# THE UNIVERSITY OF NOTRE DAME AUSTRALIA

# International Application for Admission

Please return this form and attachments to the relevant campus, see page 4 of this application form for addresses.
Please tear out before completing. Applicants MUST refer to the application information whilst completing this form.
Please use BLOCK/CAPITAL letters, indicate with "N/A" where questions are not applicable and tick boxes ☑ where appropriate.

## How did you hear about Notre Dame?

☐ Radio ☐ Friend/Colleague ☐ Notre Dame Staff ☐ Agent ☐ Newspaper/Magazine
☐ Internet ☐ Seminar/Exhibition ☐ Other (please specify) _____

## 1. Personal Data

**1.1**  Title _____  Surname/Family name _____  First name _____  Second/Middle name _____

Name as shown in your passport _____

Date of birth (applicants under the age of 18 at the time of offer should be aware that an eCoE will not be issued until the applicant turns 18)

D D · M M · Y Y Y Y    Gender ☐ Male ☐ Female

**1.2**  Address in Australia (if you are currently in Australia)    Indicate preferred contact address (tick 1.2 or 1.4) ☐

Number and street _____

Town/Suburb _____  State/Country _____  P/Code _____

Telephone (home) _____  Mobile _____

**1.3**  Email _____

**1.4**  Address in your home country  (International students must provide their overseas home address) ☐

Number and street _____

Town/Suburb _____  State/Country _____  P/Code _____

Telephone (Home) _____ (country code) _____  Mobile _____ (country code) _____

**1.5**  Passport details

Passport number _____  Expiry date _____  Nationality _____

Country of birth (as shown on passport) _____  Country of citizenship _____

Australian Visa details: Date granted D D · M M · Y Y Y Y  Expiry date D D · M M · Y Y Y Y  Visa subclass _____
(If you have an Australian Visa)

Children: Will you be accompanied by (1) any school children (age 5-16 years) ☐ Yes ☐ No (2) Spouse ☐ Yes ☐ No

PLEASE NOTE: Student dependants cannot enrol in a government school unless they meet the criteria set by the Department of Education in your State. You must otherwise enrol your dependants in a registered non-government school. **Please contact the Admissions Office if you will be accompanied by any school children.**

**1.6**  Additional background information

Religion _____

Notre Dame accepts applications from people of all faiths and no faith at all. While Catholic in our tradition, the University embraces all persons who support the Objects of the University.

**1.7**  Languages spoken  Please list all languages spoken at home in order of use

1. _____  2. _____  3. _____  4. _____

**1.8**  Disability or medical condition

Medical/Disability support required? ☐ Yes ☐ No  If yes, please describe _____

Would you like to receive information on medical/disability support services, equipment and facilities available that may assist you? ☐ Yes ☐ No

**Disclosing this information will not affect your admission to the University.**

## 2. Application

### 2.1 Course preferences

| 1. Course name | | Course code | |
| 2. Course name | | Course code | |

Commencement of study program  ☐ Semester 2, 2015  ☐ Semester 1, 2016  ☐ Semester 2, 2016  ☐ Semester 1, 2017

Campus  ☐ Fremantle  ☐ Sydney

Level of study  ☐ Pre-University  ☐ Undergraduate

☐ Postgraduate by coursework  ☐ Postgraduate by coursework and research  ☐ Postgraduate by research

### 2.2 Educational background (Provide specific details of all secondary/polytechnic/tertiary studies undertaken e.g. Diploma, Advance Diploma/BA)

| | Course/Award | Institution | Country | Year enrolled | Year completed |
|---|---|---|---|---|---|
| Secondary School | | | | | |
| Tafe, Junior College or Pre-University | | | | | |
| University Level | | | | | |
| Postgraduate | | | | | |
| Other | | | | | |

### 2.3 Advanced standing

Do you intend to apply for advanced standing (credits or exemptions) based on your previous studies?  ☐ Yes  ☐ Not applicable

You can apply for Advanced Standing once you have received an offer for the course.

### 2.4 English proficiency: Students must provide evidence of having a level of English sufficient to succeed in their course.
For example, English proficiency can be demonstrated in the following ways:

- A scaled score of 50% or above in a in a WACE/HSC or equivalent international school English exam
- Successful completion of two years of study at a recognised tertiary institution in a country where English is the first language (not applicable for some courses)
- Undergraduate and Postgraduate applicants: IELTS academic overall band of 7.0 and no sub-score lower than 6.5

- Education courses: IELTS (academic) - Fremantle: overall band of 8.0 and no sub-score lower than 7.0 Sydney: overall band of 7.5 (no sub-score lower than 8.0 for Speaking & Listening and no sub-score lower than 7.0 for Writing & Reading)
- Nursing/Physiotherapy courses: IELTS (academic) overall band of 7.0 and no sub-score lower than 7.0
- Law courses: IELTS (academic) overall band of 8.0 and no sub-score lower than 7.5

| Date of test | Test type e.g. Academic IELTS | Score (please include a certified copy of results) |
|---|---|---|
| D D • M M • Y Y | | |

## 3. Additional Information

### 3.1 Emergency contact (It is the student's responsibility to ensure these details are kept current throughout the period of enrolment at the University)
This person should be a close relative/friend and in a position to respond to any action the University deems appropriate in relation to your welfare.

| Name | | Relationship | |
| Number and street | | | |
| Town/Suburb | | State/Country | | P/Code | |
| Telephone | | | Mobile | | |

### 3.2 Notre Dame affiliation (Please indicate if you have an affiliation with Notre Dame)

| Name | Years of involvement | Type of involvement (e.g. staff member, alumnus) |
|---|---|---|
| | | |
| | | |

### 3.3 Work experience (full-time, part-time)

| Period | Employer/Organisation | Position/Duties |
|---|---|---|
| | | |
| | | |

### 3.4 Community involvement

| Period | Organisation | Involvement |
|---|---|---|
| | | |
| | | |

### 3.5 Leadership (current or previous)

| Period | Organisation | Involvement |
|---|---|---|
| | | |
| | | |

**3.6** **Referees** (Please list referees able to provide information of academic achievement, professional work and, if applicable, previous research achievements)

Name

Telephone

Email

Nature of professional contact

Name

Telephone

Email

Nature of professional contact

**3.7** **Agency Assistance** This section is to be completed ONLY if you have required the service of an education agency.

Agency name

Agents name

Email

Telephone

**3.8** **Overseas Student Health Cover** Do you have existing Australian health cover?

☐ Yes Insurance provider

Policy number

Valid from DD • MM • YYYY to DD • MM • YYYY

☐ No Type of health cover required ☐ Single ☐ Family (spouse) ☐ Family (spouse and children)

**3.9** **Current enrolment (in Australia).** Do you currently have an electronic Confirmation of Enrolment (eCoE) from another Australian educational institution?

☐ Yes ☐ No Name of Institute

**3.10** **Personal statement** Attach to the application a personal statement of approximately 300 words in length. Your statement should address your reasons for applying to Notre Dame and motivations for pursuing your course of interest.

**3.11** **Curriculum vitae (compulsory for postgraduate applications)**

**3.12** **Criminal conviction** Please indicate whether you have been convicted of a criminal offence. ☐ Yes ☐ No

This information will be treated in the strictest confidence. You are not obliged by law to disclose any spent convictions as defined in the Spent Convictions Act 1992 (WA)/Criminal Record Act 1991 (NSW). Please note that obtaining a current approved police clearance is a prerequisite for some courses.

## 4. Documentation Checklist

Please tick this checklist to ensure that your application is complete before signing and dating the declaration and submitting your application. ONLY APPLICATIONS WITH ALL REQUIRED DOCUMENTS ATTACHED WILL BE PROCESSED. Please note that submitted documents will not be returned.

**I have:**

☐ read and understood the sections of this application relating to the courses I have selected, application procedures and Refund Policy.

☐ completed all sections of this application form. Incomplete applications cannot be processed.

☐ attached a personal statement of approximately 300 words in length.

☐ attached certified/notarised transcripts and certificate of completion (together with certified/notarised English translations) of all academic studies undertaken (including studies not completed).

☐ attached certified/notarised documentary evidence of English language proficiency i.e. Academic IELTS.

☐ attached certified copies of personal details and photo pages and Australian Visa page in passport (if applicable).

☐ attached proof of existing overseas student health cover (OSHC), (if applicable).

☐ attached additional documentation for research applicants, including research proposal
AND/OR ☐ I will forward required documentation as soon as possible.

☐ signed and dated the declaration (item 5.0).

Postgraduate applicants only

**I have also attached:** ☐ 1. a full curriculum vitae ☐ 2. two professional referees who can substantiate your work experience.

## 5. Declaration YOU MUST SIGN AND DATE THIS SECTION

I declare that to the best of my knowledge the information I have supplied in this application and the documentation supporting it is correct and complete. I understand that the provision of incorrect information or documentation or the withholding of relevant information or documentation relating to this application may result in the cancellation of my enrolment at, or an offer of enrolment by, The University of Notre Dame Australia. I have read and understood the sections of this form relating to the courses I have selected, application procedures, fees, overseas student health cover and refund policy. I undertake to make timely payments of any fees or associated costs for which I am liable. I am aware of the likely costs of my stay in Australia and have the necessary financial capacity to meet such costs for the duration of my course.

Applicant's signature

Date D D • M M • Y Y Y Y

Continued overleaf

## How to apply

Completed application forms, together with transcripts and all requested documentation, should be sent to our representative in your country or directly to:

Admissions Office, Fremantle
The University of Notre Dame Australia
21 High Street (PO Box 1225)
Fremantle, Western Australia 6959, Australia
Telephone: +61 8 9433 0537
Facsimile: +61 8 9433 0769
Email: admissions@nd.edu.au
CRICOS Provider Code: 01032F

Admissions Office, Sydney
The University of Notre Dame Australia
140 Broadway (PO Box 944)
Broadway, New South Wales 2007, Australia
Telephone: +61 2 8204 4430
Email: sydney.admissions@nd.edu.au
CRICOS Provider Code: 01032F

It is important to attach certified copies of qualifications when lodging an application. You may obtain certification by presenting both the original documents and photocopies of these documents to a notary public or government official. Please note that certified translations should be provided for qualifications written in a language other than English. Both the certified translation and a copy of the original document should be attached to the application.

## Conditions of enrolment

1. Tuition fees, enrolment fee and Overseas Student Health Cover (OSHC) will be invoiced at the time of offer. Payment cannot be accepted prior to an offer. Invoices are to be paid at least 6 weeks prior to commencement date of the course. Payment details are listed below.

2. On receipt of your fees, the University issues a receipt and electronic Confirmation of Enrolment (eCoE) letter. You need to have the eCoE to apply for a student visa.

3. For student visas, when selecting a commencement date, please allow at least six weeks for visa processing.

4. The University must be notified in writing of any changes to enrolment.

5. The University reserves the right to change its fees and conditions at any time.

6. Fees in subsequent years must be paid to the Fees Office at least two weeks prior to the commencement of the semester. Non payment of fees may result in the cancellation of your student visa.

7. International students are advised to complete their course within the specified duration, and must inform the University of any change of address within seven days of such change.

**Privacy Declaration:**

The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at www.nd.edu.au/privacypolicy. The University may disclose your personal information to the Australian Government or to other authorised agencies if required to do so under legislation. You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: fremantle.registrar@nd.edu.au (for Fremantle students) or sydney.registrar@nd.edu.au (for Sydney students).

## General information

- **Enrolment and Orientation**
  All new students are required to attend Enrolment and Orientation sessions, held during the week prior to the commencement of each semester. Final details will be provided to new students closer to the semester commencement date.

- **Refund Policy for International Students**
  All requests for a refund should be submitted in writing (with supporting documentation) to the Manager of the Fees Office.

A notice of withdrawal due to:

- Illness or disability;
- Death of a close family member (parent, sibling, spouse, child); or political or civil event which prevents acquittal, may be accepted as grounds for partial refund of fees. Supporting documentary evidence must be provided.

In all cases:

- Refunds of tuition and accommodation fees will be in accordance with any State authorities and the Commonwealth's Education Services for Overseas Students Act 2000. These documents are available to students on request or at www.aei.gov.au/AEI/ESOS/default.htm
- The University will give the student a statement explaining how the refund amount has been calculated.
- In all cases where the student is in default, the refund (if any) will be paid within four weeks after receiving a written claim from the student.

This agreement does not remove the right to take further action under Australia's consumer protection laws. In the case of any disputes, The University of Notre Dame Australia's Dispute Resolution processes do not circumscribe the student's right to pursue other legal remedies.
NOTE: further details on the Refund Policy are available on page 20.

- **Medical insurance: Overseas Student Health Cover (OSHC)**
  It is a requirement of the Department of Immigration and Citizenship that holders of student visas have OSHC. For newly arrived students, this cover is arranged by the University as part of the admissions process and fees payable are included in your invoice. Full information, including how to claim refund of medical expenses from the health cover provider, is provided during Orientation by OSHC Bupa Advantage, the University's OSHC provider.

- **Payment options (See also Conditions of Enrolment)**
  Please quote your full name and tax invoice number as a reference in all correspondence with the University.
  Payment can be made in the following ways:

1. If payment is made by International Telegraphic Transfer, please attach a copy of the receipt and fax payment details to:
   Sydney Campus +61 2 8204 4422 or
   Fremantle Campus +61 8 9433 0769

2. By direct deposit to:
   **Fremantle Campus**
   Account Name: The University of Notre Dame Australia
   Account Number: 61700 0078
   BSB: 086-217
   Swift code: NATAAU3303M
   Bank: National Bank, 2 Queen Street, Fremantle WA 6160, Australia
   **Sydney Campus**
   Account Name: The University of Notre Dame Australia
   Account Number: 588 712 219
   BSB: 086-217
   Swift code: NATAAU3303M
   Bank: National Bank, 2 Queen Street, Fremantle WA 6160, Australia

3. By bank cheque made out to "Notre Dame Overseas Student Fees".

4. If applicant is in Australia payment can be made in person at the Fees Office of the University. Please bring your invoice with you.

All payments must be made in Australian dollars and students are responsible for paying all bank charges.

For further information, please contact the Admissions Office at the relevant campus of The University of Notre Dame Australia.