

Section D: Students with disabilities

Do you have a disability, impairment or long term-medical condition that may affect your studies?

Yes No

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

Section E: English language proficiency

Monash University 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, as either:

English as the language of instruction:

Applicants are required to provide evidence from the institution concerned on certified letterhead and signed by the institution's Registrar. Please indicate below if you have studied one or more of the exceptions below:

- Australian or New Zealand Year 12 qualifications (HSC, VCE, IB)
- MUFY or other recognised Australian foundation year
- Monash College
- Other Please Specify: _____

In the cases listed above, you will be assessed on the English requirements as set out in the *International Undergraduate Application Guide 2011* or visit: www.monash.edu/study/international/apply/entry-requirements.html.

Or

IELTS/TOEFL: Attach original results or documents (request results to be sent to Monash University by testing centres).

Please note that only results achieved within the two years prior to the course commencement date will be considered. If you have not yet sat an IELTS/TOEFL exam please indicate when you will sit one below.

Please 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.

I will sit/have sat an English language proficiency test IELTS TOEFL

Date taken
DAY MONTH YEAR

I will apply for a Monash 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.

Course name

Start date Finish date
DAY MONTH YEAR DAY MONTH YEAR

Number of weeks: (minimum five weeks)

Section G: Academic qualifications and other required documents

Check the entry details in the *International Undergraduate Application Guide 2011* or website 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 studying, your intended completion. 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*. For more information on NAATI translators, please see www.naati.com.au

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 in an envelope sealed by the institution; a Monash registered agent; a Monash staff member; a solicitor; commissioner for declarations; government official or notary public. Monash University reserves the right to refuse documentation on the grounds of incorrect certification or translation procedures.

Secondary studies (High school studies)

Date commenced	Name of qualification
<input type="text"/> <small>DAY</small>	<input type="text"/>
<input type="text"/> <small>MONTH</small>	<input type="text"/>
<input type="text"/> <small>YEAR</small>	<input type="text"/>
Institution	
<input type="text"/>	
Country/State	Date completed
<input type="text"/>	<input type="text"/> <small>DAY</small>
<input type="text"/>	<input type="text"/> <small>MONTH</small>
<input type="text"/>	<input type="text"/> <small>YEAR</small>

Post-secondary studies (Tertiary studies)

Date commenced	Name of qualification
<input type="text"/> <small>DAY</small>	<input type="text"/>
<input type="text"/> <small>MONTH</small>	<input type="text"/>
<input type="text"/> <small>YEAR</small>	<input type="text"/>
Institution	
<input type="text"/>	
Country/State	Date completed
<input type="text"/>	<input type="text"/> <small>DAY</small>
<input type="text"/>	<input type="text"/> <small>MONTH</small>
<input type="text"/>	<input type="text"/> <small>YEAR</small>

Date commenced	Name of qualification
<input type="text"/> <small>DAY</small>	<input type="text"/>
<input type="text"/> <small>MONTH</small>	<input type="text"/>
<input type="text"/> <small>YEAR</small>	<input type="text"/>
Institution	
<input type="text"/>	
Country/State	Date completed
<input type="text"/>	<input type="text"/> <small>DAY</small>
<input type="text"/>	<input type="text"/> <small>MONTH</small>
<input type="text"/>	<input type="text"/> <small>YEAR</small>

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.

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.

Start date	Date completed
<input type="text"/> <small>DAY</small>	<input type="text"/> <small>DAY</small>
<input type="text"/> <small>MONTH</small>	<input type="text"/> <small>MONTH</small>
<input type="text"/> <small>YEAR</small>	<input type="text"/> <small>YEAR</small>

Work experience/activities (please explain)

.....

.....

.....

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

Section H: Credit transfer

If you request a credit transfer or advanced standing please include relevant information on your previous or current course (eg syllabus/curriculum). Further information may be requested if your previous course/institution has not been previously assessed by Monash University.

Do you wish to apply for credit transfer/advanced standing from previous study?

No

Yes

You will need to complete a Credit Transfer Application form.

This is available from www.monash.edu/study/international/apply/credit-transfer-form.pdf

Section I: 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 letter with this application.

Section J: Application fee payment

You can pay the A\$100 application by credit card, money order or bank draft made out to Monash University.

Tick one:

Mastercard

Visa

Cardholder's name:

Card no.

Expiry date:

Credit Card Verification no.

(3-digit number on the back of your credit card)

Cardholder's signature:

Amount

Section J: 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 statistical analysis and to inform you about your course and other university course/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 ESOS Act 2000 and the National Code 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. 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.

All documents provided to Monash University become the property of the University and will not be returned to you.

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 in full.

Student Signature:

Date:

DAY

MONTH

YEAR

If you are under 18 years of age at the time of submitting this application you must have a parent or guardian sign this declaration on your behalf:

Parent/guardian Signature:

Date:

DAY
MONTH
YEAR

Parent or Guardian contact details:

Name of parent/guardian: (circle as applicable)

Parent/guardian's business telephone:

Parent/guardian's fax:

Parent/guardian's email:

Please complete the following checklist before submitting:

- A\$100.00 application fee
- Certified proof of English proficiency
- Certified copies of academic records/transcripts
- Additional information (Check your course/s in the Admissions Table at the front of this guide)
- Signed declaration by student or (parent if under 18)
- Copy of official scholarship/sponsorship offer letter
- Copy of the personal details page of the student's passport or a copy of birth certificate
- If you are applying for an Australian Leadership Award (ALA), please attach a copy of the AusAID acknowledgement letter

Send your application to:

Australian campuses

Applicants for courses at **Australian campuses** should forward this application form to:

Institut Ranke-Heinemann
Schnutenhausstrasse 44
45136 Essen
Deutschland
Tel.: 0049-201-252552
info@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Friedrichstrasse 95
10117 Berlin
Deutschland
Tel.: 0049-30-209629593
berlin@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Theresiengasse 32
1180 Wien
Österreich
Tel.: 0043-1-4060224
wien@ranke-heinemann.at
www.ranke-heinemann.at

Sunway campus

Applicants for courses at the **Sunway campus** must apply to the address below using the form located at:
www.monash.edu.my/advancement/future/study/applications

Prospective Students Office
Monash University
Jalan Lagoon Selatan
46150 Bandar Sunway
Selangor Darul Ehsan
Malaysia
Email: info@monash.edu.my

South African campus

Applicants for courses at the **South African campus** must apply to the address below using the form located at:
www.monash.ac.za/international/admissions-requirements.html

Monash South Africa
Private Bag X60
Ruimsig, Roodepoort 1725
South Africa
Email: musa-admissions@adm.edu

For further information, please contact:

Institut Ranke-Heinemann
Schnutenhausstrasse 44
45136 Essen
Deutschland
Tel.: 0049-201-252552
info@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Theresiengasse 32
1180 Wien
Österreich
Tel.: 0043-1-4060224
wien@ranke-heinemann.at
www.ranke-heinemann.at

CRICOS provider: Monash University 00008C

CRICOS provider: Monash College Pty Ltd 01857J

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This publication reflects prescriptions, policy and practice in force as at March 2010 and takes no account of developments and changes made since that date.