

## **Applying to the University of New South Wales (UNSW)**

### **University application fee**

UNSW charges an application fee. **Study Options can waive this fee for very strong candidates.** If you have any queries please contact us on [mail@studyoptions.com](mailto:mail@studyoptions.com) or 020 7353 7200.

### **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 postgraduate applications by coursework (including masters, graduate diploma and postgraduate diploma programmes):**

1. A photocopy of the personal details page of your passport
2. Original academic transcripts for each year of your undergraduate 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 do not, please provide a grading explanation 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). This is not compulsory, but we would strongly recommend you include it.

### **Application notes**

1. If any further material or documents are required for your application, Study Options will be in touch to request these after we have received and checked your 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 postgraduate degrees by coursework. Do not use this form if you are a prospective undergraduate or postgraduate 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](mailto:mail@studyoptions.com)



## Postgraduate coursework application for international students

### 5. Prior tertiary studies Note: All attempts at tertiary study whether current, completed or abandoned, must be disclosed.

Institution	Country	Qualifications	Years of study	Completed? Yes or No

### 6. English language proficiency Please refer to the University's procedure on English language requirements for more details: [www.unsw.edu.au/elp](http://www.unsw.edu.au/elp)

English is my first language:	YES <input type="checkbox"/> NO <input type="checkbox"/>
OR The sole language of instruction in my degree or diploma (within the last two years) was English: You must have studied at tertiary level for a minimum of one year full time.	YES <input type="checkbox"/> NO <input type="checkbox"/>
OR I have been or will have been a resident in one or more English speaking countries for a period of at least five years immediately prior to the commencement of my program at UNSW.	YES <input type="checkbox"/> NO <input type="checkbox"/>
OR I hold a certificate of English proficiency from an approved test (e.g. IELTS or TOEFL) undertaken within the last two years. If yes, Test name: _____ Test score: _____ Test date: / / (dd/mm/yy)	YES <input type="checkbox"/> NO <input type="checkbox"/>
OR I will be sitting a test: (Please write which test you will be sitting)	Test date: / / (dd/mm/yy)

*Note: You can apply without having satisfied the University's English language requirements, however, a confirmed offer will not be issued until the English language requirements have been met.*

### 7. Details of other qualifications held and professional experience

Please provide details as an attachment of any membership of professional bodies such as Institute of Chartered Accountants (ICAA), IEAust, IPESMA, etc. Applications for admission to programs having a professional experience requirement must include a curriculum vitae or resume which details your experience including name of employer, dates of service and nature of duties or position occupied.

### 8. Privacy

The information you provide on this application form is 'personal information' as defined by the Privacy and Personal Information Act, 1998 (NSW) [the Act]. It is collected and held by UNSW in order to assess and follow up your application for admission and for administrative and statistical purposes, or to send you information about UNSW activities relevant to your admission and/or enrolment. We may give your information to others inside and outside UNSW to facilitate this.

You have the right of access to, and alteration of, the information concerning yourself in accordance with the Act and the UNSW Privacy Management Plan. UNSW will not disclose your personal information without your consent and without due cause, except as authorised by law -set out in this statement. You have the right to refuse this consent, but if the consent is not given your application may not be processed. By signing this document you accept these conditions.

### 9. Declaration and signature

I declare that the information declared on this form is complete and correct. I authorise the University to obtain information from any educational institution previously or currently attended by me. If any information supplied by me is considered to be untrue, incomplete or misleading in any respect, I understand the University may take such action as it believes necessary including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it and I consent to such disclosure. I understand the University reserves the right to vary or reverse any decision made on the basis of untrue, incomplete or misleading information. I have made this application having had access to sufficient information regarding UNSW programs, courses, fees, costs, facilities and services. I understand the University reserves the right to make alterations to any matter offered in this publication without notice and that this agreement does not remove my right to take further action under the Australian consumer protection laws.

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### 10. Application fees - AUD\$250 (non-refundable)

I wish to pay the UNSW application fee of AUD\$250 by:

- Cheque - please made payable to The University of New South Wales, and enclose with this form.
- Credit card - I, \_\_\_\_\_, authorise The University of New South Wales to charge to my credit card the amount of AUD\$250, as payment for my application fee.

#### Credit card details:

Mastercard  Visa Card number:

Card holder's name: \_\_\_\_\_

Expiry date (month/year): \_\_\_\_\_

Card holder's signature: \_\_\_\_\_

## STUDENT DECLARATION

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Nationality:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	

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

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- 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.

<b>Student signature:</b>	
<b>Name:</b>	
<b>Date:</b>	

Please return this declaration with your application form(s)