

How to Accept your Offer

How to accept your offer of candidature at Macquarie University:

1. Satisfy any conditions specified on page one of your offer letter, if applicable. Once the condition(s) are satisfied, you may proceed with your acceptance.
2. Complete and sign the Declaration of Acceptance Form.
3. Complete the *Payment and Request for Confirmation of Enrolment (COE) Form*. In order to receive a COE you will need to purchase Overseas Student Health Cover. Further details are below.
4. Return all completed forms (including the *Declaration of Acceptance Form* and *Payment and Request for COE Form*) to hdr.admissions@mq.edu.au before the acceptance deadline.
5. Once your COE has been issued, apply for your student visa. **Your COE will only be issued once the above documents are received.**



Declaration of Acceptance Form

Please type in the boxes below, then print and sign your name.

Family Name:	Given Name:
Macquarie ID:	Faculty:
Program Offered: (see offer letter) <input type="checkbox"/> PhD <input type="checkbox"/> MPhil <input type="checkbox"/> MRes full program <input type="checkbox"/> MRes Year 2 <input type="checkbox"/> Bundle 1+3 <input type="checkbox"/> Bundle 2+3 <input type="checkbox"/> Cotutelle PhD <input type="checkbox"/> Joint PhD	Program CRICOS: (see offer letter). For bundle offers, please write both CRICOS.
Proposed Program Start Date: <i>For MRes candidates, Year 1 commences in late July and Year 2 starts on 1 July. For PhD and MPhil candidates, before selecting a start date, please discuss with your supervisor and allow sufficient time to apply for and obtain your student visa. Your local Australian Embassy may be able to advise you on average processing times for your visa.</i>	
Scholarship offered? <input type="checkbox"/> Yes, Allocation No: _____ <input type="checkbox"/> No	Type of Scholarship (if applicable): <input type="checkbox"/> iRTP <input type="checkbox"/> iRTPMRES <input type="checkbox"/> iMQRES <input type="checkbox"/> iMQRES-MRES <input type="checkbox"/> Cotutelle iMQRES <input type="checkbox"/> Cofunded iMQRES

I wish to accept the offer of candidature and scholarship (if applicable) as stated on the offer letter. I have read, understood and accepted the conditions outlined in the following documents:

- Letter of Offer
- Pre-departure [Information](#)
- [Allianz Global Assistance OSHC](#)
- HDR Fee and Refund Guide
- Education Services for Overseas Students (ESOS) information ([here](#) and [here](#))
- I understand that I should also provide any original documents of my qualifications (official academic transcripts and degree award certificates) upon my enrolment for verification. Should I fail to provide these documentation, I will be prevented from enrolment.
- I authorise Macquarie University to access the Visa Entitlement Verification Online (VEVO) for verification of my current visa status and entitlements.
- By accepting the offer, I agree to abide by the By-laws and Rules of Macquarie University.
- I understand that the Higher Degree Research Office will communicate with me via the official HDR student email. I will undertake to access this email on a regular basis.
- The university reserves the right to vary course fees, course content & structure, and graduation requirements from time to time. The costs and course descriptions printed in this offer are correct as at the date of the letter. Students will be subject to fees, other charges and conditions current for the semester in which they first enrol and are advised to check course and fee details before enrolling.
- Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Signature: _____

Date: ____/____/____
day month year



Payment and Request for Confirmation of Enrolment (COE)

A COE will not be issued unless all sections of this form are completed and payment has been received.

Personal Details (please check and confirm details below)

Macquarie ID:		Gender:	Date of birth:
Title:	First name:	Family name:	
Country of birth:		Country of Citizenship:	
Passport number:		Passport expiry date:	
Please include a copy of your passport when sending in this form.			
Embassy you will lodge your visa application to (please include city and country):			

An electronic COE will also be forwarded to you by email at:

Overseas Student Health Cover

It is a condition of your student visa that you take out Overseas Student Health Cover (OSHC) which matches the visa grant period. The University's preferred provider is [Allianz Global Assistance OSHC](#). If you have a bundle offer, the OSHC will only be arranged for the initial program.

☐ I would like Macquarie University to organise the following health cover for me:

- ☐ Single policy*
- ☐ Dual Family policy⁺
- ☐ Multi Family policy[#]

* Single policy – Covers only the valid student visa holder. + Dual Family policy – Covers one valid student visa holder plus either one adult spouse or recognised de-facto partner or one or more dependent children. # Multi Family policy – Covers one student visa holder plus more than one dependant which can only include one adult spouse or recognised de-facto partner and one or more dependent children.

¹ If you intend to bring family members to Australia, you will need to ensure that you have adequate finances to cover their airfares, additional living costs and/or childcare costs. Please note that family OSHC only covers the dependants listed above; parents and other relatives are not included. Dependent children must be under 18 years of age.

Payments

I have enclosed payment for:

OSHC	AUD \$	_____
Commencement fee	AUD \$	_____
Total payment:	AUD \$	_____

Payment type (see page 4 for details):

- ☐ Bank draft / Bank cheque (Attach bank draft or bank cheque)
- ☐ Online
- ☐ Telephone
- ☐ BPay

Receipt Number: _____

OR ☐ a copy of my OSHC which I have arranged myself.

Declaration

I confirm that all information provided is correct. I have read, understood and agree to abide by the HDR and MRes Fees and Refund Guide.

Signature: _____ Date: ____/____/____
day month year

Instructions: Payment of fees

Tuition fees and/or Overseas Student Health Cover (OSHC) may be paid by any of the following methods. Please ensure that you record your receipt number.

Bank draft or bank cheque

Payment should be made in Australian dollars by international bank draft or bank cheque and made payable to Macquarie University. The draft or cheque should be sent by secure mail or courier to:

Higher Degree Research Office
Level 3, CSC East
Macquarie University NSW 2109
Australia

Pay [online](https://student.globalpay.wu.com/geo-buyer/mq#!/)

(if the hyperlink does not work, please copy and paste the following url into your browser:

<https://student.globalpay.wu.com/geo-buyer/mq#!/>)

Telephone (This option is only available within Australia)

Phone 1300 301 043 (24-hour service)

Payment by Credit Card only (MasterCard, VISA, and American Express). Please have your student number ready and record the receipt number.

BPay (This option is only available within Australia)

Contact your participating Bank, Credit Union or Building Society to make this payment directly from your cheque or savings account.

Biller Code- 50443

Reference Number is your Macquarie ID number.

For further information, visit the Macquarie University "[How to Pay](#)" website