



THE AUSTRALIAN NATIONAL UNIVERSITY

CRICOS Provider Number: 00120C

Postgraduate Coursework Application for Local Students

(Australian Citizens, Permanent Residents and New Zealand Citizens)

– please read the enclosed Instructions before completing the form –

Important Information –

- Applicants whose program of study is listed on the attached Universities Admissions Centre (UAC) page must not complete this application form. Applications for admission to these programs are only processed by UAC.
- You can apply to UAC either online at www.uac.edu.au/postgraduate.html or by submitting a hardcopy application form.
- UAC postgraduate application forms can be obtained from one of the following:

Universities Admissions Centre
Locked Bag 112
SILVERWATER NSW 2128

phone: (02)-9752-0200

The Admissions Office, ANU
Pauline Griffin Building (#11)
Ellery Crescent (see address below)
phone: (02)-6125-5594
fax: (02)-6125-0751
email: admiss.eng@anu.edu.au

Lodging Applications –

By Mail:
University Admissions
The Australian National University
Pauline Griffin Building (#11)
CANBERRA ACT 0200 AUSTRALIA

In Person:
Student Enquiry Counter
Pauline Griffin Building (#11)
Ellery Crescent, Acton

Enquiries –

Coursework Enquiries:
phone: (02)-6125-5594
fax: (02)-6125-0751
email: admiss.app@anu.edu.au

ANU Website:
<http://info.anu.edu.au/studyat/>



Postgraduate Coursework Application for Local Students

– please read the enclosed instructions before completing the form –

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Closing Dates for Admission: (Read the Instructions for exceptions.)

- for Semester 1 (commencing February/March) – **17 December**
- for Semester 2 (commencing July) – **30 June**
- for Summer/Winter/Spring Session – refer to individual area

OFFICE USE ONLY

University ID: U

1. The Program of Study

Preference	Program Name (eg Master of Laws)	Program Code (if known)	Specialisation (if applicable)
1.			
2.			

Expected Commencement Year and Session:

Starting in Year:

(Tick one session) Semester 1 Semester 2 Summer Winter Spring

Mode of Study: (Tick one.) Full-time Part-time

Are you applying to study this program off campus? (* Conditions apply, refer to Instruction sheet.) Yes* No

Have you applied for another program through the Universities Admissions Centre (UAC)? Yes* No

2. Previous Applications (Specify the year/s of any previous application to or enrolment at ANU and your student number, if known).

Year/s: University ID (if known): U

3. Personal Details

Family Name: Title: Date of Birth:

Given Names: Email:

Previous Family Name (if any): Male Female

Mailing Address:

 State Postcode
 Country if Outside Australia

Phone: day ()
 evening ()
 mobile
 Fax: ()

4. Residential Status

Are you an Australian citizen? Yes No

If you were born outside Australia, the date of your first arrival:

(If you arrived in Australia more than 10 years ago, please indicate the year of first arrival only.)

Do you have permanent resident status in Australia? Yes* No

* (If yes, please provide evidence.)

Are you the holder of a permanent humanitarian visa? Yes No

Country of Citizenship (if not Australia):

Country of Birth (if born outside Australia):

Have you applied for permanent resident status in Australia? Yes^ No ^Date:

5. Current / Previous Studies Undertaken since Leaving School (ANU students must list studies at ANU and any other institutions.)

Qualification	Institution	Grade of Result	Years Attended		Language of Instruction	Year Completed
			From	To		
			<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



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CRICOS Provider Number: 00120C

6. Language Ability

A. English Language Proficiency

Were your previous qualifications conducted entirely in English? (Evidence will be required.)

Yes No*

*If no, have you completed, or are you enrolled to sit an English language proficiency test? (TOEFL, including TWE [essay writing] or IELTS)

Yes No

Test	Year				Results (attach an original copy of results)
	Y	Y	Y	Y	

B. Other Language Ability If your proposed study requires knowledge of any language other than English, please complete by circling the appropriate level on a scale of 1 to 5. (1 = excellent command of academic language usage, and 5 = basic knowledge).

	Name of Language	Speaking Ability					Reading Ability					Writing Ability				
First language		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Second language		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Third language		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5

7. Relevant Employment/Training

Occupation	Position	Date Commenced					
		D	D	M	M	Y	Y

Name of Employer:			
Business Address:			
(if current)	State		Postcode
	Country if Outside Australia		
Email:			

Phone: ()

Fax: ()

Please describe details of your employment or training that you consider relevant to your intended study.

8. Finance for Study (Please indicate how you intend to finance your studies.)

• are you applying for any scholarship or sponsorship? (If yes, please provide details.)

Yes No



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CRICOS Provider Number: 00120C

9. Referees (Read the Instructions. Please complete if you are required to provide referee reports. Include an Email address if known.)

Name	Address	Position	Date report requested					
			D	D	M	M	Y	Y
1.								
Email:								

Name	Address	Position	Date report requested					
			D	D	M	M	Y	Y
2.								
Email:								

For the National Centre for Epidemiology and Population Health (NCEPH), please enter details for a third referee.

Name	Address	Position	Date report requested					
			D	D	M	M	Y	Y
3.								
Email:								

10. Declaration and Signature (all applicants to complete)

- I certify that I have read the Instructions and understood the questions on this form and that the answers are true and correct.
- I understand that the University may vary or cancel any decision made on the basis of incorrect or incomplete information provided by me or by my referees.
- If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to the Australian Vice-Chancellor's Committee (AVCC) and AVCC member institutions, the Australasian Conference of Tertiary Admissions Centres (ACTAC), and any other relevant authority.
- I authorise the University to obtain official records from any institution I have attended.
- I understand that ANU may disclose the personal information I have given in this application to the Department of Education, Science and Training (DEST) and that DEST will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS). DEST may also disclose the information to the Australian Taxation Office (ATO).
- I understand that I am responsible for payment of all tuition fees by the due dates and for my living expenses unless I have been awarded a scholarship or sponsorship, which covers these costs.
- I understand that international students who are made an offer of admission will be required to provide passport details upon acceptance of offer.

Applicant's Signature:

Date:

D	D	M	M	Y	Y
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Checklist

Have you . . . :

- completed all relevant sections of the form;
- signed and dated the form;
- attached all academic transcripts including English translations (certified copies);
- attached English language test results (certified copies) if appropriate;
- provided evidence of permanent residency status (if applicable);
- attached any required supplementary forms/written work/extra documentation;
- contacted referees (if appropriate); and
- have you made a copy of the form to keep for your reference?



CRICOS Provider Number: 00120C

– Instructions –

Postgraduate Coursework Application for Local Students

Please read these Instructions before completing the form.

- This form is for Australian Citizens, Permanent Residents and New Zealand Citizens applying for postgraduate coursework study at The Australian National University (ANU).
- Please read the Graduate School *Coursework Student Prospectus* and any accompanying program material for application requirements for specific programs, and select the correct graduate program of study. The *Prospectus* is available on the Internet at <www.anu.edu.au/graduate> and may be obtained from the Admissions Office.

(1) The Application Form

- Write clearly in BLOCK LETTERS using a black pen; and
- Please sign and date the declaration.

Question 1. The Program of Study

- **The Program of Study:** You may express preferences for up to two coursework programs. Please consult the *Coursework Student Prospectus* for program details. If you are applying for a program in New Media Arts, Visual Arts or Music please include your specialisation.
- **Expected Commencement Date:** The majority of applicants commence their studies in either Semester 1 or 2. Please contact the relevant area for information of alternative session commencement.
- **Studying off-campus:** This is only available in a select number of programs. Please contact the graduate convener of your intended program for further details.
- **Applications through UAC:** Please indicate if you have submitted an application through the Universities Admissions Centre (UAC).

Question 3. Personal Details

Failure to provide a day telephone, fax or email contact could delay processing of your application.

- If your qualifications were completed in your previous family name, you **must** provide documentary evidence of name change.

Question 5. Current/Previous Studies

Please complete the whole section providing details of all current and previous study undertaken since leaving school.

- Unless you are undertaking approved cross-institutional study, you may not normally be enrolled at more than one university at the same time.

Question 6. Language Ability

Applicants whose previous study was in a language other than English must complete Question 6A. Please consult the *Coursework Student Prospectus* for the requirements.

Question 7. Relevant Employment/Training

If you wish to support your application for admission with employment/training relevant to the program, you must provide details of that experience (attach a separate sheet if necessary). Please note applicants applying for the Master of Applied Epidemiology must obtain an additional form; contact NCEPH for further information.

Question 9. Referees

Some coursework applicants must provide referee reports. Please check the list below to see if your graduate program requires referees, and if so, provide details of **two** referees.

- Epidemiology and Population Health *
- Political Science and International Relations
- Psychology
- Resource Management and Environmental Science
- Scientific Communication

* *Epidemiology and Population Health applicants must provide details for **three** referees.*

For all other programs, please consult program material to determine if you are required to provide referee reports.

- At least one referee must be a member of academic staff who is able to comment on your work during the qualification most relevant to this application.
- If you are basing this application on business experience/training, at least one of your referees must be able to comment on your relevant experience.

You must also provide contact details of your referees on this application form and ask them to submit their reports directly to the University using the enclosed form "Referee's Questionnaire".

The University will not request reports on your behalf.

Question 10. Declaration

You must sign and date the application; otherwise the application will be returned to you and processing will be delayed.

(2) Documentation to Accompany the Form

Please attach certified copies of transcripts of academic record and evidence of completion of all qualifications. **Do not send original documents.** All copies **must** be certified according to the instructions on the enclosed sheet (SAS 18). You will be required to submit original documents at the time of enrolment. Do **not** delay submitting an application if you are waiting for results of current study. Forward the result or transcript as soon as it becomes available.

- Current or previous ANU students should list all studies attempted, but need not provide a transcript of ANU programs.



CRICOS Provider Number: 00120C

– Instructions –

Postgraduate Coursework Application for Local Students

(3) Supplementary Forms/Information required

The following programs require completion of supplementary forms or extra information:

- Graduate Diploma in Scientific Communication
- Master of Science (Scientific Communication)

phone: +61-2-6125-2809

email: science.enquiries@anu.edu.au

- Master of Clinical Psychology

phone: +61-2-6125-2795

email: admin.psychology@anu.edu.au

- Master of Applied Epidemiology

phone: +61-2-6125-2378

email: NCEPH_admissions@anu.edu.au

(4) New Media Arts, Visual Arts and Music Programs

Faculty of Arts website: http://arts.anu.edu.au/schools_centres/

These programs have specific application and selection requirements and procedures for coursework programs. Please contact the Faculty of Arts for details of procedures and scholarships:

phone: +61-2-6125-5711

email: enquiries.arts@anu.edu.au

(5) Closing Dates – Application for Admission

- for Semester 1 17 December
- for Semester 2 30 June
- for Summer, Winter, Spring Session by negotiation
with relevant area

Programs with different closing dates:

- Graduate Diploma in Scientific Communication 31 August
- Graduate Diploma in Legal Practice (not specified)
- Master of Applied Epidemiology 6 August
- Master of Clinical Psychology 31 October
- Master of Contemporary Science 30 January
- Programs in New Media Arts, Visual Arts or Music 31 October

(6) Acknowledgment of Application

Applications will be acknowledged.

- Any change of address must be notified in writing to Student and Academic Services.
- You do not need to contact the University to confirm receipt.

(7) Retention of Application Papers

All papers relating to an unsuccessful application or an offer that is not taken up will be destroyed after one year if no further application is received during this period.

(8) Lodging Applications

By Mail:

University Admissions
The Australian National University
Pauline Griffin Building (#11)
CANBERRA ACT 0200

In Person:

Student Enquiry Counter
Pauline Griffin Building (#11)
Ellery Crescent, Acton.

(9) Enquiries

Coursework Enquiries:

phone: +61-2-6125-5594

fax: +61-2-6125-0751

email: admiss.app@anu.edu.au

Research Enquiries:

phone: +61-2-6125-5949

fax: +61-2-6125-5931

email: ressch.enq@anu.edu.au

ANU Website:

<http://info.anu.edu.au/studyat/>

(10) Scholarships

Generally there are no scholarships available to graduate coursework students. However, exceptions include:

- Aboriginal and Torres Strait Islander Scholarship
- NCEPH's Master of Applied Epidemiology.

Further details on the scholarships, including eligibility and closing dates, can be found in the *Coursework Student Prospectus*. Applicants wishing to apply for one of the above scholarships should apply on a *Postgraduate Research Program and/or Scholarship Application* even though they are applying for admission to a Graduate Coursework Program of study.

ATSI scholarship enquiries should be directed to the Research Students and Scholarships Office. Contact details are listed above.

For the Master of Applied Epidemiology applicants, please contact NCEPH on:

phone: +61-2-6125-2378

email: NCEPH_admissions@anu.edu.au



Student Administration Services
Pauline Griffin Building (11)
Canberra ACT 0200 Australia
CRICOS Provider Number: 00120C

Email: admiss.app@anu.edu.au
Phone: +61 2 6125 5594
Fax: +61 2 6125 0751
Web: www.anu.edu.au/

Referee's Questionnaire

in Support of Postgraduate Admission and/or Scholarship Application

Applicant to complete before forwarding to a referee

Family Name: Other Names:
 Program Applied for: Date of Birth:

D	D	M	M	Y	Y
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 Field of Study/Research: (as shown on application form)

NOTES FOR REFEREES

The applicant has named you as a referee in support of an application for graduate admission and/or scholarship at this University. To assist the Selection Committee in considering the application we should like to have your views on the applicant's suitability for an award. The Committee is particularly interested in your opinion of the qualifications, experience, and, where appropriate, research ability or promise, of the applicant. In addition to your written comments, it would also help the Selection Committee if you would complete the brief questionnaire below and return it with your report.

— This Questionnaire is not intended as a substitute for the usual Referee Report. —

The report is requested from you and, if supplied, received by the University on a confidential basis and on the clear understanding that the University will do everything in its power to respect and maintain that confidence. The report will be disclosed only to those immediately involved in the selection process.

A referee who is a member of staff of the ANU is asked to note that the University has adopted the practice of making available to the applicant concerned those comments from members of the University which have been obtained in the performance of their duty, eg as a Head of Department. Although you are a member of the staff of this University, this report is requested on the basis of your particular expertise and the University acknowledges that the report is neither requested nor supplied in the performance by you of your duties as a member of the staff of the University.

Your assistance will be greatly appreciated.

Director, Student and Academic Services

Referee to complete the questions below:

(For questions 3 to 6, please tick ✓ the assessment most appropriate.)

1. At which stage of the applicant's career have you known him/her? (eg First year student/Honours year/employment, etc.)
2. In what capacity or capacities have you known the applicant? (eg Lecturer, Tutor, Supervisor, etc.)
3. In your recent experience of students at that level, how would you rank him/her? (Tick one category ✓.)
 upper 1-2% upper 5% upper 10% upper 25% upper 50% lower 50%
4. In conducting research projects the applicant is:
 excellent good mediocre poor not known
5. In your opinion, how suitable is the applicant to undertake a research program?
 extremely suitable suitable fairly suitable unsuitable
6. If the applicant is currently undertaking a degree program at your institution, what do you anticipate his/her result will be?
 Honours I Honours IIA Honours IIB Honours III Pass Fail
 Grade: Division:

Referee's Name (print)

Referee's Signature

Date:

D	D	M	M	Y	Y
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Institution:

Position:

Email:

Phone No.: ()

Attach your Referee Report
and forward to:

**University Admissions (Building 11)
The Australian National University
CANBERRA ACT 0200 AUSTRALIA**

or Fax to +61-2-6125-0751



Student Administration Services
 Pauline Griffin Building (11)
 Canberra ACT 0200 Australia
 CRICOS Provider Number: 00120C

Email: admiss.app@anu.edu.au
 Phone: +61 2 6125 5594
 Fax: +61 2 6125 0751
 Web: www.anu.edu.au/

Certification of Documents to Accompany Applications for Admission

- If you intend to post your application, please send certified copies of original documents only. Where possible these should be A4 size on plain white paper and should be certified on the front of the document.
- Any further query concerning the certification of original documents should be directed to the Admissions Office (as above).

The Certifying Officer must be:

- currently employed in one of the professional or occupational groups listed below;
- contactable by telephone during normal working hours.

The Certifying Officer must:

- write on the copy "*This is a true copy of the original documents sighted by me*";
- sign and print their name;
- provide an address and a contact telephone number;
- state their profession or occupation group (as below);
- write on the copy the date certified; and
- affix the official stamp or seal of the certifier's organisation on the copy.

In addition, if the certifying officer is a Justice of The Peace, the certifying officer must:

- list registration number and state/territory of registration.

Who Can Certify Documents Within Australia?

Professional or occupational groups:

- Accountant – member of a recognised professional accounting body or a Registered Tax Agent;
- Manager of a bank or credit union, other than managers of Bank Travel Centres;
- Barrister, Solicitor or Patent Attorney;
- Police Officer in charge of Police Stations or of the rank of Sergeant and above;
- Postal Manager;
- Principal of an Australian Secondary College, High School or Primary School.

An authorised officer in:

- a tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC;
- the Admissions Office or Student Services Office at any Australian university or TAFE College;
- the official records department of the institution that originally issued the document(s).

Other:

- A Justice of The Peace with a registration number

Who Can Certify Documents Outside Australia?

- an authorised officer of an Australian overseas diplomatic mission;
- an authorised officer of an Australian Education Centre;
- a private representative of this University;
- a university or college Registrar;
- a school headmaster or other recognised examining authority.

Note: You must be prepared to provide original documents at the time of enrolment.

Universities Admissions Centre (UAC) Applications

- If you are applying for a program listed below, you **must** submit an application through the Universities Admissions Centre (UAC).
- Applications can be made online at www.uac.edu.au/postgraduate.html.
- Applications forms can be obtained from UAC or the Admissions Office in mid-September:

Universities Admissions Centre (UAC)
Quad 2, 8 Parkview Drive
HOMEBUSH BAY NSW

phone: (02) 9752 0200

The Admissions Office
Australian National University
Pauline Griffin Building (#11)
Ellery Crescent
ACTON ACT

phone: (02) 6125 5594

fax: (02) 6125 0751

email: admiss.enq@anu.edu.au

The following programs from the **Faculty of Arts**

Master of Arts (Anthropology)
Graduate Diploma in Arts (Anthropology)
Master of Anthropology
Master of Arts (Archaeology)
Graduate Diploma in Arts (Archaeology)
Master of Arts (Art History)
Graduate Diploma in Arts (Art History)
Master of Arts (Art History & Curatorship)
Graduate Diploma in Arts (Art History and Curatorship)
Master of Arts (Biological Anthropology)
Graduate Diploma in Arts (Biological Anthropology)
Master of Arts (Classics)
Graduate Diploma in Arts (Classics)
Master of Arts (English)
Graduate Diploma in Arts (English)
Master of Arts (History)
Graduate Diploma in Arts (History)
Master of Arts (Indigenous Australian Studies)
Graduate Diploma in Arts (Indigenous Australian Studies)
Master of Linguistics
Graduate Diploma in Arts (Linguistics)
Master of Arts (Museums and Collections)
Graduate Diploma in Arts (Museums and Collections)
Master of Arts (Middle Eastern & Central Asian Studies)
Master of Middle Eastern and Central Asian Studies
Graduate Diploma in Middle Eastern and Central Asian Studies
Master of Applied Linguistics
Graduate Diploma of Applied Linguistics
Master of Applied Anthropology & Participatory Development (on campus delivery)
Master of Applied Anthropology & Participatory Development (distance education)

The following programs from the **Faculty of Asian Studies**

Graduate Diploma in Asian Studies (Applied Japanese Linguistics)
Graduate Certificate in Applied Japanese Linguistics
Master of Arts (Asian Studies)
Master of Asia-Pacific Studies

The following programs from the **Faculty of Law**

Master of Laws
Graduate Diploma in Law
Master of Laws (Environmental Law)
Graduate Diploma in Law (Environmental Law)
Master of Laws (Government and Commercial Law)
Graduate Diploma in Law (Government and Commercial Law)
Master of Laws (Intellectual Property Law)
Graduate Diploma in Law (Intellectual Property Law)
Master of Laws (International Law)
Graduate Diploma in Law (International Law)
Master of Environmental Law
Graduate Diploma in Environmental Law
Graduate Certificate in Environmental Law
Master of Government and Commercial Law
Graduate Diploma in Government and Commercial Law
Master of Intellectual Property Law
Graduate Diploma in Intellectual Property Law
Master of International Law
Graduate Diploma in International Law
Master of Legal Studies
Graduate Diploma in Legal Studies

The following programs from the **Centre for Educational Development and Academic Methods (CEDAM)**

Master of Higher Education
Graduate Certificate in Higher Education

The following programs from the Research School of Pacific and Asian Studies, **Department of International Relations**

Master of Arts (International Relations)
Master of International Affairs
Graduate Diploma in International Affairs