



Dear Student

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

Enclosed in this package you will find an application form for **Charles Darwin University** in the Northern 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 Northern Territory.

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 you 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)

In order for us to facilitate your enrolment, we require you to sign the disclaimer below and submit it with your application form(s).

***Declaration***

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.

IAE accepts TRAVELEX as the medium for all international fund transfers.

You can pay at any TRAVELEX Office or Bank, to the following account:

Currency:	USD (US Dollars)
Amount:	USD_____
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 - Please include:	<ul style="list-style-type: none"><li>• [IAE Student ID No _____,</li><li>• Student Name _____]</li><li>• [University or College Name _____]</li><li>• [IAE Course Code _____OR CRICOS Code _____]</li></ul>

After making this payment, please 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 APPLICATION FOR ADMISSION

**DO NOT** use this form if you are a citizen of Australia or New Zealand or a permanent resident of Australia. To apply for Study Abroad or Research programs, please complete the appropriate forms which are available from our website. When completing this form please use a black pen and print clearly using BLOCK LETTERS, or apply On-Line at [www.cdu.edu.au](http://www.cdu.edu.au)

Have you previously been enrolled at this institution (formerly NTU)?

No  Yes

Are you currently enrolled at an Australian Institution?

No  Yes

### 1. PERSONAL DETAILS

Your name as shown on your passport

Title  Mr  Mrs  Miss  Ms  Other  please specify

Gender/Sex Male  Female

Date of Birth

Your address in your home country

Your address for correspondence (or CDU representative company stamp)

### 2. COURSE PREFERENCES

Do you wish to study ELICOS (English Language Intensive Course for Overseas Students)?

No  Yes

Please select up to three courses of academic study including course code, name, campus, mode, semester and year.

	Course Code	Course name	Campus	Mode	Semester	Year
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Campus:** CAS = Casuarina, PAL = Palmerston, ASP = Alice Springs, KRC = Katherine Rural College.

**Mode of Study:** I = Internal (On campus), E = External (Distance study) **Semester:** S1 = February - June, S2 = July - November.

**Note:** Not all courses are available at all campuses or for commencement in Semester 2. See our website for individual course information.

### 3. VISA DETAILS

Nationality  Country of Birth  Passport Number

What type of visa will you be studying on? Student Visa  Other Temporary Visa

**Note:** It is your responsibility to ensure that this visa allows you to study and covers the duration of the course for which you have applied.

Please specify

**Please attach copies of your personal details from your passport and current Australian visa (if applicable).**

#### 4. ENGLISH LANGUAGE PROFICIENCY

Is English your first language? Yes  No

What is your first language?

Was English the medium of instruction in previous secondary/tertiary studies?

No  Yes

Course Name

Name of Institution

Course Length

Have you taken a test of English language proficiency in the past 24 months? No  Yes  Please indicate results:

IELTS  
overall score:

Please supply Test Report Form Number:

IELTS  
band scores:

Listening:

Reading:

Writing:

Speaking:

TOEFL score:

Please quote Charles Darwin University Institutional code **9017** for forwarding of results

Other score:

Test Type

Date of Test (Day/Month/Year)

**Please attach original English Language test results or evidence from your school / institution that you have been taught in English.**

#### 5. ACADEMIC QUALIFICATIONS

**Secondary School Studies:** List all attempts at final Secondary School Examinations

Name of Qualification (eg. 'A'Levels, HSC, STRM)	Name of Institution	Country	Course length	Year of Completion
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Post-Secondary School Studies:** Have you ever studied or are you enrolled in a Degree, Diploma, Certificate or Foundation Studies course?

No  Yes  List all the courses

Name of Qualification	Name of Institution	Country	Course length	Year of Completion
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you ever been excluded (or are you facing exclusion) from a course on academic or other grounds?

No  Yes  Please attach details on a separate sheet.

**Please attach original or certified copies. A certified copy is a photocopy of the original document with the signature and official stamp of either:**

- Australian Education Centre
- Australian Overseas Diplomatic Mission
- Charles Darwin University Authorised Representative/Agent
- Public Notary Office
- The Administration of the Institution which issued the relevant document(s)
- An Australian University (e.g. Charles Darwin University International Office)

#### 6. ADVANCED STANDING / CREDIT TRANSFER

Will you be applying for advanced standing/credit transfer based on previous study? No  Yes  If yes:

**Please attach full documentation of studies completed and official descriptions (e.g. syllabus details).**

#### 7. ADDITIONAL INFORMATION / SPECIAL CONSIDERATION

Some courses have specific requirements and prerequisites (e.g. portfolios, referee reports, etc.). See our website for individual course information.

If you would like to submit information in support of your application for admission, please provide a brief statement on a separate page and attach it to the application form.

If appropriate, you may also outline reasons for past academic failures and why you believe you should now be accepted for further study.

## 8. DISABILITY DETAILS

Do you have a disability or ongoing medical condition that will require you to seek special assistance from Charles Darwin University?

No  Yes

Description of Disability

If yes, please attach a medical statement from a registered doctor.

## 9. FINDING OUT ABOUT CHARLES DARWIN UNIVERSITY

How did you find out about Charles Darwin University? (please tick)

Media (newspaper, magazine, etc)

Australian Embassy

Friend or relative

Charles Darwin University website

Charles Darwin University International Office/  
Uni Info Shop

Charles Darwin University  
Representative/Agent

Agent's Name

Education Exhibition

Country

Interview Program

Country

Other

Please State

What made you decide to apply to Charles Darwin University?

Availability

Course content

Recommended by friend/relative/teacher

Location

Charles Darwin University reputation

Other

Please State

## 10. CHECKLIST

Your application cannot be considered unless **ALL** relevant documents are attached as follows:

A copy of passport showing personal and visa details (Section 1 and Section 3).

Details of your english language proficiency (Section 4).

Certified copies (english translations) of secondary / tertiary qualifications (Section 5).

Documents if applying for advanced standing (Section 6).

Supporting documents, if applicable (i.e. portfolio, referee reports, etc) (Section 7).

Medical statement, if applicable (Section 8).

## 11. DECLARATION AND SIGNATURE

- This application is not valid and will not be processed if the relevant sections of this form are not completed in full and/or if all the required documentation is not attached.
- Documentation must be submitted as certified copies as original copies will not be returned.
- The University will not disclose the information provided by you on this form to third parties except to other educational institutions, to government bodies as required or authorised by law or in accordance with our Privacy Policy.
- 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 provided by me in this application is correct and complete.
- I authorise the University to obtain/verify results from any institution attended by me.
- I consent to the University collecting, storing and disclosing to relevant authorities information relating to my admission.
- I understand the University reserves the right to vary or reverse any Offer of Admission made on the basis of incorrect or incomplete information.

Signature of Applicant

Date

### \*\*IMPORTANT

- After completing this form please ensure that you carefully read the IAE declaration located on the front page and sign where appropriate