



Dear Student

Thank you for visiting the IAE website and downloading this application package.

Enclosed in this package you will find application forms for each University in **the Australian Capital Territory**. This resource is to be used in conjunction with the information on the IAE website and other information you have received from IAE Student Services about the universities to which you wish to apply. We encourage you to carefully consider all the study options available to you, including those in other states besides the ACT.

We trust that with the huge range of study options available in Australia, you will be able to locate a course that satisfies your interests and career goals.

Once you have made a decision, complete the forms for those universities to which you wish to apply and return them to our mailing address for processing at your earliest possible convenience. Please specify at least two courses to maximise your chances of entry.

Postal Address for Application Forms:

Institute of Australian Education Pty Ltd.

PO Box 3174 Broadway

Nedlands 6009,

Western Australia

Your application forms must be submitted with certified copies of your academic transcripts; one set for each application. You will not be accepted into a university unless they can verify your previous studies.

A certified copy is a photocopy which has been certified by any of the following persons:

- An authorised officer of the academic institution at which the qualification was achieved.
- An Australian Overseas Diplomatic mission or Australian Educational Centre.
- Notary Public.

To Certify a photocopy of an academic transcript, the following must be written on it:

- “This is a true copy of the original document sighted by me.”
- Signature of the authorising person.
- The authorising person’s name, address, contact telephone number, profession, employing organisation and the date of verification.
- It should also contain the official seal or stamp of the organisation by which the certifying person is employed, if it has one.

Please include transcripts of other awards or qualifications and English language proficiency tests score and date of test i.e. IELTS or equivalent. A Minimum Overall Band Score in IELTS of 5.5 or more is generally required. IELTS test results are valid for 2 years only.

There is a \$US100 application fee required to be paid at the time of application. This will be deducted from your enrolment fees if your application is successful. By paying this fee, you are officially assigning IAE as your education agent and will receive all associated benefits, such as fee funding assistance, student discounts and access to a wide range of commercial services. You will also need to sign the declaration on the next page.

We look forward to your response and wish you the best with your study plans.

Kind Regards

Student Support Officer  
The Institute of Australian Education

PO Box 3174  
Broadway, Nedlands  
Western Australia, 6009  
Phone: (08) 9388 6388  
(08) 9388 8661  
Fax: (08) 9388 8669  
[aec@iae.net.au](mailto:aec@iae.net.au)

## ***Declaration***

In order for us to successfully apply for you and facilitate your enrolment, we require you to sign the disclaimer below and submit it with you application forms.

I hereby consent and authorise IAE P/L & EMA Pty Ltd to forward my information to the education providers in order to facilitate my enrolment and acceptance by any Cricos or EMA P/L chosen educator(s). I acknowledge that IAE P/L and or EMA P/L may receive consideration from the educator that receives my referral. I hereby declare that the information provided on my application form is correct. I authorise IAE Pty Ltd & EMA Pty Ltd to obtain official records if necessary, from TISC, VTAC, UAC, QTAC, SATAC, UT, SSC (India) and/or any other education institution attended by me. I understand that if any information provided is false, this application may be cancelled and I may be liable for the referral fee.

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

## **HOW TO PAY**

There is a \$US100 (or equivalent) application fee payable at the time of your application.

Further, first semester course fees will be payable upon your acceptance of a condition offer; issued to you by the university in the event that your application is successful.

The following are the two methods of payments that IAE accepts:

1. Telegraphic transfer
2. Travelex

### *1. Details for Telegraphic Transfer to EMA Australia Pty Ltd bank account*

SEND TO        EMA AUSTRALIA PTY LTD

BANK            WESTPAC BANKING CORPORATION (CAN- 33 007 457 141)  
                    VICTORIA AVE & ADELAIDE TERRACE  
                    256 ADELAIDE TERRACE  
                    PERTH, WESTERN AUSTRALIA, 6000

BSB             036 016

ACCOUNT       17 2434  
NUMBER

SWIFT WPACAU2S

### *2. Details for Travelex to EMA Australia Pty Ltd bank account*

PAY AT ANY TRAVELEX OFFICE OR BANK, TO THE FOLLOWING:

TRAVELEX Transfer details:

Currency:	USD (US Dollars)
Amount:	USD _____ (Amount requested in Application Form and the IAE Processing Fee)
Account Name:	Travelex Limited
Account Number:	8900053755
ABA:	021000018
SWIFT BIC:	IRVTUS3N
At Bank:	The Bank of New York 1 Wall Street New York, NY 10286
Particulars: IAE Ref	EMA PTY LTD
Ref Student Details	[IAE Student ID No _____, Student Name _____] [IAE Course Code _____ OR Cricos Code _____]

After making this payment, immediately report payment/s to "IAE How to Pay" page on your IAE Student Record which can be accessed on [www.iae.net.au](http://www.iae.net.au) using your Student ID and Username to log in.

Should your bank have any questions about this transfer they may contact:  
[dfx@travelex.com.au](mailto:dfx@travelex.com.au)



# INTERNATIONAL STUDENT APPLICATION FORM FOR UNDERGRADUATE STUDENTS

## A

PLEASE PRINT CLEARLY

### Your name (as shown on your passport)

Family name .....

Given names .....

Title Mr  Mrs  Ms  Miss  Other ..... Male  Female

Date of Birth ..... / ..... / ..... Country of birth .....  
Day Month Year

Citizenship .....

Country in which you reside permanently .....

Passport number (if available) .....

### Address for correspondence (not PO Box address)

Number & street .....

Suburb/town ..... State ..... Postcode ..... Country .....

Telephone (.....) (.....) ..... Fax (if available) (.....) (.....) .....  
Country Area Local Country Area Local  
code code number code code number

Email .....

### Permanent address in home country (if different from above)

Number & street .....

Suburb/town ..... State ..... Postcode ..... Country .....

Telephone (.....) (.....) ..... Fax (if available) (.....) (.....) .....  
Country Area Local Country Area Local  
code code number code code number

Email .....

### Commencement When would you like to start? (Semester 1 = February start, Semester 2 = July start)

Semester Number ..... Year .....

Current studies Are you studying this year? Yes No  
If yes, at what level? Secondary/High school Foundation Diploma Degree

What is the highest qualification you have completed? .....  .....  .....  .....

## B

Refer to list on pages 6 to 9 of the International Undergraduate Student Guide or the program and fee schedule for the correct titles and second semester availability. Go to <<http://fees.anu.edu.au/isf/index.asp>>.

1st Preference ..... (.....)

2nd Preference ..... (.....)

3rd Preference ..... (.....)

Program name. Example 'Bachelor of Science' CRICOS code. Example '000335K'

Applicants to School of Music programs must specify major/musical instrument.

Applicants to the Bachelor of Science and Bachelor of Arts programs should specify major (if known).

**C**

Have you applied for a permanent resident visa? Yes  No

If you are accepted as a student, do you intend to bring your spouse or dependents with you? Yes  No

If yes, you must notify the University of your dependents' details before you arrive in Australia.

Do you expect to be sponsored by someone other than family during your studies at the University? \* Yes  No

If yes, by whom? .....

Do you expect to be sponsored by your family during your studies at the University? Yes  No

\* This refers to formal sponsorship arrangements, not the possibility of receiving an ANU scholarship.

**D**

Were your studies at school conducted entirely in English? Yes  No

Please provide English language test results or evidence that you meet one of the ANU english proficiency requirements.

IELTS: overall band .....

**Wherever possible IELTS test centres should be directed to send results directly to the ANU International Office at time of test**

TOEFL: score .....

**Applicants may use the ANU institutional code 0506 for faster processing of results**

TWE/ Essay Rating .....

Other: .....

Date of test: .....

**You must attach the original copy of your English test results. (See Section H Checklist)**

If you do not meet the University's English language requirement, would you like to receive information regarding intensive English language courses? Yes  No

**E**

If you have already completed some tertiary level studies, do you wish to be considered for status? Yes  No

If yes, you must attach detailed syllabuses (curricula) of subjects you have completed.

An application for status cannot be assessed without this information.

**F**

You must attach original or certified\* transcripts of all secondary and tertiary results and a key to the grading system. (See Section I) Without these documents your application cannot be finalised. **Students attempting an Australian HSC or International Baccalaureate in Australia cannot use this form and must apply through UAC.**

## Secondary school pre-tertiary studies (including Foundation)

(List all attempts at final secondary school examinations)

Name of Examination/Award	Years	Name of Institution
eg. GCE'O' Levels, CBSE, SACE	eg. 1994–1996	eg. Taylor's College, Temasek Secondary School
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Are you sitting for examinations this year? Yes  No

If yes, which examination .....

Date of completion .....

## Tertiary studies

Have you ever been enrolled at a tertiary institution such as a polytechnic, university or other post-secondary institution?

Yes  No

If yes, list all tertiary courses you have enrolled in

Name of Examination/Award eg. Diploma in Accounting	Years eg. 1995–1998	Name of Institution eg. Singapore Polytechnic
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Are you completing an award this year?

Yes  No

Date of completion .....

Have you been excluded (not permitted to re-enrol in any year), or are you liable for exclusion, on academic or other grounds from any tertiary institution, faculty or course?

Yes  No

*(If yes, please attach details on separate sheet)*

### G

Please tick relevant boxes

name/place

- |  |  |
|--|--|
| <input type="checkbox"/> College/School                          | .....  |
| <input type="checkbox"/> Education Exhibition                    | .....  |
| <input type="checkbox"/> Australian Education Centre             | .....  |
| <input type="checkbox"/> Australian Embassy/High Commission      | .....  |
| <input type="checkbox"/> Education Agency                        | .....  |
| <input type="checkbox"/> Newspaper or magazine advertisement     | .....  |
| <input type="checkbox"/> Friend/relative familiar with Australia | <input type="checkbox"/> Friend/relative studying at the ANU |
| <input type="checkbox"/> ANU International Education Office      | <input type="checkbox"/> Visit to the ANU campus             |
| <input type="checkbox"/> Internet                                | <input type="checkbox"/> Other .....                         |

### H

Have you included:

- |  |   |
|--|---|
| <input type="checkbox"/> all academic transcripts                                    | <input type="checkbox"/> key to the grading system(s) used          |
| <input type="checkbox"/> English language test results                               | <input type="checkbox"/> certified translations (where appropriate) |
| <input type="checkbox"/> detailed syllabuses if you wish to be considered for status | <input type="checkbox"/> Have you signed the form?                  |

\* Academic transcripts and English test results may be either original documents or certified photocopies of the original documents. A representative of this University, a staff member of an Australian Education Centre, a university or college registrar, a headmaster or other recognised examining authority may certify your documents by sighting the originals and stamping and signing the photocopies. The certifier should also include their contact details.

**If transcripts are not in English official translations must be included.**

**The certification must be original and not photocopied. Faxed English test results will not be accepted.**



I agree:

- to comply with the rules on admission and enrolment of The Australian National University
- to notify the International Education Office immediately if there is any change to the information I have given on this application

I understand that:

- the University may obtain official records from any institution I attended previously
- the Admissions Office is not responsible for documents submitted, and the documents become the property of the University
- I must fully declare all studies undertaken in this application, whether complete or incomplete
- the University may vary or cancel any decision it makes if the information I have given is incorrect, incomplete or misleading
- the University need not re-enrol me if I do not complete my studies satisfactorily in each year
- the University may forward my details to CIT or ANU College if I am made a provisional offer
- I cannot ask the University or the Australian Government to help me if I run short of funds
- that if these documents are false or inaccurate, the University can share information about me and my application to other institutions and the relevant authorities
- the University may provide information about me to Australian government authorities legally entitled to receive it
- I must provide passport details upon acceptance of an offer of admission

**I am aware of tuition costs and living expenses and have sufficient resources to cover the full period of study.  
I declare that the information I have given in this application is true and correct.**

Signature ..... Date ..... / ..... / .....

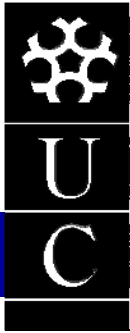
**Please send completed form to:**

Institute of Australian Education  
PO BOX 3174  
Broadway Post Office  
Nedlands WA 6009

Telephone: 08 9388 6388, Fax: 08 9388 8669, Email: aec@iae.net.au, Web: www.iae.net.au

**\*\*IMPORTANT**

- **Please refer to the front page for 'How to Pay'**
- **After completing this form please ensure that you carefully read the IAE declaration located on the front page and sign where appropriate**



OFFICE USE ONLY  
IAE Code: □□□□□□□□

# Application for Admission

If you are applying for a Flexible, Intensive or Offshore Delivery course please attach a passport sized photo here

See [www.iae.net.au](http://www.iae.net.au) for educator's conditions

## Personal Details

1 Have you formerly applied to or studied at the University of Canberra or the CCAE? (*Tick one*)

Yes  No

If known, please indicate your previous student ID number:

▶

Are you a current UC Connect, UC Prep or UC Start Student? (*Tick one*)

YES  NO

2 Family Name

Former Family Names (eg. Maiden name)

Given Names

Title (*please circle*)

Miss Ms Mrs Mr

Other title

Date of Birth

dd mm yyyy

Gender (*please circle*)

M F

3 Address for correspondence

Suburb/Town:  Postcode/Zip code:

Country:

Telephone (bh):

Telephone (ah):

Mobile:

Email:

4 Residential Address (*if not the same as above*)

Suburb/Town:  Postcode/Zip code:

Country:

Telephone (bh):

Telephone (ah):

Facsimile:

## Course Preference

Record your course preferences in order of priority (see the relevant Guide for Applicants for courses and codes)

Course Number (eg. 723AA) Course Name (eg. Master of Business Administration)

1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

**NB: You must sign an "Application for Commonwealth Assistance" form if you are made an offer into a course that has Commonwealth Assisted places. This form is mailed with your enrolment pack and is also available online.**

5

Please record the year and semester you wish to commence study

Year

Semester

Full-Time

Part-Time

**For Flexible, Intensive and Offshore Delivery Courses only**

Please indicate the date you intend to commence and complete your course, and the prime location of classes (eg. Canberra, India, China, Internet):

Commencement date

Completion date

Prime Location of classes

6

## Qualifications

Please list ALL your educational qualifications (incomplete and complete). You must supply properly verified or original documentation as specified in the Guide for Applicants. If more space is required provide details on an attached sheet of paper.

Complete the details of your qualifications in the following format:

Dates Attended (eg. 1996-1999)	Qualification (eg. Master of Science)	Complete Yes/No	Name and Country of Institution (eg. University of Canberra, Australia)
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**A.** Post graduate course of any type (Higher Doctorate, PhD, Masters, Preliminary or Qualifying, PG Diploma, PG Certificate, etc).


**B.** Bachelors Degree course.


**C.** Diploma or Associate Diploma course undertaken at a CAE, University, Teacher's College, Institute of Technology, Institute of Advanced Education or Institute of Tertiary Education.


**D.** Diploma or Associate Diploma course undertaken at a TAFE (Technical and Further Education) College or Technical College.


**E.** TAFE Award course other than a Diploma or Associate Diploma, undertaken at a TAFE College, Technical College, CAE, Institute of Advanced Education or Institute of Tertiary Education, education or


F. Final year of Secondary Education at a High School, Technical High School or Secondary College.

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G. Final year of Secondary Education at another institution.

--	--	--	--

H. Other qualification or certificate of attainment or competence.


7 Have you ever been refused permission to continue a course at any university? (Tick one)

Yes. You must document a case to support your application.

No

## Government Statistics

8 **Q1. Are you an Aboriginal Australian or Torres Strait Islander?**

†No (2)    †Yes, Aboriginal (3)    †Yes, Torres Strait Islander (4)    †Yes, Aboriginal and Torres Strait Islander

**Q2. What is your current citizenship status? (Tick one only)**

- † Australian citizenship (including Australian citizens with dual citizenship).
- † New Zealand citizen or diplomat or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependant relative of such a representative, excluding those with Australian citizenship. (N.B. includes any such persons with Permanent Residence Status)
- † Temporary entry permit or a diplomat or a dependant of a diplomat (except New Zealand) and residing in Australia during this teaching period or/an International Student Visa Holder
- † Student with permanent Residence status but excluding those who have New Zealand citizenship.
- † Citizenship other than the above.

**Q3. What is your Permanent Residence Status?**

- † You are a New Zealand citizen or you hold a permanent visa but are not residing in Australia.
- † You either have not obtained permanent residency through Immigration or you were born in Australia
- † You were granted permanent residency and/or commenced your course after 1 January 1996. You have met residency requirements and first did so more than 12 months prior to your enrolment.
- † You were granted permanent residency and/or commenced your course after 1 January 1996. You have not yet met residency requirements or first did so within a period of 12 months prior to your enrolment.

**Q4. In what country is your permanent home residence?**

Australian Post Code

OR

Overseas Country

**Q5. In what country is your residence during the year?**

Australian Postcode  OR Overseas Country

**Q6. In what country were you born? When did you arrive in Australia?**

† Born in Australia OR Overseas Country   
Year of Arrival in Australia

**Q7. What language do you speak at home?**

† English OR Other Language

**Q8. What was your postcode during year 12 if in Australia?**

**Q9. If you are commencing a graduate course, name the institution where you completed your undergraduate studies**

† Not commencing a postgraduate course (00001) OR  
† Commencing postgraduate course no undergraduate institute OR

Prior Undergraduate Institute

**Q10. Please specify whether or not you have a disability**

† No, I do not have a disability † Vision Impairment  
† Hearing Impairment † Other Disability  
† Learning Impairment If you ticked **YES** to any disability, would you like to be  
† Medical Impairment contacted by the UC Disabilities Office?  
† Mobility Impairment † Yes  
† Psychiatric Impairment

**DEFERMENT POLICY AT UNIVERSITY OF CANBERRA**

You cannot defer your offer for Postgraduate study.

An offer to study as an undergraduate may be deferred for 12 months.

You cannot defer for mid year offers.

You cannot defer your offer for less than 12 months and you can only defer your offer once.

You must apply through UAC to take up your deferred offer.

**Send completed application form to:**

EMA Australia Pty Ltd, PO Box 3174, Broadway, Nedlands, WESTERN AUSTRALIA, 6009

**Contact Details:**

Telephone: +61 8 9388 6388 Facsimile: +61 8 9388 8669 Email: [ace@iae.net.au](mailto:ace@iae.net.au) Web: [www.iae.net.au](http://www.iae.net.au)

**\*\*IMPORTANT**

- Please refer to the front page for 'How to Pay'
- After completing this form please ensure that you carefully read the IAE declaration located on the front page and sign where appropriate

**Multiple Campuses**  
**Australia Wide**

# AUSTRALIAN CATHOLIC UNIVERSITY APPLICATION FORM INTERNATIONAL STUDENT

IAE Code: □□□□□□□□

See [www.iae.net.au](http://www.iae.net.au) for educator's conditions

## GRADUATE AND UNDERGRADUATE COURSES

Before completing this form please refer to the International Student Guide.

## Course Preferences

Please indicate in the space below your first, second and third choices. The location of each is shown in the "Schedule of Tuition Fees" – please ensure your course is available at your choice of location. Please note that not all courses are available for commencement in second semester (July).

1. Course		Location (City/campus)	
2. Course		Location (City/campus)	
3. Course		Location (City/campus)	

Please specify the semester and year in which you wish to begin your studies.  
For example – 1<sup>st</sup> Semester 2003

## Research Degrees

If you intend to undertake a higher degree by research do not use this form.

Please refer to the information about research degrees in the section titled "Application Procedures" in the International Student Guide.

## Details

Family Name					
Given Names					
Previous Family Name (if changed)				Title (Mr, Mrs, Ms, other)	
Sex	T male	T female	Date of Birth	day	month year
What is your country of birth?					
What is your country of permanent residence?					
Have you applied for a Permanent Resident Visa to Australia?				T Yes	T No
Address (Home Country)					
Address (Australian - if known)					
Telephone Numbers (include international area code)			Home	( )	
Work/Business	( )		Mobile		
Email					
Do you have a disability for which additional assistance may be required?				T Yes	T No
If "Yes", please attach a separate sheet outlining this disability and assistance required.					

## Studies

Please attach originals or certified copies of all relevant school reports and academic records. If originals are in a language other than English please attach certified translations. Applications should also include a statement on the grading system used at the institution. Applications without all relevant documentation will not be considered.

My Qualifications				
Institution Name				
Address				
Course		Length of course		Year Completed
Main Areas of Study - Please specify				

In Home Country			
Name of Employer			
Address			
Telephone number	( )	Type of work	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	Employment Period	

If you have completed an English language proficiency examination or test please provide details and attach relevant documents. Also specify if you undertaken any English language courses.			
TOEFL Score		IELTS Score	
Other score/details of English language courses			

Statement
<p>Australian Catholic University is committed to ensuring the privacy of all information it collects. Personal information supplied to the University will only be used for administrative purposes of the institution. Personal information collected by the University will only be disclosed to third parties with the written consent of the person concerned, unless otherwise prescribed by law.</p> <p>For further information, please see the University's Statement on Privacy at <a href="http://www.acu.edu.au/privacy.html">http://www.acu.edu.au/privacy.html</a></p>

Declaration				
<p>I declare that, to the best of my knowledge, all information on this form is complete and accurate. I understand that the University may, with due regard to the University's Privacy Policy, obtain confirmation of records from any institution attended by me and may provide information to Government bodies as required by law. I also understand that the University reserves the right to vary any decision made on the basis of incorrect or incomplete information supplied by me.</p>				
<table border="1"> <tr> <td>Signature</td> <td></td> <td>Date</td> <td></td> </tr> </table>	Signature		Date	
Signature		Date		

How did you hear about Australian Catholic University?
<input type="checkbox"/> Australian Education Centre <input type="checkbox"/> IDP Education Australia <input type="checkbox"/> diplomatic mission
<input type="checkbox"/> friend or relative who studied here <input type="checkbox"/> exhibition
<input type="checkbox"/> agent (if so, please specify which one)
<input type="checkbox"/> other (please specify)

Please send your application to the following address:
<p>EMA Australia Pty Ltd, PO Box 3174, Broadway, Nedlands, WESTERN AUSTRALIA, 6009</p> <p>Phone: +61 8 9388 6388      Fax: +61 8 9388 8669      Email: <a href="mailto:ace@iae.net.au">ace@iae.net.au</a>      Website: <a href="http://www.iae.net.au">www.iae.net.au</a></p>

**\*\*IMPORTANT**

- Please ensure that you carefully read the IAE declaration located on the front page and sign where appropriate