

Applying to the University of Newcastle

How to apply

Print this form and complete it. Send the completed form to Study Options, 83 Alma Road, Clifton, Bristol, BS8 2DP, with your supporting documents.

Supporting documents required for undergraduate (bachelors) applications:

1. A photocopy of the personal details page of your passport
2. IF APPLYING BEFORE COMPLETION OF SCHOOL LEAVING QUALIFICATIONS (EG: A-LEVELS, IB, PRE-U DIPLOMA): Original certificates/evidence of GCSE and AS Level results (or equivalents) plus details of final predicted grades. Predicted grades must be official predictions, issued on school/college letterhead and signed by an appropriate person (head of careers, head of year etc).
3. IF APPLYING AFTER COMPLETION OF SCHOOL LEAVING QUALIFICATIONS (EG: A-LEVELS, IB, PRE-U DIPLOMA): Original certificates for GCSE and school-leaving qualifications.
4. A personal statement (please aim for a maximum of 400-500 words).

Supporting documents required for postgraduate (masters) applications:

1. A photocopy of the personal details page of your passport
2. Original academic transcripts for each year of your degree (a transcript is an official list, issued by the university, of the subjects you've studied and the grades obtained). Transcripts should carry an explanation of the university's grading system on the back. If they don't, please provide one separately.
3. Original bachelors completion certificate.
4. A CV, detailing any relevant work experience.
5. A personal statement (please aim for a maximum of 400-500 words).

Application notes

1. If further material or documents are required, Study Options will be in touch to request these after we have received and checked the application.
2. All academic documents must be submitted as originals, we can't accept photocopies. We'll make certified copies to send with your application, and will return the originals by recorded delivery. To ensure their safe arrival, please send your documents to us by recorded delivery.
3. Please use this form to apply for undergraduate (bachelor) degrees and postgraduate degrees by coursework (masters and graduate diplomas). Do not use this form if you are a research student, or if you are a citizen or permanent resident of Australia or New Zealand.

If you have any questions or problems making your application please contact a student advisor at Study Options on 020 7353 7200 or mail@studyoptions.com

6. Education

Please attach certified copies and official translations of academic transcripts and completion certificates (if applicable).
www.newcastle.edu.au/international/study-with-us/how-to-apply for information on who can certify your documents.

Level of Study	Name of Qualification/ Program	School or Institution	Country	Years Attended		Qualification completed (Yes/No/Intend to complete)
				From (Month/Year)	To (Month/Year)	
High School						
Diploma/TAFE						
Undergraduate						
Postgraduate						
Other						

7. Credit

To be considered for credit or advanced standing you need to supply the program outline; subject outlines; method(s) of assessment; contact hours; duration of the program; and a full list of the text books used. All program course and subject information should be from official educational institution publications and handouts.

Do you wish to apply for credit or advanced standing? Yes No

Please note that credit cannot be granted towards Master programs on the basis of Bachelor degree studies.

8. Employment history (attach a more detailed statement if applicable) for specific Postgraduate applications only.

Please submit a CV and certified copies of your work references.

Name of company	Country where employed	Years of service		Position held and brief description of responsibilities
		From	To	

9. Disabilities

The information provided below will assist the University in monitoring and improving services to assist students with special needs.

Do you have a disability or long-term medical condition which may affect your studies? Yes No

If Yes, please indicate the type of disability that applies:

Hearing Vision Learning Medical Mobility Other

Do you require Support Services? Yes No

If **Yes**, please indicate the type of support services you require:

SECTION THREE – CHECKLIST

Important checklist to ensure a quick response to your application.

Complete all sections of this application.

- Ensure you attach certified copies of all previous qualifications including award certificates (if applicable), and academic transcripts with grading systems' descriptions. Qualifications and transcripts **must** be certified by a University of Newcastle representative or agent, a Notary Public, Commissioner for Declarations, Justice of the Peace or Academic Registrar of the institute which issued the transcript. Where qualifications have been obtained under a different name, evidence of change of name must be provided (ie Marriage Certificate)
- If your academic transcripts are in a language other than English, enclose **certified English translations**.
- Enclose **certified** copies of your English language qualification or details of English proficiency.
- Enclose a photocopy of the personal details page of your passport and visa if applicable.
- Attach **certified copies** of any licence or registration you hold which is relevant to your application
- If you are an overseas registered nurse, attach a certified true copy in English of your licence.
- Attach a copy of your CV/resume
- Make a copy of your application for your records.

University Privacy Policy

The information you provide will be used by the University of Newcastle for the primary purpose of assessing your application for admission to a program of study at the University of Newcastle. If you choose not to provide all the information on this document, it may not be possible for UON Global to process your application. Personal information may also be disclosed to third party providers who are engaged by the University to assist with enquiry management, data reconciliation and processing of applications. This may include: name, student ID, phone, date of birth, home and campus email. Other purposes include updating your enrolment record on the student database, corresponding with you, informing you about your program of study and statistical analysis and complying with legislative reporting requirements. It may also be disclosed to government agencies (eg the Department of Immigration and Border Protection) as required by legislation or pursuant to obligations under the ESOS Legislative Framework or for your visa application.

Information may be shared with the registered agent you appoint to assist with your application for admission or visa processing. Student record information may also be released in the event of an accident or an emergency. The University will not otherwise disclose your personal information without your consent unless the University is under a legal obligation to do so. You have the right to access personal information that the University of Newcastle holds about you, subject to legislation. If you wish to seek access to your personal information or enquire about the handling of your personal, contact the University of Newcastle privacy officer at privacy@newcastle.edu.au.

Due to privacy regulations we will not disclose personal information to any other third parties such as friends, relatives and parents without your consent, except in certain emergency situations. All documents provided to the University of Newcastle become the property of the University and will not be returned to you.

10. Contracted Agent Representative Declaration:

As part of the application process, all contracted agent representatives of the University of Newcastle are required to sight the prospective student's original documents as part of their student counselling process.

I have sighted all supporting documents submitted with this application, and declare that they are true copies of the original documents.

Signature of Agent Counsellor: _____

Name of Agent Counsellor: _____

Position and Agency: _____

Date: _____

11. Declaration

I declare that the information I have supplied in this application is correct and complete. I understand that is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to the University of Newcastle. I understand that the University may vary or cancel any decision it makes if the information I have supplied is found to be incorrect or incomplete. I understand that all documents submitted with this application become the property of the University and will not be returned to me. I hereby authorise the University of Newcastle to obtain further information with respect to my application if necessary. I declare that I am a Genuine Temporary Entrant (GTE) and a Genuine Student and that I have read and understood the conditions in relation to these requirements: www.immi.gov.au/students/gte-requirement.htm I declare that I will comply with the rules of the University of Newcastle governing admission and enrolment.

Signature _____

Date _____

Send your completed application form to:

STUDY OPTIONS LTD
83 ALMA ROAD, CLIFTON
BRISTOL, BS8 2DP
+44 117 911 5610
MAIL@STUDYOPTIONS.COM

STUDENT DECLARATION

Name:	
Date of birth:	
Nationality:	
Address:	
Telephone number:	
Email address:	

Who will fund your tuition fees and living costs? Please give further details below:

- I declare that I have read and understand the information relating to the cost of living in Australia at: <https://www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds> and I have access to sufficient funds to cover all associated costs with my study, travel to and from Australia, living expenses for the duration of my studies for myself and my family members (if applicable) for the total period of my stay in Australia.
- I understand that the tuition fees do not include expenses such as textbooks, stationery and additional program specific requirements.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, I will not seek assistance from the University or the Australian government.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, the University reserves the rights to terminate my enrolment and eCoE.
- I hereby certify that all the statements made on this declaration of finances are true and correct.

Student signature:	
Name:	
Date:	

Please return this declaration with your application form(s)