your Educational background details.
- 2.3 Please tick if you wish to apply for Advanced Standing.
- 2.4 Please print the type of English test, the date of the test and the score.

3. Additional Information

- 3.1 Please print your emergency contact details. The University requires that all students nominate an emergency contact person. This is usually someone who is a close relative and/or someone in a position to respond to any action which the University deems appropriate in relation to your welfare. Under the provisions of the Privacy Act, the University will not reveal any personal information to any third party, unless required by law or expressly authorised by you.

- 3.2 Please indicate if you have any affiliation to The University of Notre Dame Australia through staff members, alumni or other people connected with the University.
- 3.3 Please include details of any full-time or part-time paid work which you have completed that is relevant to the course(s) for which you are applying.
- 3.4 Please include details of community involvement. This can include extracurricular activities, leadership roles (community, university or school), volunteer work, clubs and sporting teams.
- 3.5 Please indicate leadership positions held in school, university, sporting group or community (previous or current).
- 3.6 Please provide your Referees' contact details.
- 3.7 Please indicate your Agent details (only if you are using the service of an overseas Educational agency).
- 3.8 Please print your OSHC provider, the policy number and the expiry date of the cover. Also please attach a certified copy of your OSHC card with the application.
- 3.9 Please indicate if you are currently enrolled in any Australian Educational institutions (including TAFE, language schools or university).
- 3.10 Attach to the application a personal statement of approximately 300 words in length addressing the following:
 - Reasons for seeking admission to Notre Dame: why you selected to come to this University; what you think Notre Dame has to offer you; in what ways you think the University will meet your needs; how you see yourself fitting within the Notre Dame community.
 - Reasons for wishing to pursue the course of study you have selected, outlining your interests and academic qualities relevant to the course.
- 3.11 Please attach your Curriculum Vitae (Résumé) to the Application. This is compulsory for postgraduate applications.
- 3.12 Please indicate whether you have been convicted of a criminal offence. This information will be treated in the strictest confidence. You are not obliged by law to disclose any spent convictions.

4. Document Checklist

Please tick the checklist to ensure your application form and documents are complete.

5. Declaration

Please complete the declaration, having read all information on the form. Applications will not be processed without a signature and date on the original application form.



INTERNATIONAL APPLICATION FOR ADMISSION

Please return this form and attachments to the relevant campus, see page 4 of this application form for addresses.
Please tear out before completing. Applicants MUST refer to the application information whilst completing this form.
Please use BLOCK/CAPITAL letters, indicate with "N/A" where questions are not applicable and tick boxes where appropriate.

HOW DID YOU HEAR ABOUT NOTRE DAME?

Radio
 Friend/Colleague
 Notre Dame Staff
 Agent
 Newspaper/Magazine
 Internet
 Seminar/Exhibition
 Other (please specify)

1. PERSONAL DATA

1.1 Title Surname/Family name First name Second/Middle name

Name as shown in your passport

Date of birth (applicants under the age of 18 at the time of offer should be aware that an eCoE will not be issued until the applicant turns 18)
.. Gender Male Female

1.2 Address in Australia (if you are currently in Australia) Indicate preferred contact address (tick 1.2 or 1.4)

Number and street
 Town/Suburb State/Country P/Code
 Telephone (home) Mobile

1.3 Email

1.4 Address in your home country (International students must provide their overseas home address)

Number and street
 Town/Suburb State/Country P/Code
 Telephone (Home) country code Mobile country code

1.5 Passport details

Passport number Expiry date Nationality
 Country of birth (as shown on passport) Country of citizenship
 Australian Visa details: Date granted Expiry date Visa subclass
 (If you have an Australian Visa)

Children: Will you be accompanied by (1) any school children (age 5-16 years) Yes No (2) Spouse Yes No
 PLEASE NOTE: Student dependants cannot enrol in a government school unless they meet the criteria set by the Department of Education in your State. You must otherwise enrol your dependants in a registered non-government school. Please contact the Admissions Office if you will be accompanied by any school children.

1.6 Additional background information

Religion

Notre Dame accepts applications from people of all faiths and no faith at all. While Catholic in our tradition, the University embraces all persons who support the Objects of the University.

1.7 Languages spoken Please list all languages spoken at home in order of use

1. 2. 3. 4.

1.8 Disability or medical condition

Medical/Disability support required? Yes No If yes, please describe

Would you like to receive information on medical/disability support services, equipment and facilities available that may assist you? Yes No

Disclosing this information will not affect your admission to the University.

2. APPLICATION**2.1 Course preferences**1. Course name Course code 2. Course name Course code Commencement of study program Semester 1, 2014 Semester 2, 2014 Semester 1, 2015 Semester 2, 2015Campus Fremantle SydneyLevel of study Pre-University Undergraduate Postgraduate by coursework Postgraduate by coursework and research Postgraduate by research**2.2 Educational background** (Provide specific details of all secondary/polytechnic/tertiary studies undertaken e.g. Diploma, Advance Diploma/BA)

	Course/Award	Institution	Country	Year enrolled	Year completed
Secondary School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tafe, Junior College or Pre-University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
University Level	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postgraduate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2.3 Advanced standingDo you intend to apply for advanced standing (credits or exemptions) based on your previous studies? Yes Not applicable
You can apply for Advanced Standing once you have received an offer for the course.**2.4 English proficiency:** Students must provide evidence of having a level of English sufficient to succeed in their course.

For example, English proficiency can be demonstrated in the following ways:

- A scaled score of 50% or above in a WACE/HSC or equivalent international school English exam
- Successful completion of two years of study at a recognised tertiary institution in a country where English is the first language (not applicable for some courses)
- **Undergraduate and Postgraduate applicants:** IELTS academic overall band of 7.0 and no sub-score lower than 6.5
- **Education courses:** IELTS (academic) - **Fremantle:** overall band of 8.0 and no sub-score lower than 7.0 **Sydney:** overall band of 7.5 (no sub-score lower than 8.0 for Speaking & Listening and no sub-score lower than 7.0 for Writing & Reading)
- **Nursing/Physiotherapy courses:** IELTS (academic) overall band of 7.0 and no sub-score lower than 7.0
- **Law courses:** IELTS (academic) overall band of 8.0 and no sub-score lower than 7.5

Date of test

Test type e.g. Academic IELTS

Score (please include a certified copy of results)

3. ADDITIONAL INFORMATION**3.1 Emergency contact** (It is the student's responsibility to ensure these details are kept current throughout the period of enrolment at the University)
This person should be a close relative/friend and in a position to respond to any action the University deems appropriate in relation to your welfare.Name Relationship Number and street Town/Suburb State/Country P/Code Telephone Mobile **3.2 Notre Dame affiliation** (Please indicate if you have an affiliation with Notre Dame)Name Years of involvement Type of involvement (e.g. staff member, alumnus) **3.3 Work experience** (full-time, part-time)Period Employer/Organisation Position/Duties **3.4 Community involvement**Period Organisation Involvement **3.5 Leadership** (current or previous)Period Organisation Involvement

3.6 **Referees** (Please list referees able to provide information of academic achievement, professional work and, if applicable, previous research achievements)

Name	Telephone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nature of professional contact		
<input type="text"/>		

Name	Telephone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nature of professional contact		
<input type="text"/>		

3.7 **Agency Assistance** This section is to be completed ONLY if you have required the service of an education agency.

Agency name	Agents name
<input type="text"/>	<input type="text"/>
Email	Telephone
<input type="text"/>	<input type="text"/>

3.8 **Overseas Student Health Cover** Do you have existing Australian health cover?

Yes Insurance provider

Policy number Valid from to

No Type of health cover required Single Family (spouse) Family (spouse and children)

3.9 **Current enrolment (in Australia).** Do you currently have an electronic Confirmation of Enrolment (eCoE) from another Australian educational institution?

Yes No Name of Institute

3.10 **Personal statement** Attach to the application a personal statement of approximately 300 words in length. Your statement should address your reasons for applying to Notre Dame and motivations for pursuing your course of interest.

3.11 **Curriculum vitae (compulsory for postgraduate applications)**

3.12 **Criminal conviction** Please indicate whether you have been convicted of a criminal offence. Yes No

This information will be treated in the strictest confidence. You are not obliged by law to disclose any spent convictions as defined in the Spent Convictions Act 1992 (WA)/Criminal Record Act 1991 (NSW). Please note that obtaining a current approved police clearance is a prerequisite for some courses.

4. DOCUMENTATION CHECKLIST

Please tick this checklist to ensure that your application is complete before signing and dating the declaration and submitting your application. ONLY APPLICATIONS WITH ALL REQUIRED DOCUMENTS ATTACHED WILL BE PROCESSED. Please note that submitted documents will not be returned.

I have:

- read and understood the sections of this application relating to the courses I have selected, application procedures and Refund Policy.
- completed all sections of this application form. Incomplete applications cannot be processed.
- attached a personal statement of approximately 300 words in length.
- attached certified/notarised transcripts and certificate of completion (together with certified/notarised English translations) of all academic studies undertaken (including studies not completed).
- attached certified/notarised documentary evidence of English language proficiency i.e. Academic IELTS.
- attached certified copies of personal details and photo pages and Australian Visa page in passport (if applicable).
- attached proof of existing overseas student health cover (OSHC), (if applicable).
- attached additional documentation for research applicants AND/OR I will forward required documentation as soon as possible.
- signed and dated the declaration (item 5.0).

Postgraduate applicants only

I have also attached:

- 1. a full curriculum vitae 2. two professional referees who can substantiate your work experience.

5. DECLARATION YOU MUST SIGN AND DATE THIS SECTION

I declare that to the best of my knowledge the information I have supplied in this application and the documentation supporting it is correct and complete. I understand that the provision of incorrect information or documentation or the withholding of relevant information or documentation relating to this application may result in the cancellation of my enrolment at, or an offer of enrolment by, The University of Notre Dame Australia. I have read and understood the sections of this form relating to the courses I have selected, application procedures, fees, overseas student health cover and refund policy. I undertake to make timely payments of any fees or associated costs for which I am liable. I am aware of the likely costs of my stay in Australia and have the necessary financial capacity to meet such costs for the duration of my course.

Privacy Declaration: Where the privacy principles apply, the University may provide student information to the Australian Government or to other and designated authorities – for example, to the ESOS Assurance Fund Manager if there is any suspected breach by the student of a student visa condition. The University otherwise restricts access to student information to staff members who need the information to carry out their responsibilities in the academic and/or personal interests of the student. Student information referred to in this clause includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

Applicant's signature Date (dd/mm/yyyy) ..

HOW TO APPLY

Completed application forms, together with transcripts and all requested documentation, should be sent to our representative in your country or directly to:

Admissions Office, Fremantle
 The University of Notre Dame Australia
 21 High Street (PO Box 1225)
 Fremantle, Western Australia 6959, Australia
 Telephone: +61 8 9433 0537
 Facsimile: +61 8 9433 0769
 Email: admissions@nd.edu.au
 CRICOS Provider Code: 01032F

Admissions Office, Sydney
 The University of Notre Dame Australia
 140 Broadway (PO Box 944)
 Broadway, New South Wales 2007, Australia
 Telephone: +61 2 8204 4430
 Email: sydney.admissions@nd.edu.au
 CRICOS Provider Code: 02651D

It is important to attach certified copies of qualifications when lodging an application. You may obtain certification by presenting both the original documents and photocopies of these documents to a notary public or government official. Please note that certified translations should be provided for qualifications written in a language other than English. Both the certified translation and a copy of the original document should be attached to the application.

CONDITIONS OF ENROLMENT

1. Tuition fees, enrolment fee and Overseas Student Health Cover (OSHC) will be invoiced at the time of offer. Payment cannot be accepted prior to an offer. Invoices are to be paid at least 6 weeks prior to commencement date of the course. Payment details are listed below.
2. On receipt of your fees, the University issues a receipt and electronic Confirmation of Enrolment (eCoE) letter. You need to have the eCoE to apply for a student visa.
3. For student visas, when selecting a commencement date, please allow at least six weeks for visa processing.
4. The University must be notified in writing of any changes to enrolment.
5. The University reserves the right to change its fees and conditions at any time.
6. Fees in subsequent years must be paid to the Fees Office at least two weeks prior to the commencement of the semester. Non payment of fees may result in the cancellation of your student visa.
7. International students are advised to complete their course within the specified duration, and must inform the University of any change of address within seven days of such change.

Privacy Declaration: Where the privacy principles apply, the University may provide student information to the Australian Government or to other and designated authorities, for example, to the ESOS Assurance Fund Manager – if there is any suspected breach by the student of a student visa condition. The University otherwise restricts access to student information to staff members who need the information to carry out their responsibilities in the academic and/or personal interests of the student. Student information referred to in this clause includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

GENERAL INFORMATION

- **Enrolment and Orientation**
 All new students are required to attend Enrolment and Orientation sessions, held during the week prior to the commencement of each semester. Final details will be provided to new students closer to the semester commencement date.
- **Refund Policy for International Students**
 All requests for a refund should be submitted in writing (with supporting documentation) to the Manager of the Fees Office.

A notice of withdrawal due to:

- Illness or disability;
- Death of a close family member (parent, sibling, spouse, child); or political or civil event which prevents acquittal, may be accepted as grounds for partial refund of fees. Supporting documentary evidence must be provided.

In all cases:

- Refunds of tuition and accommodation fees will be in accordance with any State authorities and the Commonwealth's Education Services for Overseas Students Act 2000. These documents are available to students on request or at www.aei.gov.au/AEI/ESOS/default.htm
- The University will give the student a statement explaining how the refund amount has been calculated.
- In all cases where the student is in default, the refund (if any) will be paid within four weeks after receiving a written claim from the student.

This agreement does not remove the right to take further action under Australia's consumer protection laws. In the case of any disputes, The University of Notre Dame Australia's Dispute Resolution processes do not circumscribe the student's right to pursue other legal remedies.

NOTE: further details on the Refund Policy are available on page 20.

- **Medical insurance: Overseas Student Health Cover (OSHC)**
 It is a requirement of the Department of Immigration and Citizenship that holders of student visas have OSHC. For newly arrived students, this cover is arranged by the University as part of the admissions process and fees payable are included in your invoice. Full information, including how to claim refund of medical expenses from the health cover provider, is provided during Orientation by OSHC Worldcare, the University's OSHC provider.
- **Payment options (See also Conditions of Enrolment)**
 Please quote your full name and tax invoice number as a reference in all correspondence with the University. Payment can be made in the following ways:
 1. If payment is made by **International Telegraphic Transfer**, please attach a copy of the receipt and fax payment details to:
 Sydney Campus +61 2 8204 4422 or
 Fremantle Campus +61 8 9433 0769
 2. **By direct deposit to:**
Account Name: Notre Dame Overseas Student Fees Account
Account Number: 58871 2219
BSB: 086-217
Swift code: NATAAU3303M
Bank: National Bank, 96 High Street, Fremantle WA 6160, Australia
 3. **By bank cheque** made out to "Notre Dame Overseas Student Fees".
 4. If applicant is in Australia payment can be made in **person** at the Fees Office of the University. Please bring your invoice with you.

All payments must be made in Australian dollars and students are responsible for paying all bank charges.

For further information, please contact the Admissions Office at the relevant campus of The University of Notre Dame Australia.

DISCLAIMER: The information contained in this document was correct at the time of publication but the University reserves the right to make subsequent changes.