



THE UNIVERSITY OF
MELBOURNE

RETURN FORM TO:

Melbourne Consulting and Custom Programs
The University of Melbourne
Level 3, 442 Auburn Road, Hawthorn VIC 3122 Australia
Phone: +61 3 9810 3245 • Fax: +61 3 9810 3149
Email: postgrad@mccp.unimelb.edu.au

Postgraduate Application

Applications must be accompanied by certified copies or original academic transcripts and other supporting materials requested in the application form.

1. PERSONAL DETAILS

Title:

Family Name:

Given Name(s) in full:

**This is the name that will appear on your transcript*

Date of Birth: Day Month Year Gender: M F

Have you ever applied for a University of Melbourne course? Yes No Student Number:

Special Requirements (eg. access, dietary or other):

2. CONTACT DETAILS

Mailing Address:

Street:

City: State:

Country: Postcode:

Telephone: Business: Country Code Area Code

Mobile: Fax: Country Code Area Code

Email:

3. CITIZENSHIP STATUS

Please indicate your citizenship status and country of birth:

ALL students must attach a certified copy of their citizenship (eg. passport or birth certificate).

(a) Australian Citizen New Zealand Citizen Australian Permanent Resident Other

(b) Country of birth I have attached a certified copy of my citizenship document

4. COURSE

Please provide the title of the course you are applying for:

10. PAYMENT DETAILS

Please tick one of the following five options:

Please charge my credit card

Please debit my: Master Card Visa Card

Cardholder's Name: Amount: \$

Credit Card Number:

Expiry Date: /

Enclosed is my cheque made payable to UoM Commercial Ltd.

Please send an invoice to my sponsor

Please send an invoice to my mailing address

Title:

Name:

Organisation:

Address:

Telephone:

Email:

I wish to pay via FEE-HELP

11. CHECKLIST

Indicate by ticking the relevant boxes below the documents you are sending with your application:

Certified copies or original transcripts from your tertiary studies

- Transcripts are not required if you completed your undergraduate studies at the University of Melbourne
- A certified translation is required if your transcripts are not in English

A copy of your resume detailing your relevant professional work experience

A letter from your current employer outlining the length of your employment and its relevance to the course
(this is for student applying for the Master of Enterprise or Supply Chain Management courses only).

What is a certified copy?

A certified copy is a photocopy of an original document, which contains the signature and official stamp of an authorised signatory. When obtaining a certified photocopy, please ensure the following:

- The signature of the person certifying is original
- The person certifying the document must state their title
- There is a statement to say that it is a true copy of the original document
- The certification is dated

If it is a multi-page document, either each page must be certified or the certification statement must state the number of pages and each page must be signed by the authority. Common titles of signatories that we accept are:

- Justice of the peace
- Member of the Police Force
- Legally qualified medical practitioner
- Pharmacist
- Manager of a Bank, Building Society or Credit Union
- Marriage Celebrant (civil or religious)
- Barrister or solicitor or a clerk to a barrister and solicitor

If you have not provided all the requested documentation please advise when the missing information will be forwarded:

Please note: your application cannot be considered unless all requested documentation has been received.

Future Steps:

- Once the application form and supportive documentation is received by our office you will be advised in writing of the result.
- If your application is successful, you will be provided with instructions on how to access the University of Melbourne website so you can accept the offer and complete some government and University requirements online.

Please note: your Student Card cannot be produced until the above steps are completed.

12. DECLARATION AND SIGNATURE

1. I declare that the information I have submitted with this application is a true and complete record of all academic results I have achieved at each and every university and tertiary institution which I have attended.
2. I hereby authorise the University of Melbourne to make enquiries and obtain official records from any university and tertiary institution concerning my current and previous attendance which, in its absolute discretion, it believes are necessary.
3. I acknowledge that my failure to disclose my true and complete tertiary record may result in my being excluded from the University. I further declare that all the information supplied by me is complete, true and correct in every particular and acknowledge that the University may terminate my studies if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the course undertaken.
4. I understand that should I be awarded a scholarship from the University of Melbourne I may not hold another equivalent award at the same time.
5. I declare that I will be able to abide by the University's policy regarding refunds outlined in the Arrangements Relating to the Payment of my Student Fees.
6. I understand the University reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
7. All documents submitted become the property of the University of Melbourne.
8. I understand that the University of Melbourne may disclose the personal information I have given in this application form to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information to the Higher Education Information Management System.
9. I authorise the University of Melbourne to release my academic results to my sponsor for the duration of my enrolment in this course.

Please refer to www.unimelb.edu.au/unisec/privacy for the University's Privacy Policy

I hereby declare that I have read and understood the above conditions and agree to be bound by those conditions.

Signature

Date Day Month Year

OFFICE USE ONLY

Approved: Yes No

Signature

Date Day Month Year