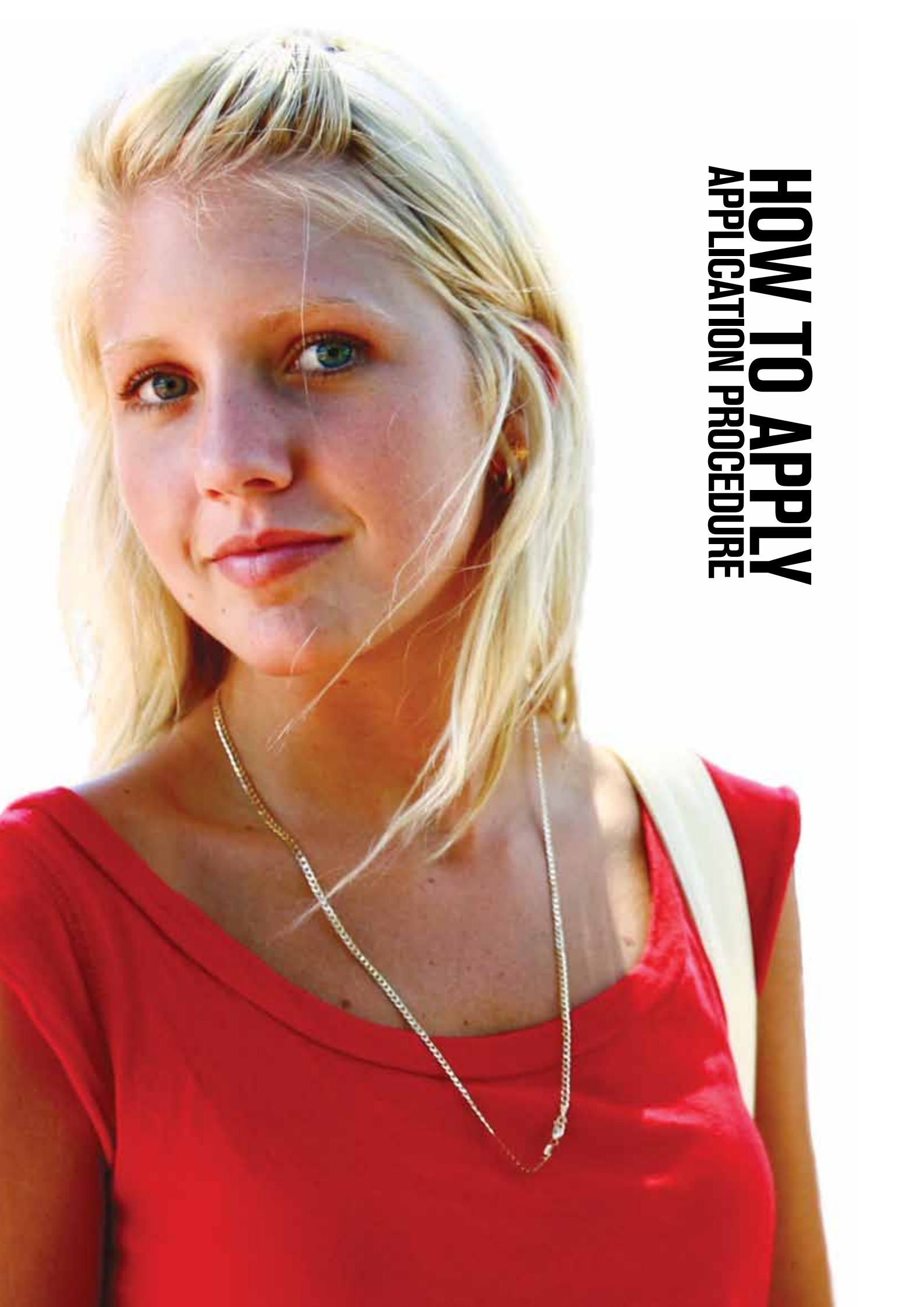


HOW TO APPLY APPLICATION PROCEDURE



Prospective international students interested in applying for admission to a University of Newcastle degree program can either apply directly to the University through International Admissions or through an official overseas representative (agent) of the University. Details of the University's official representatives (agents) are available at: www.newcastle.edu.au/students/international/our-programs/how-to-apply/representative/

Detailed below are the six stages in the application process.

Stage 1 Applying for a place in a program

Decide on the specific program(s) you wish to study. You can then either apply online with our UniOffer tool (go to: www.newcastle.edu.au/students/international/our-programs/how-to-apply/) or you can complete the application form included in this publication. If you choose the paper-based application, please complete all relevant sections of the application form and attach certified copies of all academic transcripts and any other items you may wish to include.

Send the completed application form directly to International Admissions at the University or to an official representative of the University in your country.

Stage 2 Your application is assessed

Once we've received your online or paper-based application, we will check that you have provided all the details and assess whether you meet the requirements for the proposed area of study, and whether there is a place available for you. We will do this as quickly as possible, but this can sometimes take a little while as the application may need to be reviewed by a number of people. You can assist by ensuring that you have answered all questions and provided all necessary information and documents to support your application.

Stage 3 Review your Letter of Offer

Successful applicants will receive from International Admissions, an offer of a place which will provide information on the tuition fees, health insurance fees, the date of commencement of the program of study, accommodation and the refund policy. If an application is unsuccessful, applicants will receive an explanatory letter. Successful applicants will receive either an Unconditional or Conditional Letter of Offer. You must meet all conditions specified on your Letter of Offer prior to receiving your Confirmation of Enrolment.

Stage 4 Payment of fees

In order to accept the offer of a place in a program, you are required to pay a deposit in advance. The payment should be in the form of an international bank draft/cheque made payable to The University of Newcastle. You may also pay by Credit Card or Electronic Funds Transfer (EFT). Please contact International Admissions if you wish to process your deposit payment in this manner.

Please write your full name on the back of the bank draft/cheque. The bank draft/ cheque can either be sent directly to International Admissions at the University or may be given to an official representative (agent) of the University in your country.

Once payment has been received by the University, you will receive a Confirmation of Enrolment, which is required for completing your application for a student visa at the Australian Diplomatic Post in your country.

Stage 5 Applying for a student visa

In order to apply for a student visa at an Australian Diplomatic Post, you will need to obtain a student visa application form, either from the Australian Diplomatic Post or an official overseas representative of the University in your country.

You will need to complete all relevant sections of the student visa application form and attach and submit all relevant documentation and visa application fee. For further information visit the Department of Immigration and Citizenship's website at: www.immi.gov.au/students/index.htm

Stage 6 Travelling to Australia and arranging accommodation in Newcastle or on the Central Coast (Ourimbah)

The University strongly suggests that you seek advice about booking an air ticket as soon as you receive your offer. Orientation week is one week prior to the commencement of semester/ trimester. You should organise your travel arrangements to ensure you attend.

Decide on the type of accommodation you wish to have in Newcastle or on the Central Coast. Information regarding the many types of available accommodation together with key contact details will be provided with your offer letter.

Stage 7 Arriving in Newcastle or at the Central Coast (Ourimbah)

When you arrive in Sydney, you will need to transfer (either by air, rail or bus) to Newcastle or Ourimbah, depending on where you will be studying. Information on how to transfer from Sydney to Newcastle or Ourimbah will be provided with your offer letter.

Once you have arrived, you should go to the International Student Support team on the Callaghan campus or the International Student Support Officer on the Ourimbah campus as soon as you can. Staff will be able to assist you with opening a bank account, advice on the Orientation Program and where you should go for your enrolment session.

All international students are expected to participate in the University's Orientation Program which occurs one week before classes begin. An Orientation Program for newly arrived international students has been specifically designed and includes information on enrolment, campus facilities and associations, public transport, shopping and recreational activities, a guide to either Newcastle or Ourimbah and the Central Coast (whichever is applicable) and social functions.

APPLY ONLINE TODAY

You can apply online using UniOffer and receive a conditional offer straight away.

Visit www.newcastle.edu.au/students/international/our-programs/how-to-apply and follow the online instructions.

POSTGRADUATE APPLICATION GUIDE

1. Course selection

Before completing the enclosed postgraduate application form you should visit the University website at: www.newcastle.edu.au/whatcan-i-study/ and decide on your program of study.

When deciding on your program of study and commencement semester consider whether you may need to undertake English language tuition or the University's International Foundation program.

You can note your preferences for start dates and semesters in section 2 of the application form.

2. Admission requirements

Assessment for admission to the University is based on your academic qualifications and English proficiency. For postgraduate study you usually require an undergraduate degree equivalent to an Australian Bachelor degree in a relevant discipline. However, for some business and IT courses relevant work experience and an academic qualification will also be considered.

3. English proficiency

A list of qualifications that meet the University's English proficiency requirements can be found below, however, a more comprehensive list can be found on the University website at: www.newcastle.edu.au/policy/000104.html It is strongly recommended that you review this policy before completing your application.

IELTS

International English Language Testing Score (IELTS) of 6.5 or higher with no individual subtest score less than 6.0 (except Master of Pharmacy, which requires an overall band score of 7.5 with no band less than 7.0).*

TOEFL

American Test of English as a Foreign Language (TOEFL) score of 550 or more (minimum score of 4.5 in the TWE) – paper based test. Internet-based test (I-TOEFL) requires an overall score of 80, with no subset score below 20 (except Master of Pharmacy, which requires a score of 627 or more, with a minimum score of 5.0 in the TWE – paper based test. I-TOEFL, Internet-based test requires an overall score of 106, with a minimum score of 25 in Writing).*

***PLEASE NOTE: The University is reviewing the English proficiency entry requirements of selected programs for 2013 and beyond. Please refer to the University's English Proficiency Policy (www.newcastle.edu.au/policy/000104.html) before completing your application.**

4. Completing the application form

Complete the enclosed application form, once you have decided on your program of study. Ensure that your personal details are clear. The Australian Government does require us to keep your home country address on file so make sure these details are included even if you are using an education agent. If you are applying through an agent, all correspondence will be sent via your agent.

Late applications may not be considered for entry until the next available intake.

5. Certified documents

All academic transcripts and certificates of completion attached to your application should be certified as true copies of the original.

If your documents are not in English we will need officially translated versions as well as certified copies in the original language.

6. Advanced standing/credit

Consideration of applicants seeking advanced standing is on a case-by-case basis. In the event that advanced standing is granted, the number of units required to complete the degree requirements will be reduced and, consequently, students may need less time to complete their preferred program. If you are seeking advanced standing in your nominated program you should include with your application the course outline, subject descriptions, methods of assessment, contact hours, duration of the program and a list of text books should be from official educational institution publications or hand-outs.

7. Letter of offer

▪ Unconditional Offer

If you have provided all relevant certified documents, and met the University's academic and English proficiency requirements, the University will send you a letter of offer without any conditions for the next available session.

▪ Conditional Offer

The University may send you a conditional offer if you have not provided certified documents or evidence of English proficiency or are yet to complete your current course of study. Once you have met the requirements stipulated under "Conditions" in your offer letter, an unconditional offer will be forwarded to you.

▪ English Language Programs

If you do not meet the University's English Language requirements you will be offered an English language program at the University prior to commencement of your main program of study.

4. Academic level

- Postgraduate Degree (answer Q5 & 6)
- Postgraduate Degree + ELICOS (answer Q5, 6)

SECTION TWO – RELATED EXPERIENCE

5. English Language (ELICOS)

Number of weeks Start Date

6. Language

Indicate your current English language proficiency.

What is your first language? _____

Have you completed any of the following Language Tests in the last two years?

IELTS iTOEFL TOEFL Other Date of Test

Evidence of test results must be provided with your application.

7. Education

Provide specific details of all High School/Diploma/Undergraduate/Postgraduate studies undertaken. Please attach additional pages if necessary. *NB Evidence MUST be provided for all qualifications claimed.

Career	Qualification (eg GCE 'O' / 'A' level, HSC)	Institute (eg Temasek Junior College)	Country (eg Singapore)	Study Commenced (eg Mar 1992)	Completion Date (eg Dec 2000)	Expected Completion Date (eg Jan 2007)
High School						
Diploma/TAFE						
Undergraduate						
Graduate						
Postgraduate						
Other						

8. Credit

To be considered for credit or advanced standing you need to supply the program outline; subject outlines; method(s) of assessment; contact hours; duration of the program; and a full list of the text books used. All program, course and subject information should be from official educational institution publications and handouts.

Do you wish to apply for credit or advanced standing? Yes No

* NB Credit is NOT APPLICABLE for Research Higher Degree candidates

9. Employment history (attach a more detailed statement if applicable)

Name of company	Country where employed	Years of service from to	Position held and brief description of responsibilities

SECTION THREE – OTHER INFORMATION

10. Name of Agent/Recruiter

Please Specify

Note: If this question is left blank, then The University of Newcastle will be assigned as the recruiter.

11. Disabilities

The information provided below will assist the University in monitoring and improving services to assist students with special needs.

Do you have a disability or long-term medical condition which may affect your studies? Yes No

If Yes, please indicate the type of disability that applies:

Hearing Vision Learning Medical Mobility Other

Do you require Support Services? Yes No

If **Yes**, please indicate the type of support services you require:

12. Are you seeking financial aid?

(Canadian and USA students only)

Yes No

SECTION FOUR – CHECKLIST

Important checklist to ensure a quick response to your application.

Complete all sections of this application.

- Ensure you attach certified copies of all previous qualifications including award certificates (if applicable), and academic transcripts with grading systems' descriptions. Qualifications and transcripts **must** be certified by a University of Newcastle representative or agent, a Notary Public, Commissioner for Declarations, Justice of the Peace or Academic Registrar of the institute which issued the transcript. Where qualifications have been obtained under a different name, evidence of change of name must be provided (ie Marriage Certificate)
- If your academic transcripts are in a language other than English, enclose **certified English translations**.
- Enclose **certified** copies of your English language qualification or details of English proficiency.
- Enclose a photocopy of the personal details page of your passport and visa if applicable.
- Attach **certified copies** of any licence or registration you hold which is relevant to your application
- If you are an overseas registered nurse, attach a certified true copy in English of your licence.
- Attach a copy of your CV/resume
- Make a copy of your application for your records.

Declaration

I declare that the information I have supplied in this application is correct and complete. I understand that the University may vary or cancel any decision it makes if the information I have supplied is found to be incorrect or incomplete. I recognise that it is my responsibility to provide all documentary evidence requested in this application. I authorise the University to obtain further information where deemed necessary. I agree to comply with the rules governing admission and enrolment of the University. I understand that I am responsible for the prompt payment of any fees related to the program to which I am applying for admission.

I understand that the University may be required to release the information supplied to Commonwealth and State agencies, pursuant to obligations under the Education Services for Overseas Students Act 2007 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students and I hereby authorise the release of information contained in the Application Form to such agencies.

I understand that the University is required by law to inform the Department of Education, Employment & Workplace Relations of changes to my enrolment and any breach of a student visa condition relating to satisfactory academic performance.

I agree to comply with the rules, policies and by-laws of the University of Newcastle.

Signature _____ Date _____

Send your completed application form to:

GOstralia!-GOzealand!

Jägerstraße 53

70174 Stuttgart

Germany

GOstralia!-GOzealand!

Alstertor 1

20095 Hamburg

Germany