

## Checklist **to be completed** before the application is sent to the International Student Office.

The application form must be fully and accurately completed. This includes ensuring:

- Personal details are complete
- Addresses are complete
- Applicant's email address is complete
- Country of citizenship is complete
- Courses applied for are active, named courses as per University of Sydney marketing materials ([sydney.edu.au/internationaloffice/publications/pg.shtml](http://sydney.edu.au/internationaloffice/publications/pg.shtml))
- Course and CRICOS codes are entered accurately
- The English Language Proficiency section is complete
- The Academic Qualifications section is complete
- The application has been signed, personally, by the applicant
- Sufficient documentation is attached for preliminary assessment.
  - A copy of the personal details page of your passport (if available)
  - official transcript or marks sheet giving a list of the subjects
  - official degree certificate(s)/testamur(s) (if available)
  - official professional qualifications (if applicable)
- A certified official translation of any document not in English.

## Application Processing Fee (APF) Waiver Guidelines

The University of Sydney is committed to best practice in its relationships with its students and agents. The following notes are intended to streamline and clarify the use of Application Processing Fee waiver in the application process.

- Unless specifically authorised by the Director of the International Student Office, only university of Sydney Staff members have permission to waive an APF.
- The staff member must meet the applicant face-to-face while checking the application to be able to grant the APF.
- An APF waiver cannot be given on a completed application form alone
- Transcripts must be attached and must be complete or near complete
- An English language test result is desirable, but not required
- If it is clear that the academic results on the attached transcripts do not meet the entry requirements for any of the courses applied for, the APF will not be waived.

# Application Processing Fee (APF)



## INSTRUCTIONS TO COMPLETE AND SUBMIT THE APPLICATION PROCESSING FEE (APF) SECTION.

The Application Processing Fee (APF) section of the application form must be submitted to the University of Sydney in hard copy by mail. Australian financial security regulations prevent the University from accepting credit card details in an electronic format. If you wish to submit your completed application form electronically (either by fax or email), you MUST detach this page from the rest of the form and mail the completed page to the International Office at the address below. You must submit the original form eg. we cannot accept a photocopy of the form.

If you are submitting your APF payment via bank cheque or money order, please attach it to this page and mail it directly to the University at the address below.

If you have any queries about completing and submitting this section of the application form, please contact us at [io.applications@sydney.edu.au](mailto:io.applications@sydney.edu.au).

## INTERNATIONAL OFFICE

Level 4, Jane Foss Russell Building (G02)  
The University of Sydney NSW 2006, Australia  
T +61 2 8627 8300 F +61 2 8627 8387

You MUST provide your personal details as they appear in your passport. **Please write CLEARLY & IN CAPITAL LETTERS.**

Student ID number:

Title:  Family/last name:

Personal/first names:

Date of birth:  Gender: Male  Female

Email address:

A non-refundable Application Processing Fee (APF) of AUD\$100 must be paid with each application form submitted. Applications will not be processed unless accompanied by the APF. Please complete this section to submit your APF payment. You should either supply credit card details or attach a bank cheque. We do not accept personal cheques, company cheques or cash.

For more details go to:

[sydney.edu.au/future\\_students/international\\_postgraduate\\_coursework/admissions/how\\_to\\_apply/processing\\_fee.shtml](http://sydney.edu.au/future_students/international_postgraduate_coursework/admissions/how_to_apply/processing_fee.shtml)

I attach a bank cheque for AUD\$100 made payable to the University of Sydney. Please write on the back: your name, contact details, date of birth and student ID or reference number (if applicable).

Please charge AUD\$100 to my credit card.

Name on card

Type of card:

VISA  Mastercard  Diners

Card Number

Expiry date:

Signature

Date

Privacy Policy The information on this form will be used to take payment of your Acceptance of Offer. This information is protected in accordance with the University of Sydney's Privacy Policy. Additional information is available on the following website [sydney.edu.au/privacy.shtml](http://sydney.edu.au/privacy.shtml)

# Undergraduate Application Form

Application for International Students



THE UNIVERSITY OF SYDNEY

## 1 Personal details

You MUST provide your personal details as they appear in your passport. **Please write CLEARLY & IN CAPITAL LETTERS.**

Title  Family/last name:

Personal/first names:

Date of birth:  Gender: Male  Female

**Correspondence address:** House number & street + Suburb/town

  
  

Postcode / zip:  Country:

**Permanent home address:** If same as Correspondence address, write "As above"

  
  

Postcode / zip:  Country:

Tel:  Fax:   
(Include Country code+Area code)

Mobile:   
(Include Country code+Area code)

Applicant's Email:   
(compulsory)

Country of citizenship:

Have you applied for permanent residency in Australia? No  Yes

Visa status:

Do you hold dual citizenship with Australia? No  Yes

Have you previously been known by another name?

No  Yes  If yes, what

Attach all relevant documentation.

## 2 Agent details

If you appoint a University of Sydney authorized agent to manage your application, you authorise the university to release personal information and visa documentation relevant to your application to the agent. If you submit your application through an agent, please provide the following:

Agency name:

Agent Number (code):

Agent Stamp

## 3 Previous applications

**Have you applied to, or been enrolled at, the University of Sydney before?**

No  Yes  If yes, what was your reference number / Student ID or year of application?

## 4 Scholarships

Do you hold a scholarship? No  Yes

Name

  

Attach documentation showing awards of scholarship or sponsorship. More information: [sydney.edu.au/future\\_students/scholarships.shtml](http://sydney.edu.au/future_students/scholarships.shtml)

## 5 Course choice

Select up to three courses to apply for, in order of preference. You must enter the exact course name and the course code or CRICOS code.

**1st preference:** Course name:  Course code:  CRICOS code:

**2nd preference:** Course name:  Course code:  CRICOS code:

**3rd preference:** Course name:  Course code:  CRICOS code:

Proposed course start date: 1st semester (Feb/March)  2nd semester (July)  Year

## 6 English language proficiency

Have you completed secondary / tertiary studies that were taught, examined and assessed entirely in English? Yes  No

If yes, which qualification?  Country  Date completed

Have you taken an English language proficiency test within the last 2 years? Yes  No

If yes, which test?  Test date  Score  (Attach certified copy of your test report.)

Do you intend to undertake an English language program through a University of Sydney package program? Yes  No

For more information on whether you need to provide evidence of English Language Proficiency please visit:

[sydney.edu.au/future\\_students/international\\_undergraduate/admissions/entry\\_requirements/english\\_language.shtml](http://sydney.edu.au/future_students/international_undergraduate/admissions/entry_requirements/english_language.shtml)

## 7 Secondary school studies

List final Secondary School examinations. Name of examination:

Country

Completion year

## 8 Tertiary Studies

You must provide details of ALL university or college courses that you have completed or attempted (or that you expect to complete before commencing at the University of Sydney). Full certified details must be attached.

Course	Start date	Completion date	Class or grade (e.g. honours or GPA)	Normal full-time Program duration (eg 3 years)
Institution: <input type="text"/>	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
Country: <input type="text"/>				
Course: <input type="text"/>				

Do you wish to apply for credit for your previous studies? Yes  No  If yes, please provide detailed course outlines which include subject descriptions, methods of teaching and assessment, number of teaching hours, reading lists and credit point value.

## 9 Documentation

### Attach to your application:

- A copy of the personal details page of your passport.
- An original official transcript or marks sheet giving a complete list of the subjects studied and the results obtained for any programs you have completed or are currently enrolled in. If incomplete, include official documentation stating when you will finish your degree and the name of the degree you will be awarded.
- An original or certified copy of your official degree certificate(s)/testamur(s).
- An original or certified copy of your official professional qualifications.
- A certified official translation of any document not in English.
- A certified copy of the award of any scholarship.

All these documents must be originals, or certified copies of original documents, supplied by the institution issuing them ([sydney.edu.au/future\\_students/international\\_undergraduate/admissions/how\\_to\\_apply/certification.shtml](http://sydney.edu.au/future_students/international_undergraduate/admissions/how_to_apply/certification.shtml)). Certain documents can be certified by other official bodies. Institutions may send documents directly to us, but we cannot consider your application until we have received them. If you have changed your name and your documents are in your former name, you must provide evidence of your name change. Please note that all documents submitted to the International Office become the property of the University of Sydney and cannot be returned to you.

## 10 Documentation

**Declaration & consent:** Please read these declarations carefully and tick the four boxes below before signing this application.

### I understand that:

- Giving false or misleading information is a serious offence under the Criminal Code of the Commonwealth Government of Australia.
- The University of Sydney may vary or cancel any decision it makes if the information I have given is incorrect or incomplete.
- The University of Sydney may obtain official records from any educational institution I have previously attended.
- All documents submitted become the property of the University of Sydney and will not be returned.
- I am fully responsible for my educational and living expenses while studying at the University of Sydney.
- The University of Sydney or the Australian Government cannot help me if I run short of funds.

### I agree:

- > To comply with the rules on admission and enrolment of the University of Sydney.
- > To tell the International Office immediately if there is any change to the information I have given in this application.

### I have read and I consent to the University's Privacy Statement.

### The information I have given in this application is true and correct.

Your signature:

Date:

**Unsigned applications will not be processed. Applications must be signed by the applicant personally. Third parties must not sign on the applicants behalf.**

The University of Sydney is subject to the New South Wales Privacy and Personal Information Protection Act 1998 (the Act). The personal information you provide for this application will be protected in accordance with the University Privacy Policy. The information provided in the first instance will only be used by the University for assessing your application for a place in the program for which you have applied. If unsuccessful, the information will be retained in the records of the University of Sydney only for the University of Sydney's use for a period of 12 months and will not be disclosed except with your permission, in accordance with the University Privacy Policy. Under the Freedom of Information Act and the University Privacy Policy you have a right to access and correct any personal information concerning you held by the University in the student and financial databases. Routine corrections, changes and enquiries should, in the first instance, be directed to the International Office. By signing this application it is understood that you have read this statement and agree to the use and disclosure of your personal information as outlined above. Full details: [sydney.edu.au/privacy.shtml](http://sydney.edu.au/privacy.shtml) : The information provided on this application form may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.

**Students with disabilities:** If you have a disability, illness or other health-related condition which requires special support services, you could be eligible for services offered by the University of Sydney for students with a disability. You have to apply for assistance and it is important to do this as soon as you can, preferably before you accept the offer or commence study. A Disability Services Officer can guide you through this process.

To do this, please refer to the Disability Services website at [sydney.edu.au/disability](http://sydney.edu.au/disability) as Disability Services is the principal point of contact and support for students with disabilities. Even if you think you may not need the support, you should still contact Disability Services to understand if you are eligible to receive all the services offered. This will assist you in deciding whether you should accept this offer.

**Quotas:** There is a limited number of student places available for entry to certain degrees at the University of Sydney (a "quota"). It is possible that not all students who meet the published entry requirements for these degrees will receive an offer. Once a quota has been filled any subsequent applications received will be assessed for the next available semester. A quota may be reached before the application deadline, so it is advisable to submit your application as early as possible.

### Applications should be lodged:

For first semester (February/March) by 31 October.  
For Second Semester (July) by 30 April.

Late or incomplete applications may be considered however, the University of Sydney cannot guarantee that late applications will be processed in time for the proposed start date. Quotas apply to some courses. Late applications for courses which are subject to quotas may not be considered.

**University Representatives (agents):** You may lodge your application through any of the University of Sydney's representatives (agents). For the full contact details of all our international representative offices in over 50 countries, please visit [sydney.edu.au/internationaloffice](http://sydney.edu.au/internationaloffice)