

Student No (office use only)

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Enquiry No (office use only)

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UNIVERSITY OF WOLLONGONG



# STUDY ABROAD & STUDENT EXCHANGE APPLICATION FORM

## 1. PERSONAL DETAILS (USE BLOCK LETTERS)

Title: Mr  Mrs  Ms  Miss  Other  \_\_\_\_\_ Gender: Male  Female

Family Name\*

First Name\* Middle 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

Citizenship

Country of birth

Country where you are currently located

Are you applying as a Studying Abroad or Exchange Student?  Study Abroad

Exchange

### Contact address for correspondence

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
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Institut Ranke-Heinemann Türkenstr. 70 80799 München Deutschland Tel.: 0049-89-80954030 muenchen@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
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### Home address (if different from mailing address)

PO Box or Street Address

Suburb/Town

State/Province  Postcode

Country

Telephone	Country Code	Area Code	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mobile

Facsimile	Country Code	Area Code	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Email

## 2. PROPOSED ENROLMENT

<b>Campus</b>	<input type="checkbox"/> UOW main campus (Wollongong)	OR	<input type="checkbox"/> UOW Sydney Business School (Innovation Campus)**	OR	<input type="checkbox"/> UOW Sydney Business School (Sydney Campus)**	
<b>Year</b>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
<b>Length of Enrolment</b>	<input type="checkbox"/> 1 semester	<input type="checkbox"/> 2 semesters	<input type="checkbox"/> 1 trimester	<input type="checkbox"/> 2 trimesters	<input type="checkbox"/> 3 trimesters	
	OR	<input type="checkbox"/> short course:	<input type="checkbox"/> Jan	<input type="checkbox"/> June	<input type="text"/> Name of Course	
<b>Starting Session</b>	<input type="checkbox"/> Autumn Session (Feb)	<input type="checkbox"/> Spring Session (July)	<input type="checkbox"/> Summer Session (Nov)*	<input type="checkbox"/> SBS Trimester 1	<input type="checkbox"/> SBS Trimester 2	<input type="checkbox"/> SBS Trimester 3

\* Limited subjects available.

\*\*Available to Postgraduate students only.

## 3. CURRENT ENROLMENT

Which institution are you currently attending?

Degree or major study?

Are you a:  1st Year  2nd Year  3rd Year  4th Year  Other (please explain)

Year of expected graduation:     Cumulative GPA  Previous Semester GPA

Please supply a certified copy of the original of your academic transcript indicating subjects attempted, grades and awards achieved.

# STUDY ABROAD & STUDENT EXCHANGE APPLICATION FORM

## 4. ACADEMIC BACKGROUND\*

QUALIFICATION/AWARD	SCHOOL/INSTITUTION	COUNTRY	DURATION	DATE COMPLETED

\*Please include certified copies of results for qualifications listed. See section 13.

If you have not undertaken any university studies, have you completed an entrance examination for university (eg. SAT, ACT)  Yes  No

If YES, complete the following details

Name of exam

Result

Have you been excluded (not permitted to re-enrol in any year), or are you liable for exclusion, on academic or other grounds from any tertiary institution, faculty or course?  Yes  No

## 5. 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)

	Year	Overall score	Reading	Writing	Listening	Speaking
IELTS (ACADEMIC)						
TOEFL Internet based						
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](http://www.uow.edu.au/prospective/international/apply/english)

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

If yes, visit the UOWC website at [www.uowcollege.edu.au](http://www.uowcollege.edu.au) for information on the programs available.

## 6. HOUSING / ACCOMMODATION AND AIRPORT TRANSFER

Applications for Accommodation must be made online at: [www.uow.edu.au/about/accommodation](http://www.uow.edu.au/about/accommodation). A complimentary airport pick-up service is available for all first time international students. Applications must be made online at: [www.uow.edu.au/about/accommodation](http://www.uow.edu.au/about/accommodation)

## 7. CERTIFICATION OF DOCUMENTS

Certified copies of academic marksheets, transcripts and evidence of course completion must be provided with application. Details of required acceptable certification authorities for international students can be found at: [www.uow.edu.au/prospective/international/apply/how/certified](http://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.

## 8. APPLICANTS WITH SPECIAL NEEDS

Do you have special needs which the University of Wollongong should be aware of during your studies?  Yes  No

If yes, please specify

hearing

vision

mobility

learning

medical

psychological

other, please specify

By selecting 'yes' to any of the above questions, your details will be forwarded to Disability Services. Please ensure that you have made contact with the Disability Liaison Officers prior to your arrival should you require assistance by telephone +61 2 4221 3445 or go online [www.uow.edu.au/student/services/ds](http://www.uow.edu.au/student/services/ds)

## 9. IMPORTANT INFORMATION FOR APPLICANTS

1. Privacy General Consent and Disclosure Statement: <http://www.uow.edu.au/legal/privacy/UOW089606.html>
2. **For International Students: A description of the Education Services for Overseas Students (ESOS) Act framework is made available electronically by the Australian Government:** [http://studyinaustralia.gov.au/sia/en/whattostudy/vocation/ESOSFramework\\_pdf](http://studyinaustralia.gov.au/sia/en/whattostudy/vocation/ESOSFramework_pdf)
3. **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).
4. **Declaration and Signature:** This application form must be signed by the applicant.

## 10. DECLARATION, TERMS & CONDITIONS AND SIGNATURE

### PRIVACY AND DISCLOSURE

1. 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.
2. 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.
3. 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.
4. I understand 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.
5. I declare that I have not been excluded or subject to disciplinary action at any tertiary institution.
6. I understand that the College/University may obtain official records from any educational institution I have previously attended or my employer.
7. 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.
8. 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.
9. 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.
10. 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>

11. I have read and understand the description of the ESOS framework made available electronically by DEEWR at: [http://www.aei.gov.au/AEI/ESOS/QuickInfo/ESOS\\_FrameWork\\_pdf.pdf](http://www.aei.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf)

12. 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.
13. 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).
14. 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

16. College applicants: I have read and understand the College's Fees and Refund Policy at: [www.uowcollege.edu.au/policies](http://www.uowcollege.edu.au/policies)
17. 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

18. 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.
19. 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).
20. 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.
21. 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.
22. 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.
23. 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.
24. 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

25. I agree to be bound by all the Rules and Regulations and any relevant policies of the College/University.
26. I must enrol in a full-time study load.
27. 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
28. 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

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

### APPLICABLE LAW

21. 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.
22. 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 false or misleading documentation in support of a course application. Where false or misleading documents in support of this application (whether relating to financial, academic, work experience or any other matter) are detected, the application will be rejected, any offer of enrolment will be withdrawn, and where the student is enrolled, the enrolment of the student may be terminated; and the matter may be reported to relevant state and federal law enforcement agencies.

Applicant's signature

Date

Unsigned applications will not be processed. Applications must be signed by the applicant personally. A third party must not sign on the applicant's behalf.

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. Wollongong College Australia is a registered business name of ITC Education Limited ABN 14 105 312 329. CRICOS No. 02723D. University of Wollongong CRICOS: 00102E

# STUDY ABROAD & STUDENT EXCHANGE APPLICATION FORM

## 9. SUPPORTING STATEMENT

This section of the form should be completed by the Foreign Study Adviser or an Academic Adviser at your home school/university.

Student name:

1. Is the student in good academic standing?  Yes  No If no, please explain:

2. Has the student obtained the necessary approval from your institution to study abroad?  Yes  No If no, please explain:

3. Will the credit earned by the student in this program be accepted towards the degree by your institution?

Yes, provided the student passes each course with a grade of  or better

Yes, on the following condition

No

Name of adviser

Positional role

Email

Approval signature

Date

## 10. ACADEMIC TRANSCRIPT INFORMATION

At the completion of the student's studies at the University of Wollongong, please forward an official academic transcript to the following person:

Name <input type="text"/>		Position <input type="text"/>			
PO Box or Street Address <input type="text"/>		Telephone <input type="text"/>	Country Code <input type="text"/>	Area Code <input type="text"/>	Number <input type="text"/>
Suburb/Town <input type="text"/>	State/Province <input type="text"/>	Facsimile <input type="text"/>	Country Code <input type="text"/>	Area Code <input type="text"/>	Number <input type="text"/>
Country <input type="text"/>	Postcode <input type="text"/>	Email <input type="text"/>			

## RETURN TO

## FURTHER ENQUIRIES

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

## OFFICE USE ONLY

### Academic unit to complete

Certified documents attached  Yes  No

Language requirements met  Yes  No

Test type  Score

Offer subject to

Length of enrolment  1 session  2 sessions  Short course

Start date year  y  y  y  y

Session  Aut  Spri  Sum  Jan  June

Campus  UOW  iC  Syd

T1  T2  T3

Approved/Not Approved

Comments

Course code

Cumulative GPA

Source code

Last session GPA

Home Uni / code

Sent to disability

Disability

Assment level

Letter type

CoE sent

Offer sent

Date

Office Use Only

Family name

Given name

Student number