



APPLICATION FOR ADMISSION - International Students

- Please complete all sections and print neatly in BLOCK LETTERS and tick boxes where appropriate
- Return this form and attachments to the relevant campus, see back page for addresses.
- Providing correct contact details is important for Admission/Administrative purposes.
- Please ensure you have completed the checklist before handing in your application.

SECTION 1 - PERSONAL DATA

1.1 PERSONAL DETAILS

Title (Dr/Mr/Miss/Mrs/Ms etc) Family name First given name Other given names

Name as shown in your passport

Date of birth (dd/mm/yy) Male Female

1.2 CONTACT DETAILS (in Australia, if known)

INDICATE PREFERRED CONTACT ADDRESS (tick 1.2 or 1.3)

Number & Street

Town/Suburb/City State Country Postcode

Telephone Facsimile

Mobile Email

1.3 RESIDENTIAL ADDRESS (in your home country) International students must provide their overseas home address

Number & Street Town/Suburb/City

State Country Postcode Email

Country & area code Home telephone Country & area code Work telephone

Mobile Country & area code Facsimile

1.4 EMERGENCY CONTACT

Name

Relationship Area code Work telephone

Area code Home telephone Mobile

Address: Does your contact person live at the same permanent address as you? Yes No If No, please complete the details below.

Number & Street

Town/Suburb/City State Country Postcode

1.5 PASSPORT DETAILS

Passport Number Expiry date Nationality

Country of birth (as shown on passport)

Please indicate your country of citizenship

Visa details: Date granted Expiry date Type of Visa

Visa subclass

If already in Australia, please provide certified copy of relevant Visa and arrival details as shown in your passport.

CHILDREN Will you be accompanied by (1) any school children (Age 5-16 years) Yes No (2) Spouse Yes No

PLEASE NOTE: Student dependants cannot enrol in a government school unless they meet the criteria set by Department of Education in your state. You must otherwise enrol your dependants in a registered non-government school. Please contact the Admissions Office if you will be accompanied by any school children.

SECTION 2-5 APPLICATION

2.1 COURSE DETAILS - COURSE APPLYING FOR (refer to Prospectus or web site: www.nd.edu.au)

COURSE CODE

First preference

Second preference

CAMPUS

Fremantle Sydney Broome

LEVEL OF STUDY

Pre-University Undergraduate

Postgraduate by Coursework Postgraduate by Coursework & Research Postgraduate by Research

COMMENCEMENT YEAR 2010 2011 2012 **COMMENCEMENT SEMESTER** Semester 1 (February) Semester 2 (July)

SECTION 2-5 APPLICATION

2.2 EDUCATIONAL BACKGROUND Provide specific details of all secondary/polytechnic/tertiary studies undertaken eg. Diploma, Advance Diploma/BA

	Course/ award	Institution	Country	Year enrolled	Year completed	GPA (if applicable)
Secondary School						
Junior College or Pre-University						
University Level						
Postgraduate						
Other						

2.3 ADVANCED STANDING

Do you intend to apply for advanced standing (credits or exemptions) based on your previous studies?

Yes Not applicable

Under its General Regulations the University requires all applications for advanced standing to be submitted in the student's first semester of their course. Applications after this time may not be processed or may incur a late application fee. Advanced standing application can only be made once the student is enrolled in the course offered.

You must provide original documents confirming the results of studies or experience undertaken previously. Unit and course descriptions including the number of contact hours per unit are also required. Original documentation becomes the property of the University and will not be returned. However you may have original documentation sighted and a copy made so that you can keep your original documents.

2.4 ENGLISH PROFICIENCY

Students must provide evidence of having a level of English sufficient to succeed in their course.

For example, English proficiency can be demonstrated in the following ways:

- A scaled score of 50% or above in a TEE/HSC or equivalent international school English exam
- Successful completion of two years of study at a recognised tertiary institution in a country where English is the first language
- A recognised English proficiency test score
- UNDERGRADUATE AND POSTGRADUATE APPLICANTS: IELTS - refer to table on page 18
- EDUCATION COURSES: IELTS - Fremantle/Broome: overall band of 8.0 and no sub-score lower than 7.0 Sydney: overall band of 7.5 (no lower than 8.0 for Speaking & Listening and no lower than 7.0 Writing & Reading)
- NURSING COURSES - overall band of 7.0 and no sub-score lower than 7.0

I will satisfy the English requirement by IELTS TOEFL English Proficiency Test

Date of Test Other Score (Please include a certified copy of results)

3 ADDITIONAL INFORMATION

3.1 RELIGION

Notre Dame accepts applications from people of all faiths. While Catholic in tradition, the University embraces all persons who support the mission and values of the University.

3.2 CHURCH INVOLVEMENT

Period	Church/Organisation	Involvement

3.3 LANGUAGES SPOKEN - Do you speak a language other than English at your permanent home residence? Yes No

If yes, indicate the main language spoken

3.4 SPECIAL CIRCUMSTANCES

Medical / Disability support required? Yes No If 'yes' please describe:

3.5 NOTRE DAME AFFILIATION Please indicate if you have an affiliation with Notre Dame

Name	Years of Involvement	Type of Involvement (eg: staff member, alumni, donor)

3.6 WORK EXPERIENCE (full-time, part-time)

Period	Employer/Organisation	Position/Duties

3.7 COMMUNITY INVOLVEMENT

Period	Employer/Organisation	Position/Duties

3.8 LEADERSHIP (current or previous)

Period	Organisation	Position/Duties

3.9 REFEREES

Referees should be able to provide information concerning your academic achievement and/or employment history. If such a referee is not available, the referee should be someone who knows you well. In addition, written references may be included with your application.

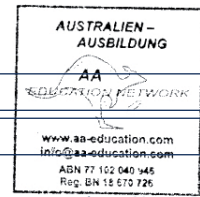
Name	Telephone	Occupation
<input type="text"/>	(<input type="text"/>)	<input type="text"/>
<input type="text"/>	(<input type="text"/>)	<input type="text"/>

3.10 AGENCY ASSISTANCE

This section to be completed ONLY if you have required the service of an overseas agency.

Agency Name Agent Name

Contact details: Email Phone



3.11 PERSONAL STATEMENT

Attach to the application a personal statement of approximately 300 words in length addressing reasons for choosing to study at Notre Dame.

3.12 CURRICULUM VITAE (COMPULSORY FOR POSTGRADUATE APPLICATIONS)

Applicants may submit their curriculum vitae, especially if it provides relevant information not covered elsewhere in this application.

3.13 CRIMINAL CONVICTION

Please indicate whether you have been convicted of a criminal offence. Yes No

This information will be treated in the strictest confidence. You are not obliged by law to disclose any spent convictions as defined in the Spent Convictions Act 1992 (WA) and the Criminal Records Act 1991 (NSW). Please note that ability to obtain a current approved police clearance is a prerequisite for some courses.

3.14 ASSISTANCE UPON ARRIVAL

Would you like assistance from the University in locating suitable accommodation? Yes No

Do you require assistance in organising airport pickup? Yes No

3.15 OVERSEAS STUDENT HEALTH COVER

Do you have existing Australian health cover?

Yes Insurance Provider

Policy Number Valid from to

No Type of health cover required Single Family

3.16 CURRENT ENROLMENT (IN AUSTRALIA)

Do you currently have a Confirmation of Enrolment (COE) from another Australian educational institution?

No Yes Name of Institution

3.17 RESEARCH APPLICANTS: Please contact the Admissions Office for requirements to complete your application.

4.0 CHECKLIST: PLEASE TICK THIS CHECKLIST TO ENSURE THAT YOUR APPLICATION IS COMPLETE BEFORE SIGNING AND DATING THE DECLARATION AND SUBMITTING YOUR APPLICATION. ONLY APPLICATIONS WITH ALL REQUIRED DOCUMENTS ATTACHED WILL BE PROCESSED. PLEASE NOTE THAT SUBMITTED DOCUMENTS WILL NOT BE RETURNED.

I HAVE:

- read and understood the sections of this application relating to the courses I have selected, application procedures and Refund Policy
- completed ALL SECTIONS of this application form. Incomplete applications cannot be processed
- attached a personal statement of approximately 300 words in length
- attached certified/notarised transcripts and certificate of completion (together with certified/notarised English translations) of all academic studies undertaken (including studies not completed)
- attached certified/notarised documentary evidence of English language qualifications
- attached certified copies of personal details and photo pages and Australian Visa page in passport (if applicable)
- proof of existing overseas student health cover (OSHC), if applicable.
- attached additional documentation for research, MBA and DBA applicants AND/OR I will forward required documentation as soon as possible
- POSTGRADUATE APPLICANTS ONLY I have attached 1. a full curriculum vitae 2. two professional referees who can substantiate your work experience
- signed and dated the declaration (item 5.0)

5.0 DECLARATION: You must sign and date this section.

I declare that to the best of my knowledge the information I have supplied in this application and the documentation supporting it is correct and complete. I understand that the provision of incorrect information or documentation or the withholding of relevant information or documentation relating to this application may result in the cancellation of my enrolment at, or an offer of enrolment by, The University of Notre Dame Australia. I have read and understood the sections of this form relating to the courses I have selected, application procedures, fees, overseas student health cover and refund policy. I undertake to make timely payments of any fees or associated costs for which I am liable. I am aware of the likely costs of my stay in Australia and have the necessary financial capacity to meet such costs for the duration of my course.

Privacy Declaration: Where the privacy principles apply, the University may provide student information to the Australian Government or to other and designated authorities, for example, to the ESOS Assurance Fund Manager if there is any suspected breach by the student of a student visa condition. The University otherwise restricts access to student information to staff members who need the information to carry out their responsibilities in the academic and/or personal interests of the student. Student information referred to in this clause includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

APPLICANT'S SIGNATURE DATE

HOW DID YOU HEAR ABOUT NOTRE DAME? Seminar / Exhibition Newspaper / Magazine Internet Radio

Agent Friend / Colleague Notre Dame Staff Other (please specify)

HOW TO APPLY

Completed application forms, together with transcripts and all requested documentation, should be sent to our representative in your country or directly to:

AA Education Network

26 Kooringa Avenue, Cleveland
QLD 4163
Telephone: +61 7 3488 2916
Email: info@aa-education.com
Web: www.aa-education.com



It is important to attach certified copies of qualifications when lodging an application. You may obtain certification by presenting both the original documents and photocopies of these documents to a Notary Public or government official. Please note that certified translations should be provided for qualifications written in a language other than English. Both the certified translation and a copy of the original document should be attached to the application.

CONDITIONS OF ENROLMENT

- 1 Tuition fees for your first year, enrolment fee and overseas student health cover (OSHC) will be invoiced at the time of offer and are not payable before this time. Invoices are to be paid at least 6 weeks prior to commencement date of the course. Payment details are listed below.
- 2 On receipt of your fees, the University issues a receipt and electronic confirmation of enrolment (CoE) letter. You need to take the CoE to an Australian Embassy or High Commission to apply for a student visa.
- 3 For student visas, when selecting a commencement date, please allow at least 6 weeks for visa processing.
- 4 Any changes to enrolment details must be notified to the University in writing.
- 5 Students under 18 years old are required to have a local carer/guardian.
- 6 The University reserves the right to change its fees and conditions at any time.
- 7 Fees in subsequent years must be paid to the Fees Office at least two weeks prior to the commencement of the semester. Non payment of fees may result in the cancellation of your student visa.
- 8 International students are advised to complete their course within the specified duration, and must inform the University of any change of address within 7 days of such change.

GENERAL INFORMATION

• Enrolment and Orientation

All new students are required to attend Enrolment and Orientation sessions, which are usually held during the week prior to the commencement of each semester. Final details will be provided to new students closer to semester commencement date.

• Refund Policy for International Students

All requests for a refund should be submitted in writing (with supporting documentation) to the Manager, Admissions Office.

A notice of withdrawal due to:

- illness or disability;
- death of a close family member (parent, sibling, spouse, child); or political or civil event which prevents acquittal; may be accepted as grounds for partial refund of fees. Supporting documentary evidence must be provided.

In all cases:

- Refunds of tuition and accommodation fees will be in accordance with any State authorities and the Commonwealth's Education Services for Overseas Students Act 2000. These documents are available to students on request or at <http://www.aei.gov.au/AEI/ESOS/default.htm>
- The University will give the student a statement explaining how the refund amount has been calculated.
- In all cases where the student is in default, the refund (if any) will be paid within four weeks after receiving a written claim from the student.

This agreement does not remove the right to take further action under Australia's consumer protection laws. In the case of any disputes, The University of Notre Dame Australia's Dispute Resolution processes do not circumscribe the student's right to pursue other legal remedies.

NOTE: further details on the Refund Policy are available on the Fees Sheet (available as a separate document.)

Privacy Declaration: Where the privacy principles apply, the University may provide student information to the Australian Government or to other and designated authorities, for example, to the ESOS Assurance Fund Manager if there is any suspected breach by the student of a student visa condition. The University otherwise restricts access to student information to staff members who need the information to carry out their responsibilities in the academic and/or personal interests of the student. Student information referred to in this clause includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

• Medical insurance: Overseas Student Health Cover (OSHC)

It is a requirement of the Department of Immigration and Citizenship that holders of student visas should have OSHC. For newly arrived students, this cover is arranged by the University as part of the admissions process and fees payable are included in your invoice. Full information, including how to claim refund of medical expenses from the health cover provider, is provided during Orientation by OSHC Worldcare, the University's OSHC provider.

• Payment options (See also Conditions of Enrolment)

Please quote your full name and student number (or student ID from your invoice) as a reference in all correspondence with the University. Payment can be made in the following ways:

Fremantle Campus

- 1 If payment is made by International Telegraphic Transfer, please attach a copy of the receipt and fax payment details to: +61 8 9433 0769.
- 2 By direct deposit to: Account Name: Notre Dame Overseas Student Fees Account Account Number: 62752 1504 BSB: 086-217
Swift code: NATAAU3303M Bank: National Bank, 96 High Street, Fremantle WA 6160, Australia

OR

Sydney Campus

- 1 If payment is made by International Telegraphic Transfer, please attach a copy of the receipt and fax payment details to: +61 2 8204 4416.
- 2 By direct deposit to: Account Name: Notre Dame Overseas Student Fees Account Account Number: 58871 2219 BSB: 086-217
Swift code: NATAAU3303M Bank: National Bank, 96 High Street, Fremantle WA 6160, Australia
- 3 By bank cheque made out to "Notre Dame Overseas Student Fees".
- 4 If applicant is in Australia payment can be made in person at the Fees Office of the University. Please bring your invoice with you. All payments must be made in Australian dollars and students are responsible for paying all bank charges.

For further information, please contact the Admissions Office at the relevant campus of The University of Notre Dame Australia:

Disclaimer: The information contained in this document was correct at the time of publication but the University reserves the right to make subsequent changes.

08/07/09