

# INTERNATIONAL APPLICATION FORM



THE UNIVERSITY OF  
**NEWCASTLE**  
AUSTRALIA

## THIS FORM IS FOR INTERNATIONAL STUDENTS ONLY

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

It is recommended you submit your application a minimum of 12 weeks before your intended Semester or Trimester start date. Late applications may be considered for next available intake.

Please check if your program has a specific closing date at [www.newcastle.edu.au/degrees](http://www.newcastle.edu.au/degrees)

Agent/Representative's  
Stamp and Address

If you choose to apply through an education agent, you should ensure that your agent is contracted to the University of Newcastle to avoid delays with your application. For a list of contracted education agents in your country visit [www.newcastle.edu.au/international/uon-in-your-country/education-agents](http://www.newcastle.edu.au/international/uon-in-your-country/education-agents)

Have you previously applied to the University of Newcastle?

No  Yes  Student ID Number

I am applying for: Undergraduate Study  Postgraduate Study

## SECTION ONE – PERSONAL DATA

### 1. Personal details, as in passport

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

First/Given Name

Other Name(s)

Family Name

Previous Family Name

Date of Birth  D  M  Y  Y  Y  Y Female  Male

### 2. Contact details Home Address

Number and Street

Suburb/Town/City

State

Country  Postal/Zip

Phone

Country code Area code

Mobile/Cell/Handphone Number

Phone

Country code Area code

Home Number

Email Address

### 3. Citizenship and Visa Details

#### Country of birth

Please Specify

#### Country of citizenship

Please Specify

Do you hold a current student visa? No  Yes  Visa type  Expiry Date



## 6. Education

Please attach certified copies and official translations of academic transcripts and completion certificates (if applicable).  
[www.newcastle.edu.au/international/study-with-us/how-to-apply](http://www.newcastle.edu.au/international/study-with-us/how-to-apply) for information on who can certify your documents.

Level of Study	Name of Qualification/ Program	School or Institution	Country	Years Attended		Qualification completed (Yes/No/Intend to complete)
				From (Month/Year)	To (Month/Year)	
High School						
Diploma/TAFE						
Undergraduate						
Postgraduate						
Other						

## 7. 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

Please note that credit cannot be granted towards Master programs on the basis of Bachelor degree studies.

## 8. Employment history (attach a more detailed statement if applicable) for specific Postgraduate applications only.

Please submit a CV and certified copies of your work references.

Name of company	Country where employed	Years of service		Position held and brief description of responsibilities
		From	To	

## 9. 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:

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## SECTION THREE – 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.

### University Privacy Policy

The information you provide will be used by the University of Newcastle for the primary purpose of assessing your application for admission to a program of study at the University of Newcastle. If you choose not to provide all the information on this document, it may not be possible for UON Global to process your application. Personal information may also be disclosed to third party providers who are engaged by the University to assist with enquiry management, data reconciliation and processing of applications. This may include: name, student ID, phone, date of birth, home and campus email. Other purposes include updating your enrolment record on the student database, corresponding with you, informing you about your program of study and statistical analysis and complying with legislative reporting requirements. It may also be disclosed to government agencies (eg the Department of Immigration and Border Protection) as required by legislation or pursuant to obligations under the ESOS Legislative Framework or for your visa application.

Information may be shared with the registered agent you appoint to assist with your application for admission or visa processing. Student record information may also be released in the event of an accident or an emergency. The University will not otherwise disclose your personal information without your consent unless the University is under a legal obligation to do so. You have the right to access personal information that the University of Newcastle holds about you, subject to legislation. If you wish to seek access to your personal information or enquire about the handling of your personal, contact the University of Newcastle privacy officer at [privacy@newcastle.edu.au](mailto:privacy@newcastle.edu.au).

Due to privacy regulations we will not disclose personal information to any other third parties such as friends, relatives and parents without your consent, except in certain emergency situations. All documents provided to the University of Newcastle become the property of the University and will not be returned to you.

### 10. Contracted Agent Representative Declaration:

As part of the application process, all contracted agent representatives of the University of Newcastle are required to sight the prospective student's original documents as part of their student counselling process.

I have sighted all supporting documents submitted with this application, and declare that they are true copies of the original documents.

Signature of Agent Counsellor: \_\_\_\_\_

Name of Agent Counsellor: \_\_\_\_\_

Position and Agency: \_\_\_\_\_

Date: \_\_\_\_\_

### 11. Declaration

I declare that the information I have supplied in this application is correct and complete. I understand that is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to the University of Newcastle. 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 understand that all documents submitted with this application become the property of the University and will not be returned to me. I hereby authorise the University of Newcastle to obtain further information with respect to my application if necessary. I declare that I am a Genuine Temporary Entrant (GTE) and a Genuine Student and that I have read and understood the conditions in relation to these requirements: [www.immi.gov.au/students/gte-requirement.htm](http://www.immi.gov.au/students/gte-requirement.htm) I declare that I will comply with the rules of the University of Newcastle governing admission and enrolment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Send your completed application form to:

Email: [IA@newcastle.edu.au](mailto:IA@newcastle.edu.au) or Postal Address: International Admissions Management  
University of Newcastle  
University Drive  
Callaghan NSW 2308  
AUSTRALIA



## 2. General Information

Usual Occupation

What is your current level of English?  Elementary  Intermediate  Upper Intermediate  Advanced

Have you taken an IELTS, TOEFL, CAMBRIDGE or other English test?  No  Yes (If Yes, please supply a copy of your results)

Do you have any medical problems?  No  Yes If Yes, please give details

Type of Visa (Please tick a box):  Student Visa  Visitor Visa  Working Visa  Other

If Student Visa, what health cover do you require?

Single  Family  Not required

When do you wish to begin your English course?

How many weeks do you wish to study English?

At which Language Centre campus do you wish to study? Newcastle  Sydney

## 3. Accommodation Services

Do you require information regarding airport reception service?  No  Yes

Do you require information regarding accommodation?  No  Yes

If Yes, please indicate your preference:

Homestay  On-Campus (Halls of Residence Long Term Stay)  Temporary Accommodation (Budget Hotels)

## 4. Application Information

Is your application being made through an Agent?  No  Yes

If yes, name and location of agent: \_\_\_\_\_

How did you learn about The University of Newcastle Language Centre? Please tick one of the following boxes:

Travel Agent  Article in book/newspaper  Education Agent  Friends  Australian Embassy  
 Family  Education Exhibition  Website  Other

Please provide the name of the Book/Newspaper or Agent: \_\_\_\_\_

25 hours tuition is offered per week.

## University Privacy Policy

The University of Newcastle is committed to protecting and maintaining the privacy of personal and health information collected. For more details on our management of personal information, please visit the Privacy website at the following link: [www.newcastle.edu.au/service/privacy/](http://www.newcastle.edu.au/service/privacy/)

## Declaration

I declare that the information I have supplied in this application is correct and complete. 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 course 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 for 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 Management  
UON Global  
The University of Newcastle  
Callaghan NSW 2308 Australia  
T +61 2 4921 6595  
F +61 2 4960 1766  
E IA@newcastle.edu.au  
W www.international.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.