

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

This application form is for Australian or New Zealand citizens and Australian permanent residents seeking re-admission to a course they were previously enrolled in. You should complete this form if you have previously completed units in the course you are applying for.

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

- seeking admission to a course in which you do not have a recorded result for one or more units. You will need to apply as a new student. Application information is available at [www.postgrad.mq.edu.au](http://www.postgrad.mq.edu.au)
- seeking admission to a course offered by Faculty of Business & Economics. You will need to apply via [www.be.mq.edu.au/apply](http://www.be.mq.edu.au/apply)
- seeking admission to a course offered via the Applied Finance Centre (AFC). You will need to apply via [www.mafc.mq.edu.au](http://www.mafc.mq.edu.au)
- a current Macquarie student articulating to a higher award course eg currently completing a postgraduate diploma and seeking admission to the masters. You will need to apply as a new student. Application information is available at [www.postgrad.mq.edu.au](http://www.postgrad.mq.edu.au)
- not an Australian or New Zealand citizen or Australian permanent resident. Contact Macquarie International for re-admission information [www.international.mq.edu.au](http://www.international.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)

## **Re-admission Information**

Students seeking re-admission to a postgraduate coursework program after an absence will be enrolled in the current version of the course unless there are exceptional circumstances such as having only one unit to finish their program. All re-admission students will be liable for current year fees.

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

Application processing times may vary depending on the number of applications received for 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](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) 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 for Faculty of Business & Economics must be made via [www.be.mq.edu.au/apply](http://www.be.mq.edu.au/apply)
    - Applications for the Applied Finance Centre (AFC) must be made via [www.mafc.mq.edu.au](http://www.mafc.mq.edu.au)
  - c. Obtain your course name and course code. Ensure that this code is the same as the course you originally applied for. If it has changed you must apply as a new student.
  - d. Check offerings available for your course eg session 1, session 2
  - 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. Sign the declaration on the final page

**3. Attach certified copies of supporting documents, including:**

- a. Official transcripts of any studies completed during your absence from Macquarie (unofficial transcripts printed from institution websites will not be accepted)
- b. Proof of Citizenship or Permanent Residency if your status has changed since you were last enrolled
- c. Certified translations of any document that is not in English in addition to the original documentation
- d. Proof of Name Change (if your name has changed since you were last enrolled)

**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.

- 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.

	<b>Postal Address</b>	<b>Street Address</b>
<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: (Policing Intelligence and Counter Terrorism)</b>	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

## **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 and 2.
- [ ] You have clearly printed your email address - this will be the most common method of communication
- [ ] You have signed and dated the declaration on page 2
- [ ] You have checked course name, code and availability in the Postgraduate Course List
- [ ] Certified copies of required documents are attached
  - Official transcripts of any studies completed during your absence from Macquarie (unofficial transcripts printed from institution websites will not be accepted)
  - Proof of Citizenship or Permanent Residency if your status has changed since you were last enrolled
  - Certified translation of any document that is not in English in addition to the original documentation
  - Proof of Name Change (if your name has changed since you were last enrolled)
- [ ] Supplementary forms are included or will be submitted directly to departments (ie for psychology courses, educational leadership, research preparation and research methods, or your resume for PICT courses)
- [ ] Please remove the instruction pages before submitting your application

# Re-admission Application for Postgraduates

For Australian Citizens and Permanent Residents or New Zealand citizens



<b>Re-admission</b>	<b>Macquarie Identification</b>							
	Your Macquarie student identification number (if known)							
	If you have to complete only one unit remaining, please state the unit code: _____							
	Have you taken any tertiary studies since you were last at Macquarie? <input type="checkbox"/> Yes* <input type="checkbox"/> No							
	<i>*If yes, you must provide a certified transcript of your intervening studies</i>							
	<b>Personal Details</b>							
	Title    First Name(s)			Family Name				
	Preferred Name			Date of Birth (dd/mm/yy)				
	Former Name			Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female				
	Contact Address							
Permanent Address								
Home Phone (    )			Mobile phone:					
Work Phone (    )			Email:					

<b>Course Details</b> (please refer to the current <a href="#">Postgraduate Course List</a> to complete this section)		
Course name in full <i>(one course per application form only)</i>		
Please see the "Instructions section" on the front page of this application and check if your course requires completion of a supplementary form.		
Commencing:*		Course Code (e.g. MAPST Found in the <a href="#">Postgraduate Course List</a> )
<input type="checkbox"/> Session 1 (Feb)	Year _____	
<input type="checkbox"/> Session 2 (Aug)		
Study Load:*	Study Mode:*	Specialisation If your course has specialisations you must state which one you applying for. (e.g. STAT01P, ACC02 Found in the <a href="#">online coursefinder</a> )
<input type="checkbox"/> Full time	<input type="checkbox"/> On-campus	
<input type="checkbox"/> Part time	<input type="checkbox"/> Distance	
* Please note not all courses have all the availabilities above. Please check the <a href="#">Postgraduate Course List</a> for your course.		

<b>Request for Credit for Previous Studies</b> (refer to our postgraduate credit policy at <a href="http://www.postgrad.mq.edu.au">www.postgrad.mq.edu.au</a> )	
<i>Credit for previous studies completed at Macquarie will automatically be processed for the relevant credit.</i>	
If you have undertaken tertiary study since you were last enrolled at Macquarie University, do you wish to apply for credit or exemptions on the basis of that study? <input type="checkbox"/> Yes* <input type="checkbox"/> No	
*If 'Yes', please specify the institution(s) where this study was completed and the corresponding units you are requesting credit (exemption) for:	
_____	
_____	
<b>You must attach to your application:</b>	
<ul style="list-style-type: none"> <li>• a <b>CERTIFIED</b> (or original) of your transcript of results</li> <li>• a description of the grading system used at the other institution</li> <li>• 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).</li> </ul>	

