

Direct Application Form – Graduate/Postgraduate Courses

For local/domestic students only

Instructions and information for using this form

If you are applying for a number of courses that are managed by different faculties, you must submit a separate application form and supporting documentation to each faculty, including all of your course preferences on each copy. For information on courses, entry requirements and which faculty manages your course(s) of interest, please refer to the Monash CourseFinder – <http://www.monash.edu.au/study/coursefinder/>

This form is for:

- Australian citizens
- New Zealand citizens
- Permanent residents of Australia
- Permanent humanitarian visa holders

International students must apply through Monash International Admissions. Please see: <http://www.monash.edu/international/apply/>

This form is to be used to apply for:

Coursework graduate/postgraduate courses such as Postgraduate Diplomas, Graduate Certificates, Graduate Diplomas or Masters by coursework. Applicants for Graduate Diploma in Education courses must submit their application via VTAC when the application process begins in August each year (for commencement in February of the following year). Please see <http://www.vtac.edu.au> for more information.

Submitting your application form and closing dates

The following website has information on the closing dates and return addresses for each course application. It also includes information on additional course application requirements. Please locate your course of interest and follow the corresponding instructions at <http://www.adm.monash.edu.au/admissions/pgdirectappform.html>

- Please print boldly in blue or black ink using block letters
- Please attach one set of supporting documentation (all documents must be certified copies – see below).

Please take careful note of your course's specific application requirements and be sure to attach all relevant documents to this application.

Fee information

Higher education providers may offer students either a 'Commonwealth-supported place' or a 'fee-paying place'. The majority of graduate courses only offer fee-paying places. The loan scheme FEE-HELP is available for eligible applicants. For more information on tuition fees and loan schemes available, please see: <http://www.monash.edu.au/study/fees/>

Certification of documents

All applicants to Monash University courses must provide certified copies of any previous results or qualifications from institutions other than Monash University or Monash College and any other supporting documentation in relation to your application. Examples of such documents include:

- Birth/marriage certificates etc. required as evidence of name change
- Academic qualifications from other institutions including testamurs/academic transcripts/result certificates
- Copy of Permanent Resident Visa or Australian Certificate of Citizenship

Any documentation not properly certified will be returned and your application will not be assessed. Faxed copies will not be accepted.

The following people are acceptable signatories for certification of documents: A justice of the peace or bail justice; a notary public; a barrister and solicitor of the supreme court; a clerk to a barrister and solicitor if the supreme court; a member of the police force; the sheriff or a deputy sheriff; a registered medical practitioner; a registered dentist; a veterinary practitioner; a pharmacist; a principal in the Victorian government teaching service; the branch manager of a bank; a member of the institute of chartered accountants in Australia or the Australian society of accountants or the national institute of accountants; a minister of religion (not a civil celebrant); a fellow of the institute of legal executives (Victoria)

Overseas qualifications and documentation

Please provide information on the grading structure of the institutions you have attended. Results in a language other than English must be translated. For translations contact the Department of Immigration and Multicultural Affairs, Level 24, 2 Lonsdale Street, GPO Box 241E, Melbourne 3000. Telephone: 1300-654-151. Monash University reserves the right to refuse documentation on the grounds of incorrect certification or translation procedures.

General Information

- This is an application form only and does not constitute enrolment for any course in the University or entitle an applicant to be classified as a student of the University.
- This application is the property of Monash University. Supporting documentation will NOT be returned.
- It is the applicant's responsibility to advise Monash University regarding any change of address.
- Applicants must provide correct and complete information (including information on all previous studies). If it is found that an applicant has provided incorrect information or withheld relevant information relating to their application, an offer for a place in a course may be withdrawn and/or the enrolment may be cancelled.

Privacy Statement

The information on this form is collected for the primary purpose of assessing your application. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University to assess your application. Personal information may also be disclosed to the education institutions or your employer(s) to make an informed decision about the application or matters that concern your enrolment at Monash. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.



Direct Application Form – Graduate/Postgraduate Courses

For local/domestic students only

Office use only – Session details		
ID number:	Course code:	
Academic calendar:	Process category:	Admissions calendar

Personal details

Title: Surname: Given names:

Sex: Male Female Date of birth: UMAT ID: (if applicable)

Preferred email address for Monash correspondence during the application process:

Have you previously applied for and/or studied at Monash College or Monash University? Yes No
If YES, please state Monash ID Number (if known):

Have you changed your name since you last applied/studied at Monash University? Yes No
If YES, please attach relevant documentation.

Have you been excluded from Monash or other tertiary institutions for academic reasons? Yes No
If YES, please provide details of the course(s), year and reasons for exclusion:

Are you a Monash staff member? Yes No If YES, please state your staff number:

Residency details

Are you a citizen or permanent resident of Australia?

Yes – If yes, please attached a certified copy of your birth certificate or the photo page of your passport.

No – If no, please do not complete this form. International students should apply through Monash International Admissions (<http://www.monash.edu.au/international/apply>).

Home address (PO Box addresses not acceptable – must be your current home address)

Address:

Suburb: State: Postcode:

Home phone: Mobile:

Business phone: Fax:

Postal address for correspondence (if different from home address)

Address:

Suburb: State: Postcode:

Monash course/s Applying for

Please note: if you are applying for a number of courses that are managed by different faculties, you must submit a separate application form and supporting documentation to each faculty, including all of your course preferences on each copy. For information on courses and which faculty manages your course(s) of interest, please refer to the Monash CourseFinder visit <http://www.monash.edu.au/study/coursefinder/>

Preference 1

Course title: Course code:

Campus: Major: (where required): Commencing year and semester:

Are you applying for a: Commonwealth-supported place Fee-paying place Both
 Full-time or Part-time On-campus or Off-campus

Preference 2

Course title: Course code:

Campus: Major: (where required): Commencing year and semester:

Are you applying for a: Commonwealth-supported place Fee-paying place Both
 Full-time or Part-time On-campus or Off-campus

Preference 3

Course title: Course code:

Campus: Major: (where required): Commencing year and semester:

Are you applying for a: Commonwealth-supported place Fee-paying place Both
 Full-time or Part-time On-campus or Off-campus

Preference 4

Course title: Course code:

Campus: Major: (where required): Commencing year and semester:

Are you applying for a: Commonwealth-supported place Fee-paying place Both
 Full-time or Part-time On-campus or Off-campus

Area of interest

Please indicate the area(s) that you are interested in studying eg. anthropology, biomedical science etc.:

Education

Secondary education

Please indicate the highest level of secondary schooling undertaken. You must attach a certified copy of your final results or results to date (including ENTER, VCE study scores or equivalent Year 12 information). Any outstanding results should be forwarded to the University as soon as these become available.

Qualification obtained: Institution name:

Year obtained: State/Country:

Tertiary education

You must provide a certified copy of all academic transcripts (unless the previous study was at Monash University or Monash College, in which case you do not need to provide a transcript). Please use additional pages if space provided is insufficient or provide Curriculum Vitae.

Name of institution	Country	Details of program, studies awards	Year first enrolled	Year last enrolled	Tick if completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Outstanding results

Are you currently awaiting results of any post-secondary or tertiary studies? Yes No

If yes, name of qualification and institution:

Date on which results will be available:

Employment history

Provide information on your employment history if required by your course(s) of interest. Details of courses requiring employment history information can be found at <http://www.adm.monash.edu.au/admissions/pgdirectappform.html> Please use additional pages if space provided is insufficient or provide a Curriculum Vitae.

Dates	Employer	Position and duties	Full or part-time	Paid or voluntary

Professional experience and membership

Provide information on your professional experience/membership of professional societies/associations if required by your course(s) of interest. Details of courses requiring professional experience/membership information can be found at <http://www.adm.monash.edu.au/admissions/pgdirectappform.html> Please use additional pages if space provided is insufficient or provide a Curriculum Vitae.

Year(s)	Appointment held

Personal statement

Applicants may be required or can elect to attach a brief personal statement (300-500 words) about themselves and their interest in the course/s they are applying for. Details of courses requiring personal statements can be found at <http://www.adm.monash.edu.au/admissions/pgdirectappform.html> Please attach any personal statement on an additional sheet of paper.

Research interests

Applicants may be required to attach a research proposal for the minor thesis or research component of their course (300-500 words). Details of courses requiring research proposals can be found at <http://www.adm.monash.edu.au/admissions/pgdirectappform.html> If a research proposal is required, please attach it on a separate sheet of paper.

Referees

Attach information on referees if required by your course(s) of interest. Details of courses requiring referee information can be found at <http://www.adm.monash.edu.au/admissions/pgdirectappform.html> Please give referees and their contact details on additional pages if space provided is insufficient or provide a Curriculum Vitae.

Credit

Do you intend to apply for Credit on the basis of your tertiary education or relevant experience or professional development? Yes No

If yes, an application for Credit must be submitted. For an credit application form, go to <http://www.monash.edu.au/study/applications/credit/index.html>. For more information, see the website of the Faculty that manages your degree/s of interest, or contact the faculty directly.

English Language Proficiency

State in which way you fulfil the University's English minimum language proficiency requirements by ticking the appropriate statement below. Certified copies of results must be provided in all cases.

- I have achieved a satisfactory level of performance in an English subject at Year 12 or equivalent level.
- I have studied in an institution where English is the language of instruction and assessment for the entire institution for either the equivalent of the first three semesters of a university course (within the past two years if outside Australia), or the equivalent of a three year tertiary program (within the past five years if outside Australia).
- I have undertaken an IELTS (International English Language Testing System – academic) test within the past 24 months and have achieved a minimum test score of 6.5 with no individual band score less than 6.0.
- I have undertaken a TOEFL (American Test of English as a Foreign Language) test within 24 months and have achieved a minimum test score of 580 with a Test of Written English (TWE) score of at least 4.5 or a minimum test score of 237 in the computer-based TOEFL with an Essay Rating (ER) of at least 5.
- All of my secondary schooling was in English and I have successfully completed at least two English-rich university level subjects in an institution where English is the language of instruction and assessment.
- I have successfully completed the Monash University English Language Bridging Program, or equivalent programs, at the appropriate level.

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 authorise Monash University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary *Qualsearch* will be engaged to access this academic information. I understand that Monash University is not responsible if any educational body or institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

I have read the University's statement on privacy and the purposes for which my personal information will be used (available at <http://www.privacy.monash.edu.au>).

I agree to abide by the statutes, regulations and policies of Monash University.

Applicant's signature: _____ Date: ____ / ____ / _____

Checklist

- | | |
|---|--|
| <input type="checkbox"/> Completed and signed application | <input type="checkbox"/> A curriculum vitae (where appropriate) |
| <input type="checkbox"/> Evidence of Australian citizenship or permanent residency | <input type="checkbox"/> An application for advanced standing if relevant |
| <input type="checkbox"/> Certified copies of official academic transcripts | <input type="checkbox"/> Any other additional information required by individual courses |
| <input type="checkbox"/> Evidence of English language proficiency (if not established by secondary/tertiary transcripts). | |

Office Use Only

Offer of admission Offer authorised by _____
Date: ____ / ____ / _____

CSP Offer Full Fee Offer

Offer of admission with conditions

Offer conditions – please state:

If conditions met CSP or Full Fee offer

Conditional offer authorised by _____

Date: ____ / ____ / _____

Offer conditions met Authorised by _____

Date: ____ / ____ / _____

Rejection – No offer

Reason for rejection: (please tick)

Not qualified

Insufficient quota

Documentation unsatisfactory

Rejection authorised by _____

Date: ____ / ____ / _____

Reconsideration requested

Outcome _____

Authorised by _____

Date: ____ / ____ / _____

Basis for admission:

- Completed higher education course (AUS/OS)
- Complete or incomplete higher education course (AUS/OS)
- Completed secondary education at school/TAFE or other HEP (AUS/OS)
- Complete or incomplete TAFE award course other than secondary education
- Mature age special entry provisions
- Professional qualification
- Other basis

English language entry requirements met by:

Application keyed Yes No

Date: ____ / ____ / _____

Letter sent Yes No

Date: ____ / ____ / _____

Advanced Standing assessed Yes No

Date: ____ / ____ / _____

Additional comments or administrative steps: