

# Postgraduate Coursework Direct Application

For Australian Citizens and Permanent Residents or New Zealand citizens

MACQUARIE  
UNIVERSITY



## **Who should complete this form?**

This application form is for Australian or New Zealand citizens and Australian permanent residents seeking admission to a course offered via Direct application. You should complete this form if you meet this criteria and you are:

- seeking admission to a course for the first time, or
- currently a Macquarie student articulating to a higher award course, for example currently completing a postgraduate diploma and seeking admission to the masters.

**Do not** complete this form if you are:

- not an Australian or New Zealand citizen or Australian permanent resident. Contact Macquarie International for application information [www.international.mq.edu.au](http://www.international.mq.edu.au)
- seeking re-admission to a course that you have previously completed units for. Please complete the re-admission application form available at [www.postgrad.mq.edu.au](http://www.postgrad.mq.edu.au)
- seeking enrolment in an unit not to count towards a Macquarie award. Please refer to the information for non-award studies at [www.coe.mq.edu.au](http://www.coe.mq.edu.au) or the cross institutional study at [www.postgrad.mq.edu.au](http://www.postgrad.mq.edu.au)
- a current Macquarie postgraduate student transferring from a double degree to either of the component single degrees. Complete the transfer form available at [www.postgrad.mq.edu.au](http://www.postgrad.mq.edu.au)

## **Certification of Supporting Documents**

Supporting document must be provided to Macquarie as either original documents (ie original transcripts) or a certified copy. A Justice of the Peace (JP) or other Authorised officers can certify photocopies of original documents after sighting originals. Documents may be certified at the Student Enquiry Service, Level 1, Lincoln Building so long as the photocopy is provided by the applicant and the original document is sighted. A full list of authorised officers is available at [www.postgrad.mq.edu.au/pdfs/CertificationofDoc.pdf](http://www.postgrad.mq.edu.au/pdfs/CertificationofDoc.pdf)

The person certifying the photocopies must not be related to you and must, on each page:

- write “This is a true copy of the original document sighted by me”;
- sign it
- print the following details: name, contact phone number, type of authorised officer and date verified
- affix the official stamp or seal of the verifier’s organisation on the copy, if the organisation has a stamp

## **English Proficiency**

All applicants must provide evidence of English Language Proficiency. For most applicants this requirement is met by providing proof of holding an assessable qualification, eg Australian diploma, Australian bachelor degree. Applicants who do not hold an assessable qualification are required to provide alternative evidence of their English proficiency such as an IELTS test. Further information on providing proof of English language proficiency is available at [www.postgrad.mq.edu.au/pdfs/EnglishProficiency.pdf](http://www.postgrad.mq.edu.au/pdfs/EnglishProficiency.pdf)

## **How will you know the outcome?**

Application processing times may vary depending on the number of applications received in a study period and the specific course you are applying for. You will receive acknowledgement of your application once assessment has commenced. The email address you provide on this application will be used for all correspondence including requests for further information we may need and the outcome of the application assessment.

Please ensure that you clearly print your email address on the application to ensure any correspondence can be correctly addressed.

## How to make an application

1. **Refer to the current Schedule of Coursework Programs** available at [www.postgrad.mq.edu.au/forms.html](http://www.postgrad.mq.edu.au/forms.html)
  - a. Check closing dates
  - b. Confirm your application is to be made direct to Macquarie University (MQ), to the Applied Finance Centre (AFC) or to the Centre for Policing, Intelligence and counter Terrorism (PICT). Applications via the Universities Admissions Centre (UAC) must be made via [www.uac.edu.au](http://www.uac.edu.au) . Applications via FBE must be made via [www.be.mq.edu.au/apply](http://www.be.mq.edu.au/apply) .
  - c. Obtain your course name and course code
  - d. Check offerings available for your course eg first half-year, second half-year
  - e. Check study modes available for your course eg external (distance) or internal (on-campus)
2. **Complete all parts of the application form**, ensuring that you:
  - a. Print clearly using a blue or black pen
  - b. Complete a separate application form for each course you are applying for
  - c. Sign the declaration on the final page
3. **Attach certified copies of supporting documents**, including:
  - a. Official transcripts of previous studies (unofficial transcripts printed from institution websites will not be accepted)
  - b. Proof of completion of qualifications if not stated on the official transcript. (If you are still completing your studies please submit an official transcript showing results to date. Your proof of completion may be submitted at a later date following the instructions below)
  - c. Proof of English proficiency (see the next section for further information)
  - d. Proof of Permanent Residency Visa (if applicable)
  - e. Certified translation of any document that is not in English in addition to the original documentation
  - f. Proof of Name Change (if your name differs from that on any of the above documents)
4. **Complete and attach supplementary forms**

Additional forms and documents must be submitted for the courses listed below. Please see [www.postgrad.mq.edu.au/forms.html](http://www.postgrad.mq.edu.au/forms.html) or faculty websites for copies of these forms.

  - All PICT Courses
  - Psychology courses
  - Educational Leadership
  - Research Preparation
  - Research Methods
5. **Submit your application.**

Faxed and emailed applications will not be accepted. Only original applications with certified documents can be processed.

	Postal Address	Street Address
<b>Direct MQ Applications:</b>	Coursework Studies - PG Lincoln Building C8A Level 1 Macquarie University NSW 2109	Student Enquiry Service Lincoln Building C8A Level 1 Macquarie University NSW 2109
<b>PICT Applications:</b> <i>(Policing Intelligence and Counter Terrorism)</i>	Student Services Administrator Centre for PICT Y3A Level 2 Macquarie University NSW 2109	Student Services Administrator Centre for PICT Y3A Level 2 Macquarie University NSW 2109
<b>AFC Applications:</b> <i>(Applied Finance Centre)</i>	Professor Kevin Jameson Macquarie Applied Finance Centre GPO Box 3480 SYDNEY NSW 2001	Macquarie Applied Finance Centre Level 3, 10 Spring Street SYDNEY NSW 2001

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## Macquarie Identification

Have you ever applied to Macquarie University before?  Yes  No

Your Macquarie student identification number (if known)

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## Personal Details

Title \_\_\_\_\_ First Name(s) \_\_\_\_\_

Family Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Date of Birth (dd/mm/yy) \_\_\_\_\_

Former Name \_\_\_\_\_

Sex:  Male  Female

Contact Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_

Email: \_\_\_\_\_

## Course Details (please refer to the current [schedule of coursework programs](#) to complete this section)

Course name in full  
(one course per application form only)

Please see the "Instructions section" on the front page of this application and also check if your course requires completion of a supplementary form.

Commencing:\*

First half-year (Feb) Year \_\_\_\_\_  
 Second half-year (Aug)

Course Code (e.g. MAPST Found in the [schedule](#) of programs)

Study Load:\*

Full time  
 Part time

Study Mode:\*

On-campus  
 Distance

Specialisation (program code) (e.g. STAT01P, ACC02 Found in the [online handbook](#))

\* Please note not all courses have all the availabilities above. Please check the [schedule of coursework programs](#) for your course.

## Request for Credit for Previous Studies (refer to our postgraduate credit policy at [www.postgrad.mq.edu.au](http://www.postgrad.mq.edu.au))

a) Are you an existing or previous Macquarie student applying to articulate from a lower award to a higher award in the same area of study? eg PostGrad Diploma to Masters  Yes\*  No

\*If 'Yes' is indicated, we will automatically assess and process any relevant credit for previous studies subject to the condition that you receive an Offer for the course that you are currently applying.

b) Do you wish to apply for credit (exemptions) based on other previous relevant study?  Yes\*  No

\*If 'Yes', please specify the institution(s) where this study was completed and the corresponding units you are requesting credit (exemption) for:

### You must attach to your application:

- a CERTIFIED (or original) of your transcript of results
- a description of the grading system used at the other institution
- a description of the completed units for which you are requesting credit for, taken from the institution's official handbook/calendar for the appropriate year, or other appropriate evidence (except Macquarie).



### ***Fee-HELP Limits***

If you intend to receive FEE-HELP assistance in the coming semester, will you exceed your FEE-HELP limit?

Yes       No

If you enrol in a unit of study and the tuition fee exceeds your FEE-HELP balance, you will need to pay the amount in excess of your FEE-HELP balance, directly to the University. If you have been a FEE-HELP student previously, you will be able use your CHESSN to access your FEE-HELP Balance via myUniAssist on the "Going to Uni" website [www.goingtouni.gov.au](http://www.goingtouni.gov.au)

### ***Checklist for Applicants***

Before submitting your application, please check that you have completed the following:

- You have completed all sections of the application form, Pages 1 to 3.
- You have clearly printed your email address - this will be the most common method of communication
- You have signed and dated the declaration below
- You have checked course name, code and availability in the schedule of coursework programs.
- Certified copies of required documents are attached
  - Official transcripts of previous studies
  - Proof of completion of qualifications (If you are still completing your studies please submit an official transcript showing results to date. Your proof of completion may be submitted at a later date)
  - Proof of English proficiency (check instructions to see if this is required)
  - Proof of permanent residency (permanent residents only)
  - Certified translation of any document that is not in English in addition to original documentation
  - Proof of name change (if required)
- Supplementary forms are included or will be submitted directly to departments (ie for PICT courses, psychology courses, educational leadership, research preparation and research methods)

### ***Declaration and Signature***

(Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority.)

I wish to apply for the course/s listed and declare that the information I have submitted is true and complete. I understand that Macquarie University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.

I understand that while the supply of information is voluntary, if I cannot provide or do not wish to provide the information sought, it may be impossible to process my application.

I understand that in submitting this application, Macquarie University is collecting personal information from me, and that this is considered personal information for the purposes of the Privacy and Personal Information Protection Act 1998. I understand that the purpose for collecting the information is to enable my application to be considered, to plan the provision of educational courses, and that the intended recipients of this information are officers within Macquarie University and any other body who may require the information for administration purposes, including agencies of the Federal Government.

Macquarie University is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. I understand that Macquarie University may disclose the information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes, that DEEWR will store the information securely in the Higher Education Information Management System (HEIMS) and that DEEWR may disclose the information to the Australian Taxation Office (ATO). Macquarie University and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

I authorise Macquarie University to collect, receive, store, transfer and use any information about me from the Universities Admissions Centre and/or other tertiary institutions to facilitate the processing of my application.

Name

Signature

Date