

Student No (office use only)									

A

Enquiry No (office use only)									



UNIVERSITY OF WOLLONGONG



INTERNATIONAL POSTGRADUATE
COURSEWORK APPLICANTS:
APPLICATION FEE - A\$75 - SEE ITEM 9

POSTGRADUATE COURSE WORK APPLICATION FORM

1. PERSONAL DETAILS (USE BLOCK LETTERS)

Title: Mr Mrs Ms Miss Other Gender: Male Female

Family Name*

First Name*

*As shown in passport, (if applicable)

Former Family Name (if applicable) Date of Birth

Have you previously made an application to undertake or been enrolled in a course at the UOW College or the University of Wollongong?

Yes No If YES, please give your student number

Are you a Citizen of Australia? Yes (Please provide certified documentary evidence)

No Citizenship

Country of birth Country where you are currently located

Are you a Permanent Resident of Australia? Yes (Please provide certified documentary evidence)

Permanent visa category Date of Permanent Residency

No

Are you Aboriginal or a Torres Strait Islander? Yes No

Mailing address

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Friedrichstrasse 95 10117 Berlin Deutschland Tel.: 0049-30-209629593 berlin@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Silberburgstraße 112 70176 Stuttgart Deutschland Tel.: 0049-711-99338627 lentz@ranke-heinemann.de www.ranke-heinemann.de
Institut Ranke-Heinemann Türkenstr. 70 80799 München Deutschland Tel.: 0049-89-80954030 muenchen@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Grindelallee 91/ Martin-Luther-King-Platz 1 20146 Hamburg Deutschland Tel.: 0049-40-43091358 hamburg@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Theresiengasse 32 1180 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.de www.ranke-heinemann.at

Home address (if different from mailing address)

PO Box or Street Address			
Suburb/Town			
State/Province			Postcode
Country			
Telephone	Country Code	Area Code	Number
Mobile			
Facsimile	Country Code	Area Code	Number

Prior to enrolment correspondence will normally be sent to your email address, if applicable

Email

2. COURSE APPLICATION

1st Preference Course Name Specialisation

2nd Preference Course Name Specialisation

Do you wish to be offered a Commonwealth supported place if one is available in this course? Yes No

When do you wish to commence the degree course? (Please nominate year and tick session below) Year: Full-time Part-time#

Session Autumn Session (Feb) Spring Session (Jul) Summer Session (Dec – if available)

Location Wollongong Shoalhaven# Batemans Bay# Bega# **#Not available to international students.**

SYDNEY BUSINESS SCHOOL

Session SBS-Trimester 1 (Jan) SBS-Trimester 2 (May) SBS-Trimester 3 (Aug)

Location Innovation Campus Sydney Southern Sydney (Loftus#) Shoalhaven# Batemans Bay# Bega# Moss Vale#

Distance Limited courses available.

Some programs have special intake dates. If you are unsure of your course commencement date, please refer to <http://coursefinder.uow.edu.au/coursefinder> and then indicate your session of interest.

POSTGRADUATE COURSE WORK APPLICATION FORM

3. ACADEMIC BACKGROUND – THIS SECTION MUST BE COMPLETED

Please list your highest secondary qualification and all tertiary education qualifications, including any currently being undertaken.

QUALIFICATION/AWARD	SCHOOL/INSTITUTION	COUNTRY	DURATION	DATE COMPLETED							
				d	d	m	m	y	y	y	y
				d	d	m	m	y	y	y	y
				d	d	m	m	y	y	y	y
				d	d	m	m	y	y	y	y

4. ENGLISH LANGUAGE PROFICIENCY

Is English your first language? Yes No If your first language is not English, please continue

I have completed at least one of the following within the last two years (documentary evidence, including certified copies of results, must be attached)

A certificate of English proficiency obtained in the last two years (eg IELTS or TOEFL)

IELTS (ACADEMIC)	Year	Overall score	Reading	Writing	Listening	Speaking
	Year	Overall score	Reading	Writing	Listening	Speaking
TOEFL Internet based	Year	Overall score	Reading	Writing	Listening	Speaking
OTHER	Name of test			Year	Score	

Secondary or tertiary studies in another country where English is the official language

Country	Duration (years)
---------	------------------

For full information regarding UOW's English language requirements, including qualifications conducted in English, please visit: www.uow.edu.au/prospective/international/apply/english

If you do not meet UOW's English requirements are you interested in studying English at UOW College? Yes No

If yes, visit the UOWC website at www.uowcollege.edu.au for information on the programs available.

5. EMPLOYMENT DETAILS

Some courses require details of your relevant employment history to support your application

EMPLOYMENT DATES (____ TO ____)	FULL-TIME OR PART-TIME	EMPLOYER NAME AND LOCATION	POSITION TITLE

If work experience is required for entry to the program for which you are applying, please attach the following:

- Details of previous positions held including a general description of duties and responsibilities, key achievements within the role, the number of persons who report(ed) to you and the number of hours worked (if employed on a part-time basis).
- Two signed referee reports on company letterhead confirming your employment, duration and position from relevant employers, including their position, contact details, telephone number and email address. The University may contact referee/s to confirm employment details.

6. CERTIFICATION OF DOCUMENTS

Certified copies of academic marksheets, transcripts and evidence of course completion must be provided **even if the qualification is incomplete** with application. Details of required acceptable certification authorities for international students can be found at: www.uow.edu.au/prospective/international/apply/how/certified

If you are in Australia, photocopies of documents can be certified by a Justice of the Peace, police officer, post office manager or person holding a similar professional position. The above website provides further examples of acceptable authorities. The person certifying the document must: print their name, contact number, occupation and date verified; write "This appears to be a true copy of the original document sighted by me"; affix an official organisation stamp if available; and sign each copy. Please note that any documents sent with your application cannot be returned.

7. APPLICANTS WITH SPECIAL NEEDS

If you have a disability and require advice or assistance with your studies, please contact the Disability Liaison Officers, telephone +61 2 4221 3445 or go online www.uow.edu.au/student/services/ds

8. SPECIAL REQUIREMENTS

Some courses require submission of additional documentation. Details of these additional requirements can be found by selecting your course on the UOW CourseFinder at coursefinder.uow.edu.au, or as detailed in the relevant UOW postgraduate course guide. Areas of study which require additional documentation include:

- All Creative Arts courses
- Graduate Diploma in Education
- Nutrition and Dietetics
- Exercise Science and Rehabilitation
- Journalism
- Psychology
- Graduate Diploma in Adult Education
- Nursing
- Rolling Stock Engineering

9. APPLICATION FEE A\$75 – INTERNATIONAL STUDENTS

Applications submitted by international applicants for postgraduate coursework programs (i.e. Graduate Certificate, Graduate Diploma or Masters by coursework) must be accompanied by an application fee of A\$75, (non-refundable), inclusive of GST. Currently enrolled UOW students are exempt from this fee. The fee applies to all applications either direct to the University or through an overseas representative. Credit card details, or a bank cheque made payable to "UOW – ITC Ltd" must be included with the application form. This fee covers application to two courses, either as preference 1 and 2 on the original application or as two separate applications. An additional application fee will be payable upon submission of an application for a third course.

Application fee payment method:

<input type="checkbox"/> Enclosed is a cheque for A\$75.00	OR	<input type="checkbox"/> Please debit my credit card for A\$75.00 (please tick the appropriate box)	Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>	Bankcard <input type="checkbox"/>
Card No. <input type="text"/>			Cardholder name <input type="text"/>		
Cardholder signature <input type="text"/>			Expiry date <input type="text"/>		

10. IMPORTANT INFORMATION FOR APPLICANTS

- Privacy General Consent and Disclosure Statement:** <http://www.uow.edu.au/legal/privacy/UOW089606>
- For International Students:** A description of the Education Services for Overseas Students (ESOS) Act framework is made available electronically by the Australian Government: <http://www.aei.gov.au/REGULATORY-INFORMATION/Pages/Regulatoryinformation.aspx>
- Change of Name:** If you have changed your name since undertaking matriculation or tertiary level examinations or if any of your documents show a name which is different from the one that you have used on this application form, then you must present certified documentary evidence of the change (a marriage certificate, deed poll, statutory declaration).
- Declaration and Signature:** **This application form must be signed by the applicant.**

11. DECLARATION, TERMS & CONDITIONS AND SIGNATURE

PRIVACY AND DISCLOSURE

- I declare that all the information I have given in this application is true, correct and complete, and is not false or misleading. I understand giving false or misleading information is a serious offence under state and/or federal law in Australia.
- I declare that the signature on this form is my signature, and has not been signed on my behalf by another person, including my agent or sponsor.
- I agree to tell UOW College ("College") and/or the University of Wollongong ("University") immediately if there is any change to the information I have given in this application.
- I understand that the College/University reserves the right to vary or reverse any decision made on the basis of incorrect, incomplete, false or misleading information which I or my agent/sponsor may have provided, including in some circumstances, termination of my enrolment.
- I declare that I have not been excluded or subject to disciplinary action at any tertiary institution.
- I understand that the College/University may obtain official records from any educational institution I have previously attended or my employer.
- I authorise any institution or organisation named on any document provided as evidence of my qualifications or work experience OR which are named in my application, to release to the College/University any personal information which they may hold about me for the purpose of verification of my supporting documents.
- I authorise the College/University to release any personal information they may hold about me to any other educational institution which is seeking to verify my student conduct or academic record for the purpose of determining my eligibility for admission to, or enrolment at, that institution.
- I understand that any information provided to the College/University may be made available to Australian Commonwealth and state government departments and agencies, pursuant to the College/University's obligations under Australian or state law, including the ESOS Act 2000 and the National Code. This information may also be made available to any company or organisation in which the College/University arranges a private or public work placement or practicum. This information includes, but is not limited to, changes to my enrolment and any breach of a student visa condition relating to attendance or satisfactory academic performance.
- I understand and accept the terms and conditions in the Privacy General Consent and Disclosure Statement which can be viewed at: <http://www.uow.edu.au/legal/privacy/UOW089606.html>
- I have read and understand the description of the ESOS framework made available electronically by DEEWR at: <http://www.aei.gov.au/REGULATORY-INFORMATION/Pages/Regulatoryinformation.aspx>
- By nominating an agent, as listed in the "contact address for

correspondence", to represent me in my application to the College/University, I agree to the release of all information relating to my application and subsequent enrolment at the College/University to my nominated agent, until such time as this nomination is revoked by me in writing.

- If the payment for my course is made by a sponsor (a third party paying my tuition fees or nominated by me as my sponsor), I agree to the release of all information to my sponsor regarding my application and subsequent enrolment including my subject results, progress reports, and enrolment details (including contact details).
- If I am under 18 years of age, I consent to the release of information regarding my academic performance and attendance to my parent and/or guardian.

TRANSFER FROM ANOTHER EDUCATION INSTITUTION IN AUSTRALIA

15. I agree to advise the College/University of any studies that I am undertaking or will undertake at any period with another provider which coincides with a period of study I am applying to undertake or undertake at the College/University. I understand that should I have obligations to another provider, the College/University is unable to offer me enrolment. I understand that I must present any documents requested by the College/University to confirm my status.

CANCELLATION AND REFUNDS

- College applicants: I have read and understand the College's Fees and Refund Policy at: www.uowcollege.edu.au/policies
- University applicants: I have read and understand the University's Fees Policy (including refunds) at: <http://www.uow.edu.au/about/policy/UOW058686.html>

FINANCIAL OBLIGATIONS

- I agree to provide any financial information requested by the College/University for the purpose of the College/University assessing my financial ability to undertake a course of study.
- I declare that I have access to funding:
 - for the payment of all fees for the course which I am undertaking at the College/University; and
 - for the living expenses of myself and my dependents in Australia for the duration of the course or courses which I have been offered, at an expected amount per individual of \$15,000 per year (for Wollongong) and \$20,000 per year (for Sydney).
- I declare that I am not relying on employment in Australia during or following my course to pay any part of my tuition and living expenses for myself and my dependents.
- I understand that I am required to pay all tuition fees in full for my course prior to the census date for each session/trimester/term of study, and that

failure to make payment by the required date may result in the termination of enrolment in my course and notification to the Department of Immigration, who may cancel my student visa.

- I understand that, in the event that I am unable to pay for my tuition or living expenses in Australia for myself or my dependents, the College/University is not obliged to provide any financial assistance (including in the form of a tuition fee waiver (partial or whole), tuition fee deferral or living expense support, medical expenses, legal expenses, or leave of absence consideration) and that as a non-citizen of Australia, I do not have access to Australian government support.
- I understand that if I have a school-aged dependent, I will be required to pay full fees if that dependent is enrolled in a pre-school, child care centre, government school or non-government school.
- I understand that the College/University will not act as a financial guarantor for me, and I am solely responsible for all expenses incurred by me and my dependents, including as the result of legal action, while I remain in Australia on a visa issued for the purposes of studying at the College/University, whether or not I have completed the course or remain enrolled at the College/University.

WHILE I AM ENROLLED AT THE COLLEGE/UNIVERSITY

- I agree to be bound by all the Rules and Regulations and any relevant policies of the College/University.
- I must enrol in a study pattern that allows me to complete my course within the course duration set in my Confirmation of Enrolment (COE).
- I agree to advise the College/University of my residential and postal address and mobile telephone number in Australia and of any change in my contact details.
- If I am not the holder of a student visa, I understand that it is my responsibility to ensure that the visa I hold permits me to undertake the course in which I enrol at the College/University.

WHILE I AM COVERED BY A STUDENT VISA

- As the holder of a student visa, I understand and agree to abide by all the requirements of the student visa.
- I understand my obligation to, and I agree to, maintain Overseas Student Health Cover for the duration of the course.

APPLICABLE LAW

- This agreement, and the availability of complaints and appeals processes, does not remove my right as a student to take action under Australia's consumer protection laws.
- I understand that these terms are governed by the laws of New South Wales and I agree to submit to the non-exclusive jurisdiction of the courts of New South Wales.

I hereby undertake to abide by the College rules and policies and the University of Wollongong Act 1989 and the By-laws, rules and policies of the University (where applicable).

I have read, understood and agree to abide by the above terms and conditions. I consent to the use of my personal information as set out above. I declare that the information provided by me in the application is true and correct.

WARNING: It is an offence to submit fraudulent documentation in support of a course application. Where fraudulent documents are detected the application will be rejected, any offer of enrolment will be withdrawn, and the matter may be reported to relevant state and federal law enforcement agencies.

Applicant's signature

Date

Applications that are unsigned, or are not ticked to indicate that the applicant has read the above terms and conditions and undertakes to abide by the relevant rules and policies, will not be processed. Applications must be signed by the applicant personally. A third party must not sign on the applicant's behalf.

POSTGRADUATE COURSE WORK APPLICATION FORM

RETURN TO

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

Institut Ranke-Heinemann
Friedrichstrasse 95
10117 Berlin
Deutschland
Tel.: 0049-30-209629593
berlin@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Türkenstraße 70
80799 München
Deutschland
Tel.: 0049-89-80954030
muenchen@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Silberburgstr. 112
70176 Stuttgart
Deutschland
Tel.: 0049-711-99338627
lentz@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Grindelallee 91/ Martin-Luther-King-Platz 1
20146 Hamburg
Deutschland
Tel.: 0049-40-43091358
hamburg@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Theresiengasse 32
1180 Wien
Österreich
Tel.: 0043-1-4060224
wien@ranke-heinemann.at
www.ranke-heinemann.at

FURTHER ENQUIRIES

OFFICE USE ONLY

Academic unit to complete				Comments (should the candidate not meet the entry requirements please provide reasons for your recommendations)			
1. Is admission recommended <input type="checkbox"/> Yes <input type="checkbox"/> No							
2. For the degree of							
3. Commencing year				Session <input type="checkbox"/> Aut <input type="checkbox"/> Spr <input type="checkbox"/> Sum			
Trimester Intakes				1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Session - Other <input type="checkbox"/>			
4. Type of program?				Grad Cert <input type="checkbox"/> Grad Dip <input type="checkbox"/> Pass Masters <input type="checkbox"/>			
Credit Points in this program?				24 <input type="checkbox"/> 48 <input type="checkbox"/> 72 <input type="checkbox"/> 96 <input type="checkbox"/> other <input type="checkbox"/>			
Faculty/UniAdvice Assessment							
Assessor		Signature		Date			
(Please print name)							
1st Offer							
Code	Major	RBK	DEF				
Ad basis	CPs	CBK	UQA				
Status	Length	ENG	ACO				
Letter	Sess Fee	OJPF	USC				
Year	Session	OPR	USA				
		OTR	ADV	Checked by			
		RCO					
2nd Offer							
Code	Major	RBK	DEF				
Ad basis	CPs	CBK	UQA				
Status	Length	ENG	ACO				
Letter	Sess Fee	OJPF	USC				
Year	Session	OPR	USA	Checked by			
		OTR	ADV				
		RCO		English language			
Previous qualifications							
				UOWC English offer			
Course code		Length					
Course		Start date					
Status		Finish date					
Admission basis							
Comments							

Office Use Only

Family name

Given name

Student number

Application number

A

The University of Wollongong attempts to ensure that the information contained in this form is correct at the time of production (Dec 2011). However sections may be amended without notice by the University in response to changing circumstances or for any other reason. Applicants should check with the University at the time of application/enrolment whether any later information is available. UOW College is a registered business name of ITC Education Limited ABN 14 105 312 329. CRICOS No. 02723D. University of Wollongong CRICOS: 00102E