



Staff use only: Indicate which event application collected at

Application fee waiver granted by

CRICOS Provider Code 00002J

Application form

Complete this form if you are applying for a foundation of full-time undergraduate or postgraduate course at Macquarie City Campus, as an international student or local student applying for a foundation or postgraduate course. A non-refundable application fee of AU\$110 must be paid when you submit this form. Please complete all sections of the form clearly, using BLOCK LETTERS and a blue or black ballpoint pen.

DO NOT fill in this form:

- If you are applying for an undergraduate program and sitting an Australian high school qualification in Australia or overseas and wish to commence in the March/July intake.
- If you would like to study a Macquarie University course at North Ryde, online or in a country other than Australia
- If you would like to apply for a course offered by Sydney Institute of Business and Technology (SIBT)
- If you would like to apply for a course offered by the International College of Management, Sydney (ICMS) in Manly
- If you are /will be completing the SIBT Diploma/Advanced Diploma

For more information and application forms visit www.city.mq.edu.au

Section A: Your details

Have you previously applied to Macquarie City Campus / Macquarie University OR have you been a Macquarie City Campus / Macquarie University student?

No Yes Student Number:

Name of Course:

Macquarie City Campus will contact you by email, post, telephone and SMS, to provide you with information pertaining to your application as well as relevant news, coming events, and enrolment and orientation activities.

To avoid delays in processing your application, it is important that you complete ALL of your details **including your email address**. If you apply through a representative, please ensure that all of your details are also provided. These should be different from those of your representative.

Title: Dr Mr Mrs Ms Miss Gender: Male Female

Family Name:

Given Names:

Have you been known by another name Please indicate here Date of Birth:

Student address details (essential) This is your permanent address in your home country, compulsory to complete ALL fields below.

Street address:
City:
Postcode:
Country:
Tel:
Mobile:

Representative contact details (if applicable)

Name:
City:
Postcode:
Country:
Tel:
Fax:
Email:

Email:

We will contact you by email, post or telephone. However, Macquarie City Campus preferred method of communication is via EMAIL to provide you with information relevant to your application such as updates, coming events, enrolment instructions and orientation activities. To avoid delays in processing your application please clearly PRINT your email address (this should be YOUR email address — not your representative's).

Representative Stamp:

If you apply through a representative, you should ensure that your representative is registered with Macquarie City Campus to avoid delays in your application.

Country of citizenship:
Country of birth:

Do you hold a current visa to be in Australia?

No Yes If yes, visa type:
Expiry date:

Passport number:

Section B: English Language Proficiency

Macquarie City Campus has minimum English language requirements and some courses may have additional English language requirements. You must provide proof of your English proficiency to the required standard.

Is English your first language? Yes No My first language is

Please indicate which of the following, if any, you have obtained (you will need to submit evidence of this study):

English as the language of instruction

You need to provide original or certified evidence from the relevant institution.

Tertiary study in Australia

Must have been undertaken within the past two years, for at least one year and with good passes

Name of institution Year completed Country

Years 11 and 12 at an Australian high school with good passes in English

Name of institution Year completed Country

Secondary or tertiary study in a country where English is an official language

Name of institution Year completed Country

Secondary or tertiary study in an institution where English is the language of instruction (in some cases, you may also be required to submit an approved English Language test in order to qualify for admission)

Name of institution Year completed Country

OR Studying English at an Australian ELICOS college that is approved by Macquarie City Campus

You need to provide original or certified evidence from the relevant institution.

Please visit www.city.mq.edu.au to confirm that your college is approved by Macquarie City Campus

OR IELTS/ TOEFL

Original or certified results MUST be submitted to Macquarie City Campus. The exam must have been taken within two years of when you plan to start your course.

I have sat an English language proficiency test

IELTS Overall score _____ Reading _____ Listening _____ Writing _____ Speaking _____

Date of test / /

TOEFL Score _____ +TWE (Test of Written English) Score _____

Date of test / /

If you have not yet taken an IELTS/ TOEFL exam please indicate when you will take one:

I will sit an English language proficiency test IELTS TOEFL
Date test to be taken / /

If you do not meet English language requirements

If you do not meet the course English language requirements, you may be eligible for a Package Offer, which includes English study before you start your course. If so, this will be indicated in your letter of offer. Please note that the Australian Government sometimes requires proof of English language proficiency for visa applications. For more information visit www.immi.gov.au/students

Section C: Previous Academic Qualifications

Please list most recent qualifications first (including courses that you are yet to complete)

In this section, you need to include details of your previous academic qualifications, including dates of completion, or if you are yet to finish your study, your intended completion. Refer to the Macquarie City Campus brochure or check the Macquarie City Campus website www.city.mq.edu.au for course requirements or prerequisites.

Certified copies and official translations of academic transcripts must be attached to this application. Visit www.city.mq.edu.au to check who can certify and translate your documents.

Qualification/award Duration
School/ institution Country
Date award conferred / / OR tick if you are yet to complete

Qualification/award Duration
School/ institution Country
Date award conferred / / OR tick if you are yet to complete

If your final year of study was completed more than six months ago, please attach a detailed account of work or activities undertaken during this period.

Section D: How did you hear about us?

Website Family/Friends Newspapers Facebook

Section E: Credit For Previous Study

If you have studied at another academic institution, you may be eligible for credit towards your degree at Macquarie University. This credit is called 'credit for previous studies' and is expressed in the form of Macquarie credit points.

To request credit for previous study or credit transfer, you will need to provide documentary evidence of your current or previous studies. Certified copies and official translations of relevant documents must be attached to this application. Credit for previous study can only be assessed after a Full Letter of Offer has been issued. For more information on credit for previous study, please visit www.city.mq.edu.au.

Are you seeking credit for previous studies?

No Yes

You must include a copy of your syllabus, full details of the number of credit points in your course (and how many you completed) and the following for EACH unit of study:

- Brief description of the unit
- Weekly topic outline
- Methods of Assessment
- Textbook reading list
- Grading Information

Section F: Course Preferences

Before completing this section, you should refer to the Macquarie City Campus brochure or check the Macquarie City Campus website www.city.mq.edu.au for course names, codes, locations and start times. Choose three courses you would like to study and list them in order of preference (your first choice should be placed first). If you do not meet the entry requirements for your first preference, you will be considered for your second and then third preferences. If you do not meet the entry requirements for any of your preferences, you may automatically be considered for the Macquarie University Foundation Studies or a pathway program through Sydney Institute of Business and Technology (SIBT).

Preference 1	Course CRICOS code <input type="text"/>	Course name <input type="text"/>	Specialisation (if applicable) <input type="text"/>	Semester Intake <input type="text"/> / <input type="text"/>
Preference 2	Course CRICOS code <input type="text"/>	Course name <input type="text"/>	Specialisation (if applicable) <input type="text"/>	Semester Intake <input type="text"/> / <input type="text"/>
Preference 3	Course CRICOS code <input type="text"/>	Course name <input type="text"/>	Specialisation (if applicable) <input type="text"/>	Start date <input type="text"/> / <input type="text"/>

If your application is unsuccessful, would you like your qualifications to be considered for the Macquarie University Foundation Studies program or a pathway program through SIBT? And then have a box next to it for students to tick?

Yes No

Section G: Application Fee Payment

A non-refundable application fee of AU\$110 must be paid when you submit this form. You can pay by money order, credit card or bank draft. If you are a graduate or Study Abroad student of Macquarie University or Macquarie City Campus, you do not need to pay the application fee.

Complete the details of your payment on the attached slip.

Please complete the following checklist before submitting

Please tick each box to indicate that each item has been completed, or attached, as appropriate:

- Attach certified copies or original evidence of English language proficiency (Section B)
- Attach certified copies or original evidence of all academic qualifications, including transcripts and graduation certificates (Section C)
- If you are requesting credit for previous study, attach certified copies or original evidence of syllabus and detailed unit information (Section D)
- If necessary, attach any other additional information or portfolios (see the entry requirements for the course you are applying for)
- Pay application fee AU\$110 (Section F)
- Sign declaration on the application form (Section G)

Send your application to:

Macquarie City Campus
Locked Bag 3004,
Australia Square
NEW SOUTH WALES
1215 AUSTRALIA

Tel: +61 2 9964 6533
Fax: +61 2 9964 6588
Email: info@city.mq.edu.au

When will you know?

If your application is complete, with all the relevant original or certified documents attached, a letter of offer will be emailed or sent to you and/or your representative. The more complete an application the quicker it will be processed. If you are applying for credit for previous study, or if an academic needs to review your application, you should allow more time.

Section H: Privacy and Student Declaration

Privacy Statement

Macquarie City Campus collects, stores and uses personal information only for the purposes of administering prospective, current and graduate student admissions, enrolment and education. The information provided is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory requirements. For more information visit www.city.mq.edu.au.

Declaration

I wish to be considered for enrolment as an international student in a course at Macquarie City Campus and declare that the information submitted is correct and complete. I understand Macquarie City Campus may obtain official records from any school, university or other tertiary institution previously attended by me for the purpose of verification of my supporting documents. I understand that Macquarie City Campus reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information or fraudulent documentation. I recognise that it is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to Macquarie City Campus.

Where fraudulent documents are detected, I understand that my application will be rejected. If an offer has been made, it will be withdrawn. If a visa has been issued, it will be cancelled. All matters concerning fraudulent documentation will be reported to the relevant Government and statutory authorities, including NSW Police, Department of Immigration and Citizenship (DIAC) and Independent Committee Against Corruption (ICAC). I authorise Macquarie City Campus to release any personal information held about me to any other educational institution or authority to verify my student conduct, academic record or supporting documentation for the purpose of determining my eligibility for admission to Macquarie City Campus. I herewith give Macquarie City Campus permission to provide my address and details of enrolment to the Department of Immigration and Citizenship (DIAC) and the Department of Education, Science and Training (DEST), should I enrol at Macquarie City Campus. I am able to make appropriate arrangements to fund my studies. I have read and understood Macquarie City Campus's tuition fee and refund policy and conditions. For more information visit www.city.mq.edu.au.

I grant Macquarie City Campus permission to provide my parents(s) or guardian(s), if requested, with any information pertaining to my application to study, ongoing academic progress, results and attendance. No Yes

Signature

Date

Parent/Guardian Signature

Date

(if applicant is under 18 years of age)

APPLICATION FEE PAYMENT FORM

Please use a ballpoint pen to fill out this form

Applicant's Details

Applicant's Family Name:

Applicant's Given Names:

Citizenship:
(as shown on passport)

Date of Birth:

D	D	/	M	M	/	Y	Y	Y	Y
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A money order or bank draft for AU\$110 (made out to Macquarie City Campus) is attached

OR

I hereby give permission to Macquarie City Campus to debit my credit card for AU\$110

Type of Card

Mastercard VISA

Credit Card Number

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Expiry Date

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Cardholder's Name (print)
(name on card)

Cardholder's signature



MACQUARIE CITY CAMPUS

SYDNEY ~ AUSTRALIA