HOW TO APPLY

APPLICATION PROCEDURE

Stage 1 – Applying for a place in a Study Abroad Program
Decide on the specific program(s) you wish to study and complete the application form included in this publication. Complete all relevant sections of the application form and attach certified copies of all academic transcripts confirming your current program of studies (including all grades for all courses taken). It is essential that you indicate which courses and the respective course code for each course you wish to study. 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 – 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 3 – 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 4 – 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 5 – 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 6 – 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.

Before enrolling in the Study Abroad Program, a student will usually have:

- completed at least one year of full-time study at a university or other institution of higher education (US students, or students from countries with a similar pattern of tertiary education, will be expected to have reached at least sophomore);
- a grade point average (GPA) of at least 2.5 or equivalent; and
- evidence of English as a first language or an approved English language test score (eg. a TOEFL score of 550 with TWE 4.5, an I-TOEFL of 90 (sub-set 20), or a minimum score of 213 in the computer based [C-TOEFL] with a TWE of 4.5, or an IELTS score of 6.5 with no sub-test score less than 6.0, or other recognised English language test).

APPLICATION DEADLINES

Students wishing to begin their Study Abroad Program in their chosen term should ensure that their applications reach the University two months before their proposed commencement date.

 CRICOS Provider Code: 00109J I UoNI 2011/0029

STUDY ABROAD
EXCHANGE APPLICATION FORM

Agent/Representative's Stamp and Address

THE UNIVERSITY OF NEWCASTLE AUSTRALIA

THIS APPLICATION FORM IS FOR INTERNATIONAL STUDENTS ONLY

This application will not be processed unless all information has been provided. PLEASE PRINT CLEARLY.

Program code	CRICOS Code		Date	OFFICE USE ONLY
10920 – SA Institution	039294D – Exchange 1 yr	Entered on IMS		
10921 – Exchange	039979G – Exchange 6 m	Letter of Offer		
11279 – SA Direct	039978J – SA 1 yr	COE created		
	013102J – SA 6 m	Matriculated		
		3rd party contact		

SECTION TWO – APPLICATION FOR STUDY PROGRAM

I plan to study in: ☐ February ☐ July ☐☐☐☐ Year

I plan to study as: ☐ Study Abroad student ☐ Exchange student

I will be studying for: ☐ One semester ☐ One trimester ☐ Two trimesters ☐ One year

Course code	Course name	Semester		Trimester			OFFICE USE ONLY
1.		☐ Feb	☐ July	☐ Jan	☐ May	☐ Sept	
2.		☐ Feb	☐ July	☐ Jan	☐ May	☐ Sept	
3.		☐ Feb	☐ July	☐ Jan	☐ May	☐ Sept	
4.		☐ Feb	☐ July	☐ Jan	☐ May	☐ Sept	
5.		☐ Feb	☐ July	☐ Jan	☐ May	☐ Sept	
6.		☐ Feb	☐ July	☐ Jan	☐ May	☐ Sept	
7.		☐ Feb	☐ July	☐ Jan	☐ May	☐ Sept	
8.		☐ Feb	☐ July	☐ Jan	☐ May	☐ Sept	

Campus note: most courses are offered on the main campus at Callaghan. However, some courses are offered on the Ourimbah campus one and a half hours drive south of Newcastle. Please check your course information carefully. Further information regarding course descriptions and timetables is available at: www.newcastle.edu.au/course/

SECTION TWO – PERSONAL DATA

1. Personal details

Title (Mr, Miss, Mrs, Ms, etc.)

Family name

First given name

Other given names

Name as shown in your passport

Date of birth D D M M Y Y Y Y ☐ Female ☐ Male

Address details (Permanent) International students must provide their overseas home address

Number and street

Suburb/Town/City State

Country Postcode

2a. Other details

Phone ☐☐☐ ☐☐☐ ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Country code | Area code | Home number

Phone ☐☐☐ ☐☐☐ ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Country code | Area code | Mobile/Cell/Handphone Number

Email ☐

2b. Country of birth

Please specify ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

2c. Country of citizenship

Please specify ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

3. Next of kin (eg. father, mother, relative)

Name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Relationship ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Phone (Home) ☐☐☐☐☐☐☐☐☐☐☐☐☐ Sex:

Phone (Work) ☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐ Female

Mobile ☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐ Male

Name as shown in your passport ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Does your next of kin have the same address as you? ☐ Yes ☐ No If NO, please complete the details below.

Number and street ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Suburb/Town/City ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ State ☐☐☐☐☐☐

Country ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Postcode ☐☐☐☐☐☐

4. Disabilities

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

Would you like to receive information on support services, equipment and facilities available which may assist ☐ Yes ☐ No

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

If yes, please indicate type of disability that applies (optional)

☐ Hearing ☐ Vision ☐ Learning ☐ Medical ☐ Mobility ☐ Other _____

5. English language proficiency

If you are applying on the basis of overseas qualifications and/or you are not a permanent resident of Australia, you MUST attach either:

- a certified copy of IELTS, or other English language equivalent test results (eg, TOEFL) taken in the last 24 months; or
- a certified statement from your prior institution stating that English was the language of instruction.

My first language is English ☐

Further information regarding English language proficiency requirements is available at:
www.newcastle.edu.au/policy/000104.html

6. Academic record

You must submit with your application:

- Certified academic transcripts of all previous tertiary studies showing all courses attempted, including failures, marks or grades as well as a list of currently enrolled subjects/courses.
  (Please send original documents – copies will be accepted only if they are certified); and, if applicable,
- Certified translations of any original documents that are not in English.

Name of institution	Country	Degree	Years studied	Qualification or stage attained	Overall GPA

You are currently: ☐ Freshman/1st year ☐ Sophomore/2nd year ☐ Junior/3rd year ☐ Senior/4th year ☐ Graduate

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 2000 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, Science and Training of changes to my enrolment and any breach of a student visa condition relating to satisfactory academic performance.

Signature Date / /

Send your completed application form to:

International Admissions
International Office

Academic and Global Relations Division
The University of Newcastle
University Drive
Callaghan NSW 2308
Australia

T: +61 2 4921 2079
F: +61 2 4985 4554
E: study-abroad@newcastle.edu.au
W: www.newcastle.edu.au

TUITION FEES

The fees listed are in Australian dollars (AU$) and are the average price of the program per year. The tuition fee each semester may vary according to course selection. The fees do not include international and domestic travel, accommodation and meals, books, living costs or Overseas Health Cover charges.

The fee deposit and, where applicable, the Overseas Student Health Cover are payable on acceptance of an offer of a place in a course or a program. Fees are then payable before the beginning of each new semester. All fees must be paid in full and on time. Non payment of tuition fees by the due date will result in the termination of a student's enrolment.

ENGLISH LANGUAGE INTENSIVE COURSES FOR OVERSEAS STUDENTS (ELICOS)

Full refund of tuition fees
(Payable within two weeks of request or course* start date, whichever first occurs)

The University will make a full refund of tuition fees in the following circumstances:

a) Application for a student visa is unsuccessful; or
b) The University is unable to provide the tuition for which the offer has been made; or
c) An offer of a place is withdrawn by the University; or
d) Applicant is unable to satisfy prescribed conditions stipulated in the Offer Conditions.

In the case of either (c) or (d), the University reserves the right to retain an administration charge of AU$500 and, where applicable, any agent's fee, if the applicant has provided incomplete or incorrect information.

Partial refund of tuition fees
(Payable within four weeks of receipt of notice of withdrawal)

The University may make a partial refund of tuition fees in the following circumstances:

a) If written notice of withdrawal is received from a candidate at least 28 days prior to the commencement of a course* all fees are refundable, less an administration charge of AU$500 and, where applicable, any agent's fee; or
b) If written notice of withdrawal is received from a candidate less than 28 days prior to the commencement of a course* all fees are refundable, less an administration charge of AU$750 and, where applicable, any agent's fee; or
c) If the University is unable to offer a specific element of a course* after the student arrives owing to insufficient numbers enrolled, a pro-rata refund will be made; or
d) If a student passes the English for Academic Purposes course* earlier than the length of period for which the student initially enrolled, a pro-rata refund will be made.

No Refund of Tuition Fees
The University will not refund tuition fees if written notification of withdrawal from a course* is received after the commencement of the course*. This includes instances where a student may, prior to completion of a course*, sit for an IELTS test, and be successful.

* NOTE: For ELICOS, a course is the period for which tuition has been pre-paid.

Undergraduate, postgraduate, Study Abroad and International Foundation Programs
The University will make a refund of the tuition fees deposit for international students in the circumstances described below.
After the first term of enrolment, students receive a 100 per cent refund if they withdraw before the census date in a term and no refund if they withdraw after the census date.

Refund amount	Circumstances	Time frame for payment of refunds	How to apply for a refund
Full refund of tuition fees	• Your application for a student visa is not successful. • The University cancels the program after you have started but before you have completed it. • The program does not commence on the date the University said it would. • The program cannot be completed because the University's registration as an education provider for overseas students is cancelled. • The University withdraws an offer of a place. If you have provided incomplete or incorrect information, the University will retain an administration charge of AU$500 plus any agent's fees, if applicable. • You are not able to satisfy the conditions set out in your Offer Conditions. If you have provided incomplete or incorrect information, the University will retain an administration charge of AU$500 plus any agent's fees, if applicable.	Refunds are paid within two weeks of your request, or by the program start date, whichever occurs first.	Complete an Application for Refund of Tuition Fees form. Forms can be collected from Revenue, Level 3, Student Services Centre, Callaghan campus or by telephoning +61 2 4921 8876 or by email: revenue@newcastle.edu.au Any refunds will be sent to you in your home country and in the local currency, unless you are transferring to another institution in Australia. If you are transferring to another institution, any refund may be paid directly to that institution.
Partial refund of tuition fees	• If you notify the University of your intention to withdraw at least 28 days before the start of term, all fees are refundable except an AU$500 administration fee, plus any agent's fees, if applicable. Notification must be in writing. • If you notify the University of your intention to withdraw less than 28 days before the start of term, or within 28 days after the start of term, the University will retain AU$3,000 plus any agent's fees, if applicable. The remainder of the fees will be refunded. Notification must be in writing.	Within four weeks of your request.	Complete an Application for Refund of Tuition Fees form. Forms can be collected from Revenue, Level 3, Student Services Centre, Callaghan campus or by telephoning +61 2 4921 8876 or by email: revenue@newcastle.edu.au Any refunds will be sent to you in your home country and in the local currency, unless you are transferring to another institution in Australia. If you are transferring to another institution, any refund may be paid directly to that institution.
No refund	If you withdraw from a program or course after the census date in a term, the University will not refund any of the fees paid for that program or course for that term.		