

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:

- seeking admission to a course where applications are to be submitted via Universities Admissions Centre, Applied Finance Centre or Faculty of Business and Economics. For further information on applying see the Postgraduate Course List available at www.postgrad.mq.edu.au.
- not an Australian or New Zealand citizen or Australian permanent resident. Contact Macquarie International for application information 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
- 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 or the cross institutional study at 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

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/certifydocs.html

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

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 Postgraduate Course List** available at www.postgrad.mq.edu.au/forms.html
 - a. Check closing dates
 - b. Confirm your application is to be made direct to Macquarie University (MQ) 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
 - Applications for Faculty of Business & Economics must be made via www.be.mq.edu.au/apply
 - Applications for the Applied Finance Centre (AFC) must be made via www.maafc.mq.edu.au
 - c. Obtain your course name and course code
 - d. Check offerings available for your course eg session 1, session2
 - 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) Transcripts of previous study at Macquarie University are not required
 - 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 Australian or New Zealand Citizenship or Australian Permanent Residency Visa
 - 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 or faculty websites for copies of these forms.

 - Psychology courses
 - Educational Leadership
 - Research Preparation
 - Research Methods
 - PICT applications must include a current resume
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
Direct MQ Applications:	Coursework Studies - PG Lincoln Building C8A Level 1 Macquarie University NSW 2109	Student Enquiry Service Lincoln Building C8A Level 1 Macquarie University NSW 2109
PICT Applications: (Policing Intelligence and Counter Terrorism)	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

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 [Postgraduate Course List](#) 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:*
 Session 1 (Feb) Year _____
 Session 2 (Aug)

Course Code (e.g. MAPST Found in the [Postgraduate Course List](#))

Study Load:*
 Full time
 Part time

Study Mode:*
 On-campus
 Distance

Specialisation If your course has specialisations you must state which one you applying for. (e.g. STAT01P, ACC02 Found in the [online coursefinder](#))

* Please note not all courses have all the availabilities above. Please check the [Postgraduate Course List](#) for your course.

Request for Credit for Previous Studies *(refer to our postgraduate credit policy at 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).

High School Studies		
Did you attend Year 12 in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide information of your year 12 studies:		
State where attended	Year completed	Name of High School

Tertiary Studies				
Duration		Name of Tertiary Institution (and country if not Australia)	Name of Course Studied	Completed? (Yes / No)
Year Commenced	Year completed (or to be completed)			

Other Qualifications held (eg. Memberships, certifications) and Professional Experience (relevant to proposed study)
<i>(if more space is needed please attach a separate document)</i>

Citizenship and Residency Details
Please indicate your residency status by ticking ONE of the following: Please provide proof of your Citizenship or Permanent Residency Status with this application.
<input type="checkbox"/> Australian Citizen
<input type="checkbox"/> New Zealand Citizen
<input type="checkbox"/> Australian Permanent Resident Visa (<i>other than Humanitarian sub-class</i>). ___/___/____ (dd/mm/yyyy) On what date was your Visa granted?
<input type="checkbox"/> Australian Permanent Resident Humanitarian Visa. ___/___/____ (dd/mm/yyyy) On what date was your Visa granted?
If you have not selected one of the options as listed above, you should apply as an International Student. Please contact Macquarie International www.international.mq.edu.au or phone 9850 6320 for further information.
Will you be residing in Australia during the study period? <input type="checkbox"/> Yes <input type="checkbox"/> No
In which country were you born? _____
If you were not born in Australia, in what year did you first enter Australia? _____
What is the main language spoken at your permanent home residence? _____
Are you of Aboriginal descent? <input type="checkbox"/> Yes <input type="checkbox"/> No or Torres Strait Islander descent? <input type="checkbox"/> Yes <input type="checkbox"/> No

Students with Disabilities
The Disability Support Unit works with students who have a permanent or temporary disability and/or health condition to get the services they need to have an equal opportunity to flourish at Macquarie University. Students can contact or register with the Disability Support Unit at any time before or during their studies at Macquarie. Contact the Disability Support Unit to learn more about the services that may be available to enable you to flourish in your studies.
Contact us: Phone 02 9850 6494 Email disability@mq.edu.au TTY 02 9850 6493 Web www.campuslife.mq.edu.au/disability In Person Level 2 C8A Lincoln Building Macquarie University

Fee-HELP Limits

If you intend to receive FEE-HELP assistance in the coming session, 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

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 Postgraduate Course List.
- Certified copies of required documents are attached
 - Official transcripts of previous studies (Macquarie University transcripts are not required)
 - 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 Australian or New Zealand citizenship or Australian permanent residency
 - 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 Psychology courses, educational leadership, research preparation and research methods, or your resume for PICT courses)

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