

# International Coursework Direct Application Form

## Coversheet

### IMPORTANT INFORMATION FOR APPLICANTS

International students should contact the Admissions Office on (02) 6125 5594 for information on application procedures.

All other applicants should apply for admission through the Universities Admission Centre (UAC) or the direct online application system by the date listed in the appropriate guide or website.

#### Who should use this form?

This form is for **international students only whom are applying for a Sponsorship, Scholarship or Partnership**. If you are a citizen or permanent resident of Australia, citizen of New Zealand, or the holder of an Australian humanitarian visa, you must apply through UAC - see [www.uac.edu.au](http://www.uac.edu.au). If you are an international student who has completed an International Baccalaureate, an Australian Year 12 qualification or a New Zealand NCEA Level 3 qualification, you must apply through UAC International - see [uac.edu.au/international/index.html](http://uac.edu.au/international/index.html)

#### Documents

You must submit a transcript for each academic qualification you have attempted. You must submit a transcript and testamur for each academic qualification you have completed. **All documents must be scanned in colour with no alterations (including the size of documents).**

- Testamurs (Graduation Certificate): Scan original document and attach to your application.
- Transcripts: Request original transcripts to be sent directly from your institution to the Admissions Office at ANU. Transcripts can be scanned in colour, attached to your application and emailed to [international.admissions@anu.edu.au](mailto:international.admissions@anu.edu.au)
- Letters or supporting statements: Originals to be sent directly from the issuing body to the Admissions Office. Letters forwarded via the applicant cannot be accepted.
- Referee Reports: Must be sent directly from the referee to the Admissions Office. Referee reports forwarded via the applicant cannot be accepted.

#### Translation of Documents

If official qualification documents related to an Application for Admission are not in English, the applicant must supply the following documents (scan and attach to application):

- the original language transcript of studies showing subjects and results
- the original language award certificate
- an English translation of these documents
- a copy of the grading scale

The translation must be from one of the following organisations:

- Community Relations Commission for Multicultural New South Wales
- Interstate office of either the Ethnic Affairs Commission or the Department of Home Affairs
- Australian diplomatic missions
- A translator accredited by National Accreditation Authority for Translators & Interpreters (NAATI)
- A Government or other recognised translation authority. Please contact the ANU Admissions Office to determine if the authority is approved to provide translations.
- Copies translated by any other sources will not be accepted. Self-translated documents are not acceptable.

### Sponsorships, Partnerships and Scholarships

- Depending on the sponsor, the ANU Admissions' officers reserve the right to request the sponsor to fill out a [Notification of external sponsorship form](#). For more information contact the [ANU International Admissions Team](#).
- The nature of the partnership agreement and/or the Scholarship you are applying for might limit the choice of your preferred program. For more information contact the [ANU International Admissions Team](#).

### Music, Visual Arts or Design arts Students

Students applying for a Music, Design Arts, or Visual Arts program must contact the College of Arts and Social Sciences to arrange a selection interview/audition: <http://cass.anu.edu.au>

### The Application form

#### Choice of Degree Program

To be completed by all applicants. The program name must be entered. The code, also known as academic program code, can be entered if known. Up to three preferences can be recorded. Applicants should note that there are prerequisites or additional selection criteria for some programs; more information is available on the ANU Programs and Courses website <https://programsandcourses.anu.edu.au/>.

#### Disability

The University provides assistance to students with disabilities or ongoing illness and would appreciate knowing a student's needs well in advance of enrolment, particularly those with high support needs such as text in alternate formats. Applicants are strongly advised to contact ANU Access & Inclusion before submitting their applications to ensure that early arrangement for their assistance can be made. For information and advice about the service, phone (02) 6125 5036; Fax (02) 6125 9881; TTY (02) 6125 3008.

*The University will restrict access to information provided to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests as a student of this University*

#### Declaration

To be completed by all applicants. Your application will not be considered unless you complete the relevant information and sign and date this part of the form.

# International Coursework Direct Application Form

Please write in black capital letters in English

Lodging your application		Enquiries
<b>By mail:</b> ANU Admissions Office DSA Di Riddell Student Centre Building 154 University Avenue CANBERRA ACT 2601	<b>By email:</b> <a href="mailto:international.admissions@anu.edu.au">international.admissions@anu.edu.au</a>	<b>T:</b> +61 2 6125 55 94 <b>E:</b> <a href="mailto:international.admissions@anu.edu.au">international.admissions@anu.edu.au</a> <b>W:</b> <a href="http://www.anu.edu.au/study/apply">www.anu.edu.au/study/apply</a>

**Do not use this form if you are not applying or do not intend to apply for one of the ANU approved Sponsorship, Scholarships or Partnerships. The correct application method can be found: [International applications - Undergraduate and Postgraduate](#)**

## 1. Personal details

Family name:  DOB:

Given name:  Title:

Email:  Gender:

Previous names (if any):

Phone: Day  Mobile

Evening

Postal address:

State:  Postcode:  Country:

Would you like to authorise someone to act on your behalf (*to add an agent refer to section 9*) Yes  No

Full name:  DOB:

Email:

**Have you previously applied or were you enrolled for studies at the ANU?** Yes  No

**Previous ANUID if known:**

## 2. Citizenship and residential status

Country of citizenship:

Country of residence:

Are you the holder of a permanent humanitarian visa? Yes  No

Were you previously refused a visa or entry in any country? Yes\*  No

\*If you select yes, please provide a personal statement regarding your previous visa refusal/s and the decision record of the visa refusal/s.

## 3. Sponsorship

Are you or will you be a sponsored applicant? Yes  No

What is the name of your sponsor?

## 4. Scholarship

Are you intending to or have you applied for a Scholarship? Yes  No

Which scholarship are you applying for?\*

When did you apply or intend to apply for the scholarship?  /  /

When will you hear back from the scholarship awarding body?  /  /

\*Please note that your program preference (section 6) might be limited to a certain program depending on your Scholarship. For more information contact the relevant Scholarship body, the relevant [ANU Academic College](#) or the [ANU International Recruitment Team](#).

## 5. Partnership

Are you applying from a partner institution? Yes  No

Which partner institution\* are you coming from?

\*Please note that your program preference (section 6) might be limited to a certain program depending on your institution and the nature of the agreement that your institution has with the ANU. For more information contact the relevant department of your institution, the relevant [ANU Academic College](#) or the [ANU International Recruitment Team](#).

## 6. Program preference

Refer to the Australian National University's Programs and Courses webpage for the official program name, CRICOS Code and semester start availability at <https://programsandcourses.anu.edu.au/>

<b>Program name: (only one)</b> <i>Example: Bachelor of Science or Flexible double degree Arts &amp; Law</i>	<b>Program code:</b> <i>(If known)</i>	<b>CRICOS code:</b> <i>Example: 000335K</i>

Applicants to Music Programs must specify major/musical instrument:

Applicants to the Bachelor of Science/Bachelor of Arts should specify their major:

Expected commencement year:

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Expected commencement intake: Semester 1  (Feb) Summer Session  (Jan) Autumn Session  (Apr)

Semester 2  (Jul) Winter Session  (Jul) Spring Session  (Oct)

## 7. Qualifications

You must include certified transcripts in order to have your application processed. If the provided documents are not in English, appropriate translated documents are to be provided in addition to the copy of originals. Refer to the following fact sheet for more information:

<https://www.anu.edu.au/files/resource/ApplicationCoverSheet.pdf>

Secondary Education/High School/Senior Secondary Education				
Name of examination/Award <i>Example: GCE 'O' Levels, AISSCE, ANUC Foundation, HKDSE</i>	Name of institution <i>Example: Taylor's College, St Andrew's Junior College</i>	Years attended		Language of instruction <i>Example: English, Spanish</i>
		From Y Y	To Y Y	

Are you sitting for examinations this year? Yes  No

Date of completion:

 /  / 

If yes, which qualification are you completing?

## Tertiary Education

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

If yes, list below all tertiary qualifications you have enrolled in and supply certified transcripts. Yes  No

Name of the Degree/Award <i>Example: Diploma of Accounting, Bachelor of Finance</i>	Name of institution <i>Example: ANU, University of Maryland, Tsinghua University</i>	Years attended				Language of instruction <i>Example: English, Spanish</i>
		From		To		
		Y	Y	Y	Y	

Are you completing an award this year? Yes  No

Date of completion:

 /  / 

## Status/Advanced Standing/Credit Transfer

If you have already completed some tertiary studies, do you wish to be considered for credit? Yes\*  No

1. Complete an [Application for status \(credit transfer\)](#) (PDF).
2. Attachments: If you are applying for status for courses that you studied elsewhere (not at ANU), you must attach:
  - a. An official transcript from the institution (original or a certified copy); and
  - b. Course outlines for each individual course you are requesting status.

*International Students: Status applications for international students will be processed as per Standard 12 of The National Code 2007 (available at [http://aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard\\_12.htm](http://aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_12.htm)).*

*If you apply from a partner institution, the relevant ANU College's website will provide more details on international credit articulation arrangements. For more information, refer to the following webpage: <https://www.anu.edu.au/study/apply/advanced-standing-for-international-students>.*

## Professional experience

If you apply for a program that requires professional experience or where relevant work experience alters the entry requirements please list below your work experience, attach a CV and referee letters from your employers to your application.

Position held <i>Example: Research assistant, Manager.</i>	Name of company and Employer <i>Example: Pyritech SA – John Doh</i>	Position held			
		From		To	
		Y	Y	Y	Y

## 8. English language proficiency

Every applicant to the ANU has to meet the English language requirements for admissions set out in the ANU Policy. For more information please refer to the policy on the following webpage: [https://policies.anu.edu.au/ppl/document/ANUP\\_000408](https://policies.anu.edu.au/ppl/document/ANUP_000408)

Were your previous qualifications conducted entirely in English? (Evidence must be provided.) Yes  No

Have you completed, or are you planning to sit an English language proficiency test? Yes  No

Test (PTE, TOEFL or IELTS)	Date of test D D M M Y Y	Results (attach an original or certified copy of the results)

## 9. Agent details (add agent)

Are you represented by an ANU registered agent? Yes  No

If yes, please fill out this section:

Name of new agency:  Branch location:

Email address:  Phone:

Please select the level of service(s) provided by your new agent representative:

Application submission	Receiving an offer	Acceptance of offer	Confirmation of enrolment	Visa application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Agent signature:

Date:

Applicant's signature:

Date:

By engaging the services of an agent you agree to forward enquiries and communication through that agent. Your agent will contact the University on your behalf. If you have enquiries about your application, you should contact your agent.

The outcome of your application will be sent to your agent as nominated by you. They will forward any communication from the University to you.

If you wish to change or remove an agent representative after you have submitted your application please fill in [this form](#) and send it to [ANU International Admissions](#).

## 10. Application declarations and authority

The Australian National University ('ANU') collects information about you, including information you provide in this application to assist in the processing and/or assessment of your application for admission ('application'). Your application cannot be considered unless you or if applicable, the person you have authorised to act on your behalf (for example, registered agent representatives) accept all conditions set out in the declarations below.

An authorised person accepting all conditions set out in the declarations below – on your behalf – is tantamount to you accepting these conditions.

### 1. General Declarations & Applicant responsibilities

1.1 I declare that I have read and that I understand the questions and that all the information submitted is true and complete and not false and/or misleading. I understand giving false and/or misleading statements, or submitting fraudulent documentation in support of an application (see section 2) for the purpose of gaining admission to the University is an offence under Australian law and may result in my application being rejected, or if any offer had been made, it will be withdrawn or if I have been enrolled, my enrolment will be cancelled..

1.2 I declare that I have read and that I understand the statement on fraudulent, untrue or incomplete information submitted by applicants section below (see section 2).

1.3 I declare that I have read and that I understand the statement on collection of personal information section below (see section 3).

1.4 I understand that ANU follows certain standards for coursework student admissions. I declare that I have read the relevant ANU [policy](#) and [procedure](#).

1.5 I authorise ANU to obtain available official records from any educational institution attended by me. I understand that ANU is not responsible if any institution does not provide these records.

1.6 I understand that if I am made an offer of admission, I will be required to provide passport details upon acceptance of the offer and that the University may provide personal and academic information about me to any authority that is legally entitled to request it.

1.7 I declare that I am a Genuine Student (GS) and Genuine Temporary Entrant (GTE) and that I have read and understood the conditions in relation to these requirements as defined on the [Genuine temporary entrant requirement](#) page on the Australian Government website. I understand that if the University forms the opinion that I am not a Genuine Temporary Entrant or a Genuine Student or I do not meet the GTE and GS requirements set by Department of Home Affairs and/or I am unable to obtain or maintain a student visa, the University may refuse to assess my application; withdraw an offer of admission (conditional or otherwise) and/or cancel my enrolment.

1.8 I understand that, if applicable, ANU may check my visa and residency status using Visa Entitlement Verification Online (VEVO). As such, I authorise ANU to do so.

1.9 I authorise ANU to collect, receive, store, transfer and use any information provided by me, or any information obtained in connection with this application, and to disclose such information to Universities Australia, Universities Australia member institutions, the members of the Australasian Conference of Tertiary Admissions Centres (ACTAC), the Tertiary Education Quality and Standards Authority (TEQSA), the Australian Skills Quality Authority (ASQA), State and Territory governments and any other authority (e.g. Department of Home Affairs) or tertiary educational institution either in Australia or overseas, where ANU reasonably considers it is necessary to make such disclosure.



1.10 I authorise ANU to collect, receive, store, transfer and use all such information; and all information in or connected with this application for training and/or research purposes. I give these authorities on the condition that all information provided pursuant to training and/or research purposes is de-identified.

1.11 In the event I am enrolled at ANU, I authorise ANU to release any personal information (see section 3) that it may hold about me to any other educational institution that is seeking to verify my student conduct or academic record for the purpose of determining my eligibility for admission or enrolment, at that institution.

1.12 I understand that ANU may disclose my personal information and/or any information I have given in this application to the following types of organisations:

- Government departments (such as the Department of Home Affairs and the Department of Education, Employment and Workplace relations) and agencies involved in administering *Education Services for Overseas Students Act 2000 (Cth)*; and/or
- external organisations (such as other tertiary education institutions) where disclosure is necessary to verify my previous qualifications and other supporting documentation provided with my application; and/or
- contracted service providers which the ANU uses to provide services on its behalf or conduct risk assessment for the purpose of establishing GS and GTE status.

1.13 I understand that any information I provide to ANU or is maintained by ANU, may be given to Australian government departments or agencies as required by law and/or in order for ANU to comply with its obligations under the *Education Services for Overseas Students Act 2000 (Cth)* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* and I recognise that disclosure can include, but is not limited to, information regarding breaches of a student visa condition, changes to my enrolment and/or for visa processing purposes.

1.14 I understand that ANU may disclose the personal information (see section 3) I have given in this application to the Department of Education and Training, or its successor, for the purpose of:

- use in connection with the Higher Education Information Management System (HEIMS) or provider registration; and/or
- use in connection with the national data collection on University applications and offers; and/or
- other collections as the Department of Education and Training, or its successor, may lawfully require from time-to-time.

I also understand that the Department of Education and Training may also disclose this information to the Australian Taxation Office (ATO).

1.15 I understand that if I am a sponsored student, the personal information collected by ANU, including academic progress, results, attendance or financial standing, will be disclosed to my sponsor, my embassy, cultural mission or any third party appointed by my sponsor, my embassy and/or cultural mission.

1.16 I understand that I am responsible for payment of all tuition fees by the relevant due dates. I understand that tuition fees increase from year to year and I accept that it is my responsibility to pay the increased fees as required. I also understand that I am responsible for my living expenses and other related expenses incurred by me during my enrolment at ANU and stay in Australia including for my dependants. I declare that I am able to make appropriate arrangements to fund my studies and stay in Australia. I also declare that I have read and understood the [tuition fee refund policy](#).

1.17 I understand that ANU will not be responsible for any tuition fee payments, living expenses or other related expenses incurred by me during my enrolment at ANU, unless I receive a scholarship from ANU.

1.18 I agree that while I am on a student visa, I will inform ANU of any change to my contact details including changes to my residential address, mobile telephone number, or email address within 7 days.

1.19 I understand that it is an offence to submit fraudulent or misleading documentation in support of an application (see section 2) for the purpose of gaining admission to ANU. I understand that 'application' in this context includes applications for admission as well as applications for scholarships. I understand that ANU has the right to vary or cancel an application, or enrolment made on the basis of what ANU determines to be untrue or incomplete or fraudulent or misleading information or documentation from any source. I understand that providing such information or documentation may lead to my application being withdrawn or denied and/or cancelled; and if enrolled, the enrolment may be terminated. Further, if a visa has been issued, I understand that ANU will notify the Department of Home Affairs. All matters concerning fraudulent documentation may be reported to the relevant Government and statutory authorities.

1.20 I understand that in some cases ANU makes admission offers based on the information provided by relevant third parties such as referees, sponsors, external scholarship providers, registered partners; and on advice received from other relevant institutions. If ANU subsequently finds that information or advice—of the nature mentioned above—was incorrect or untrue or misleading or fraudulent (see section 2), ANU has the right to vary or cancel an application or enrolment (including any scholarship(s)) on this basis. This may result in my application being withdrawn or denied and/or cancelled; and if enrolled, the enrolment may be terminated.

1.21 Furthermore I understand that upon submitting this application, if I am deemed eligible for an ANU program and receive an offer thereto after disclosing an association with an ANU approved external scholarship provider or an ANU approved partner or sponsor; that offer may be conditional on my ability to demonstrate one or more of the following. That, I was awarded the scholarship(s), or I entered into an approved sponsorship or partnership agreement.

1.22 I understand that ANU may release details of my program preferences and offers to my school/college for assessment purposes. I authorise ANU to do so for such purposes. *(Note: If you would prefer for these details not to be released please contact the ANU Admissions Office).*

1.23 I authorise ANU to verify any information I provide through my application. I understand that this includes auditing my application by obtaining official records from any institution I have attended or by conducting other enquiries otherwise required to verify information or documentation presented with my application, including but not limited to referee reports, evidence of English language proficiency and/or undeclared study. Accordingly, I consent to ANU providing my personal information (see section 3) to any relevant third party for these purposes. If requested, I also agree to provide original documents to ANU for the purpose of verification and/or auditing; which I understand may be asked of me at any time.

## **2. Statement on Fraudulent, Untrue or Incomplete Information/Documentation submitted by Applicants**

ANU recognises that all decisions which affect an applicant must be made fairly using appropriate academic or other criteria as specified by relevant ANU policies and procedures. Selection into programs by application to ANU is primarily based on merit. It is the responsibility of an applicant to ensure that they comply with all instructions when submitting an application to ANU. An application must be complete and correct and all attempts at academic study must be disclosed.

All matters concerning fraudulent, misleading or untrue documentation, may be reported to the relevant Government and statutory authorities. ANU will also investigate, and may take action against, an applicant who, by any other means, has or could have achieved an advantage over other applicants.

Examples of conduct by an applicant which will be investigated by ANU include, but are not limited to:

- submitting an incomplete or falsified academic transcript;
- failing to declare previous study at secondary, post-secondary or tertiary level;
- submitting an incorrect or otherwise misleading statement of employment experience;
- claiming special consideration of educational disadvantage based on incorrect information;
- having some other person complete a selection task on the applicant's behalf such as an interview, audition or a portfolio of work;
- claiming membership of a special selection group when not a member of that group.

The procedures for processing applications suspected of being in some way incomplete or untrue have been approved by ANU and the NSW Vice-Chancellors' Committee. These procedures accept the right of applicants to be treated fairly and without prejudice, and in accordance with the principles of natural justice. The ANU policy on admission appeals can be found [here](#).

### 3. Statement on Collection of Personal Information

ANU collects personal information and, in some circumstances, information regarding your health, or information about someone other than yourself, for the purpose of processing your application for admission, enrolment and to meet our obligations under the *Education Services for Overseas Students Act 2000* (Cth) and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*. If you are providing personal information about someone other than yourself, you should inform them about [ANU privacy policy](#).

If you wish to seek access to your personal information or inquire about the handling of your personal information, or make a complaint about how we have handled your information, please contact the ANU privacy officer by email at [privacy@anu.edu.au](mailto:privacy@anu.edu.au).

**I certify that I have read and understood, the questions on this application form and declarations and authority. I also certify that my answers are true and correct.**

Applicant  
Signature:

Date: