

Student No (office use only)

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Enquiry No (office use only)



UNIVERSITY OF WOLLONGONG AUSTRALIA

# POSTGRADUATE COURSE WORK APPLICATION FORM

## 1. PERSONAL DETAILS (USE BLOCK LETTERS)

Title: Mr  Mrs  Ms  Miss  Mx  Other  Gender: M  F  X

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?

No  Yes  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  (optional)

### Mailing address

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

### 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 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

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  Innovation Campus  Shoalhaven#  Batemans Bay#  Bega#

#Not available to international students.

## SYDNEY BUSINESS SCHOOL

Session  Trimester 1 (Feb)  Trimester 2 (May)  Trimester 3 (Aug)

Location  Wollongong  Sydney

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.

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## 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)

	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 at 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.

## 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/future/international/apply/how/certified](http://www.uow.edu.au/future/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](http://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](http://coursefinder.uow.edu.au), or as detailed in the relevant UOW postgraduate course guide.

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## 9. IMPORTANT INFORMATION FOR APPLICANTS

1. **Privacy General Consent and Disclosure Statement:** <http://www.uow.edu.au/legal/privacy/UOW089606>
2. **For International Students:** A description of the Education Services for Overseas Students (ESOS) Act framework is made available electronically by the Australian Government: <https://internationaleducation.gov.au/>
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 AND CONDITIONS AND SIGNATURE

### PRIVACY AND DISCLOSURE - ALL APPLICANTS

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 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 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>
10. 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). I acknowledge that I am responsible for managing my own relationship with my sponsor, and that the College/University accepts no responsibility for and cannot control the relationship between myself and my sponsor.

### CANCELLATION AND REFUNDS

11. 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)
12. University applicants: I have read and understand the University's Fees Policy (including refunds) at: <http://www.uow.edu.au/about/policy/UOW058686.html>

### WHILE I AM ENROLLED AT THE COLLEGE/UNIVERSITY

13. I agree to be bound by all the Rules and Regulations and any relevant policies of the College/University.
14. 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.

### WHILE STUDYING ON A STUDENT VISA AS AN INTERNATIONAL STUDENT

15. 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.
16. 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.
17. I have read and understand the description of the ESOS framework made available electronically by the Department of Education and Training at <http://internationaleducation.gov.au>.
18. I understand my obligation to, and I agree to, maintain Overseas Student Health Cover for the duration of the course.
19. 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.
20. I understand 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).
21. As the holder of a student visa, I understand and agree to abide by all the requirements of the student visa.
22. 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.

### FINANCIAL OBLIGATIONS WHILE STUDYING ON A STUDENT VISA AS AN INTERNATIONAL STUDENT

23. 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.
24. 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 dependants 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).
25. 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 dependants.
26. 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 and Border Protection (DIBP) who may cancel my student visa.
27. I understand that, in the event that I am unable to pay for my tuition or living expenses in Australia for myself or my dependants, 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.
28. I understand that if I have a school-aged dependant, I will be required to pay full fees if that dependant is enrolled in a pre-school, child care centre, government school or non-government school.
29. 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 dependants, 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.

### APPLICABLE LAW

30. 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.
31. 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.

## APPLICANT DECLARATION

By signing this form, I declare that:

1. I will abide by the College rules and policies, the University of Wollongong Act 1989, and the By-Laws, rules and policies of the University (where applicable).
2. I have read, understood and agree to abide by the above terms and conditions.
3. I consent to the use of my personal information as set out above.
4. I declare that the information provided by me in the application is true and correct. I understand that it is an offence to submit fraudulent documentation in support of a course application, and that 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 law enforcement agencies.

Applicant's Signature:

Date:

Applications that are unsigned 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

Admissions, Building 36  
University of Wollongong  
NSW 2522 AUSTRALIA

OR  
submit to a UOW representative  
in your country

## FURTHER ENQUIRIES

Within Australia  
Telephone 1300 367 869  
Email [futurestudents@uow.edu.au](mailto:futurestudents@uow.edu.au)  
Web [www.uow.edu.au](http://www.uow.edu.au)

International  
Telephone +61 2 4221 3218  
Fax +61 2 4221 3233  
Email [futurestudents@uow.edu.au](mailto:futurestudents@uow.edu.au)  
Web [www.uow.edu.au/future/international](http://www.uow.edu.au/future/international)