



## Section D: Students with disabilities

Do you have a disability, impairment or long term-medical condition that may affect your studies?:  No  Yes

If yes, Monash will require medical documentation from a relevant treating professional outlining the impact of your condition on your ability to meet the academic demands in the university environment. Disclosure of disability is treated confidentially and will not be used to disadvantage you. The Disability Liaison Unit at Monash may contact you to discuss the services available. For more information visit: [www.adm.monash.edu/sss/equity-diversity/disability-liaison](http://www.adm.monash.edu/sss/equity-diversity/disability-liaison)

## Section E: English language proficiency

All courses have English language requirements. You must provide proof of your English proficiency to the required standard.

### English as the language of instruction

Provide from the institution concerned, on certified letterhead, evidence of successful completion of the equivalent of at least **three semesters** tertiary study within the last two years, or **three years** tertiary study within the last five years, and in a country where the dominant language is English. In some cases, the university may request an IELTS or TOEFL score as evidence.

English as the language of instruction (must attach certified evidence)

Or

### IELTS/TOEFL

Attach original results or documents (request results to be sent to Monash by testing centres). Please note that only results achieved within two years of the course commencement date will be considered. If you have not yet sat an IELTS/TOEFL exam, please indicate when you will sit one.

Note: The Australian Government sometimes requires proof of English proficiency for visa applications. You should ensure that any test you take meets those requirements also. Visit: [www.immi.gov.au/students](http://www.immi.gov.au/students)

I will sit/have sat an English language proficiency test  IELTS  TOEFL and TWE/ER Date test taken:

I will apply for a Monash University English Language Centre course in Section F below

If you do not meet the course English requirements, you may be eligible for an English Language Bridging Program. If so, Monash will indicate this in your letter of offer.

## Section F: Application for additional English studies and university preparation

This section is an application to the Monash University English Language Centre. Additional tuition fees apply for these courses. For details of fees, courses and start dates, visit [www.monash.edu/englishcentre](http://www.monash.edu/englishcentre).

Course title:

Start date:         End date:         Number of weeks (minimum five):

## Section G: Academic qualifications and other required documents

Check the entry details in the *Postgraduate Course Guide 2010* or the Monash website ([www.monash.edu.au/international/courses/postgraduate](http://www.monash.edu.au/international/courses/postgraduate)) for any additional requirements and prerequisites.

Include details of your previous academic qualifications. Include dates of commencement and completion, or if you are yet to finish study, your intended completion date. Certified copies of academic qualifications must be attached to this application\*. If the qualifications are in a language other than English, please also supply certified translated copies. **Monash prefers NAATI-qualified translators.**

### Documents must be certified by:

*Submissions within Australia:* Your current or previous education institution; a solicitor; a pharmacist; a Justice of the Peace.

*Submissions outside Australia:* Your current or previous education institution and attached in an envelope sealed by the institution; a Monash registered agent; a Monash staff member; a solicitor; a commissioner for declarations; a government official. Monash University reserves the right to refuse documentation on the grounds of incorrect certification or translation procedures.

### Post-secondary qualification (tertiary studies). Please list your MOST RECENT qualifications first:

Name of qualification:

Institution:  Country:

Date commenced:         Date completed:

Name of qualification:

Institution:  Country:

Date commenced:         Date completed:

**Are you transferring within the first six months of your principal course in Australia?** Your principal course is the main course of study to be undertaken where you have been issued a student visa for multiple courses of study. The principal course would normally be the final course of study.

No  Yes If yes, please attach a release letter from your current provider.

\* Documents submitted with your application remain the property of Monash University.

## Section H: Work experience/employment history

Complete this section if:

- a) Your final year of study was completed more than six months ago. Please provide a detailed account of work or activities undertaken. **OR**  
 b) The course you are applying for requires details of your relevant employment history to support your application. If this information is required, please ensure you provide a letter from your previous employer on original company letterhead stating your job title; the basis of employment (full-time/part-time); a precise description of duties performed; duration of your employment (including dates); and the full name, title and signature of the writer.  
 Failure to include this information will delay processing of your application.

Start date:	<input type="text"/>	
Position title:	<input type="text"/>	
Employer:	<input type="text"/>	
		End date: <input type="text"/>
Start date:	<input type="text"/>	
Position title:	<input type="text"/>	
Employer:	<input type="text"/>	
		End date: <input type="text"/>
Start date:	<input type="text"/>	
Position title:	<input type="text"/>	
Employer:	<input type="text"/>	
		End date: <input type="text"/>

If your final year of study was completed more than six months ago, please provide a detailed account of work or activities undertaken since then.

Date commenced:  Date completed:

Work experience/activities (please list):


## Section I: Research publications and general details for research applicants

(Only for students applying for research degrees.)

**Research publications:** Provide certified copies of original research and/or publications. Separately list all relevant books, refereed journal publications, conference proceedings, refereed conference proceedings, reports and working papers. Ensure that you indicate:

- your level of contribution (if a joint or multi-authorship, please indicate percentage of contribution)
- the language of the original research and/or publications
- the nature and standing of the original research and/or publications (submitted provisionally accepted, accepted for publication, in-press or published).

**Proposed research project summary:** Provide no less than 200 words describing your proposed project (include methodology and bibliography). Your proposed research project may require clearance from ethics committees if it involves animal or human ethics, bio-safety, or ionising radiation issues. The Intellectual Property Statute and regulations of the University also apply. Visit [www.mrgs.monash.edu.au/scholarships/](http://www.mrgs.monash.edu.au/scholarships/)

**Academic referees:** Provide names and contact details of two academic referees.

**Work history:** Provide evidence of relevant work experience/training to support your ability to pursue the proposed course.

Attached documents:	Research publications	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Proposed research project summary	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Contact details of two academic referees	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Work history and relevant training*	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Photocopy of passport	<input type="checkbox"/> No	<input type="checkbox"/> Yes

\* Include current academic and professional curriculum vitae/resume.

Some faculties require research students to submit additional forms. Please check the relevant faculty website at [www.monash.edu](http://www.monash.edu).

## Section J: Scholarship/sponsorship information

Have you applied for a scholarship/sponsorship from an organisation external to Monash University to support your studies?

No  Yes (please state the name of the external scholarship/sponsorship):

What is the status of your external scholarship/sponsorship application?  Approved  Pending  Not approved

If the external scholarship/sponsorship has been approved please provide a copy of the official offer letter with this application.

## Section K: Application fee payment

You can pay the \$A100 application by credit card, money order or bank draft made out to Monash University.

Card type:  Mastercard  Visa

Cardholder's name:	<input type="text"/>	Credit card verification number:	<input type="text"/>
Credit card number:	<input type="text"/>	(3-digit number on the back of your card)	
Credit card expiry date:	<input type="text"/>	Amount:	<input type="text"/>
Cardholder's signature:	<input type="text"/>		

## Section L: Privacy and student declaration

### General privacy statement

The information collected on this form is used to assess your application for entry to a Monash University course. It is also used to create an enrolment record on the student database, to prepare a statistical analysis and to inform you about your course and other University courses/events. If you do not complete all the questions on this form, it may not be possible to process your application. Personal information may be collected from, or disclosed to, relevant bodies for the verification of your previous qualifications, and it may be disclosed to government agencies (eg DIAC), as required by legislation or pursuant to obligations under the *ESOS Act 2000* and the *2007 National Code of Practice* or for your visa application. Information may be shared with the registered agent you appoint to assist with your application for entry or visa processing. You have the right to access personal information that Monash University holds about you, subject to legislation, by contacting the Monash University privacy officer at [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au). Privacy legislation only applies to students who study in Australia.

Due to privacy regulations, we are unable to disclose information to any other third parties such as friends, relatives and parents.

### Declaration

I warrant that the information on this form, or provided in support of my application, is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the University may withdraw an offer of a place or cancel my enrolment in consequence.

Should the University determine that I have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions.

I consent to any educational institution at which I have previously been a student and/or my current or any past employer, providing Monash University with information which that institution or employer holds about me for the purpose of Monash verifying my grades and/or qualifications or experience.

I agree to abide by the statutes, regulations and policies of Monash University.

I have read and understood the above conditions and accept them fully.

Student's signature:

Date:

## Please complete the following checklist before submitting

- \$A100 application fee
- Proof of English proficiency
- Certified copies of academic records/transcripts
- Additional information (check your course/s in the Admissions Table in this guide)
- Signed declaration
- If you are a DEST Endeavour Awards applicant, you must attach a copy of the email from DEST confirming your Application ID number
- If you are applying for an Australian Leadership Award' (ALA), please attach a copy of the AusAID acknowledgement letter
- Copy of official scholarship/sponsorship offer letter

## Where to send your application

Institut Ranke-Heinemann Schnutenhausstr. 44 45136 Essen Deutschland Tel.: +49-201-252552 <a href="mailto:info@ranke-heinemann.de">info@ranke-heinemann.de</a> <a href="http://www.ranke-heinemann.de">www.ranke-heinemann.de</a>	Institut Ranke-Heinemann Theresiengasse 32 1180 Wien Österreich Tel.: +43-1-4060224 <a href="mailto:wien@ranke-heinemann.at">wien@ranke-heinemann.at</a> <a href="http://www.ranke-heinemann.at">www.ranke-heinemann.at</a>	Institut Ranke-Heinemann Friedrichstr. 95 10117 Berlin Deutschland Tel.: +49-30-209629593 <a href="mailto:berlin@ranke-heinemann.de">berlin@ranke-heinemann.de</a> <a href="http://www.ranke-heinemann.de">www.ranke-heinemann.de</a>	Institut Ranke-Heinemann LMU München Schellingstr. 9, Raum 202 80539 München Tel.: +49-89-21805731 <a href="mailto:muenchen@ranke-heinemann.de">muenchen@ranke-heinemann.de</a> <a href="http://www.ranke-heinemann.de">www.ranke-heinemann.de</a>
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### When will you know?

You will receive an acknowledgement email issuing you an ID number. Use this number to check the status of your application on our website. Please remember postal services can affect the time between you sending the application and Monash University receiving it. To check the progress of your application, visit [www.monash.edu/international/myapplication](http://www.monash.edu/international/myapplication)