

**REPRESENTATIVE STAMP**FORMS MUST BE TYPED AND SUBMITTED ELECTRONICALLY. **HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED.**

# Macquarie Abroad application form

**SECTION A: YOUR DETAILS**

To avoid delays in processing your application, complete ALL of your details **including your email address**. Macquarie University will contact you by email, post, telephone and/or SMS, to provide you with information relevant to your application, orientation and enrolment.

Have you previously applied to OR been a student at Macquarie University?

No  Yes  If yes, student no.

Title: Dr  Mr  Mrs  Ms  Miss

Family Name  
(AS IN PASSPORT)

Given Names  
(AS IN PASSPORT)

Gender: Male  Female  Other

Have you ever been known by another name?

No  Yes  If yes, please complete:

Other Family Name

Other Given Names

YOUR DATE OF BIRTH MUST BE WRITTEN WITH THE DAY FIRST, FOLLOWED BY THE MONTH AND YEAR.

Date of Birth  /  /

Country of Citizenship

Country of Birth

What language do you speak at home?

Do you already hold a passport?

No  Yes  If yes, passport number:

Expiry date  /  /

Do you already hold a current visa to enter and reside in Australia?

No  Yes  If yes, please state visa type:

Expiry Date  /  /

**APPLICANT HOME COUNTRY CONTACT DETAILS (COMPULSORY)**

These are your contact details in your **home country**. ALL the fields below are **compulsory** including your email and phone number. (Agent contact details must **not** be used.)

Street Address

City

State

Postcode

Country

Telephone  (COUNTRY)  (AREA)

Mobile

Email

(COMPULSORY IF YOU ARE APPLYING FOR STUDY ABROAD - BUSINESS INTERNSHIP UNIT-FOBE200)

Skype

**APPLICANT CURRENT CONTACT DETAILS**

If different to home country address. Leave this section blank if your current contact address is the same as your home country address. (Agent contact details must **not** be used.)

Street Address

City

State

Postcode

Country

Telephone  (COUNTRY)  (AREA)

Mobile

Email

**SECTION B: PREVIOUS ACADEMIC QUALIFICATIONS**

Certified copies and official translations of academic transcripts must be attached to this application. Visit [mq.edu.au/certified-documents](http://mq.edu.au/certified-documents) to check who can certify and translate your documents.

At which institution are you currently studying?

Country

Program of Study/Target Awards

Credits Achieved/Completed

Total Credits required to complete the program



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## SECTION C: ENGLISH LANGUAGE PROFICIENCY

Macquarie University has compulsory minimum English proficiency requirements which can differ from course to course. To check if you meet the requirements, visit [mq.edu.au/study/international-students/how-to-apply/english-language-requirements](http://mq.edu.au/study/international-students/how-to-apply/english-language-requirements)

Is English your first language?

Yes No  PLEASE ATTACH EVIDENCE OF YOUR ENGLISH LANGUAGE PROFICIENCY.

If you do not meet the English proficiency requirements, you may be eligible for a Package Offer, which includes an appropriate amount of English study at the Macquarie University English Language Centre (or another approved ELICOS provider) before you start your Study Abroad/Exchange Program. For information on the Macquarie University English Language Centre, visit [elc.mq.edu.au](http://elc.mq.edu.au)

Would you like to package your offer with an English language program at the Macquarie University English Language Centre (ELC)?

Yes No

## SECTION D: PROPOSED STUDY PROGRAM

Study Abroad (FEE PAYING) Exchange (FROM EXCHANGE PARTNER)

For more information: [mq.edu.au/study/find-a-course/study-abroad-and-exchange-programs/exchange/exchange-partner-universities](http://mq.edu.au/study/find-a-course/study-abroad-and-exchange-programs/exchange/exchange-partner-universities)

I am intending to study:

One session Full year

Level of study for Study Abroad/Exchange program:

Undergraduate  
(IF YOU ARE CURRENTLY COMPLETING A BACHELOR DEGREE AT YOUR HOME UNIVERSITY)

Postgraduate  
(IF YOU ARE CURRENTLY STUDYING OR ABOUT TO START A MASTER DEGREE)

Commencing in:

Session 1 (FEBRUARY-JUNE)

Session 2 (JULY-DECEMBER)

### STUDIES OPTION (FOR STUDY ABROAD STUDENTS ONLY)

Your home institution might have minimum credits requirement for a study abroad program. Please discuss your study plan before making decisions. If you need to change your program after you've received your letter of offer, be sure to contact the Study Abroad team as soon as possible as changes cannot be guaranteed.

#### OPTION A: STUDY ABROAD CERTIFICATE

A pre-designed Study Abroad Certificate will take the guesswork out of your semester abroad, allowing you to explore outside-the-box ideas in great detail [mq.edu.au/study/find-a-course/study-abroad-and-exchange-programs/study-abroad/certificates](http://mq.edu.au/study/find-a-course/study-abroad-and-exchange-programs/study-abroad/certificates)

Choice of Certificate:

#### OPTION B: GENERAL CHOICE. MIX AND MATCH.

Design your own study plan [mq.edu.au/study/find-a-course/study-abroad-and-exchange-programs/study-abroad/general-choice](http://mq.edu.au/study/find-a-course/study-abroad-and-exchange-programs/study-abroad/general-choice)

I would like to study 3 units per session

I would like to study 4 units program per session

I would like to study 4 units (internship+3 other units) per session

REFER TO 'INTERNSHIP UNIT (FOBE200) INFORMATION'. (THERE IS AN ADDITIONAL INTERNSHIP PLACEMENT FEE OF AU\$575 TO UNDERTAKE INTERNSHIP UNIT FOBE200)

Please list unit preference below under the appropriate Session  
(For Option B applicants only)

#### SESSION 1 (FEBRUARY-JUNE)

Unit code	Unit name

#### SESSION 2 (JULY-DECEMBER)

Unit code	Unit name

#### INTERNSHIP UNIT (FOBE200) INFORMATION:

Internship unit (FOBE200) Professional and Community Engagement provides an opportunity for students to gain professional experience through a work placement in a company, government agency, not-for-profit organisation, or other industry partner. Contact hours include up to 150 hours on your internship plus 12 hours of class contact throughout the semester. Course information can be found via [handbook.mq.edu.au/2018/Units/UGUnit/FOBE200](http://handbook.mq.edu.au/2018/Units/UGUnit/FOBE200)

INTERNSHIP UNIT (FOBE200) MINIMUM ADMISSION REQUIREMENTS:

- Complete 18 months (or 3 semesters) of undergraduate studies at home institution prior to the commencement of the Study Abroad program at Macquarie University. (Student can be enrolled in the 3rd semester at the time of application)
- Have related background in Business Administration, Human Resources or Marketing
- Minimum cumulative Grade Point Average (GPA) of 5.0 out of 7.0 (3.0 out of 4.0 or equivalent)
- An internship placement cannot be guaranteed and meeting the minimum requirements does not guarantee eligibility to internship unit (FOBE200).

Additional documents are required to apply for internship unit (FOBE200)

Resume/CV (INCLUDING INFORMATION ABOUT RELEVANT WORK OR VOLUNTEER EXPERIENCE)

Two reference letters (INCLUDING ONE ACADEMIC REFERENCE)

A 250-words statement outlining:

1. Which of following three areas you would like to be placed in and why?

Business Administration Marketing

Human Resources

2. How will an internship benefit you?

3. What are your career goals?

4. What are your skills and strengths?



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INTERNSHIP UNIT (FOBE200) ADMISSION PROCEDURE:

- Applicants are required to submit all documentation by **30 November for Session 1 (February-June)** and **30 April for Session 2 (July-December)**. Any late application will NOT be considered for internship unit assessment.
- Once applicants are approved for the internship unit, an offer will be issued. The internship placement fee of AU\$575 is payable upon accepting the offer.
- Offer for internship unit (FOBE200) will lapse if it is not accepted by the acceptance deadline.
- Student will be contacted by the Internship Team to arrange a Skype interview within 4 weeks from ACCEPTANCE.
- Details of the internship placement will be notified by early February for Session 1 (February-June) or early July for Session 2 (July-December).
- In the event that the university is unable to deliver the internship unit (FOBE200), because the internship placement was not secured, the placement fee of AU\$575 paid by the student will be refunded.

**SECTION E: PREVIOUS INTERNSHIPS**  
**(FOR INTERNSHIP UNIT-FOBE200 APPLICANTS WHERE APPLICABLE)**

Briefly describe any internships you have already completed, and summarise your role:

Name of Company

Description of Internship

**SECTION F: STUDENTS WITH A DISABILITY/HEALTH CONDITION**

If you have disability or health condition and wish to request support services at Macquarie University, please visit [students.mq.edu.au/support/wellbeing/diversity-and-inclusion/accessibility-support](http://students.mq.edu.au/support/wellbeing/diversity-and-inclusion/accessibility-support) or contact [campuswellbeing@mq.edu.au](mailto:campuswellbeing@mq.edu.au)

**SECTION G: PRIVACY AND STUDENT DECLARATION**

**PRIVACY AND RIGHT TO INFORMATION**

Macquarie University is subject to the NSW Privacy and Personal Information Protection Act 1998 (PPIPA) and Health Records and Information Privacy Act 2002 (HRIPA). The University collects your information on this application form for the primary purpose of meeting its obligations under the Education Services for Overseas Students Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code), and purposes of administering student and prospective student admissions and enrolment.

The information you provide in your application is recorded on the University's student database and may be disclosed to the following types of organisations:

- government departments (such as the Department of Home Affairs and the Department of Education, Employment and Workplace Relations) and agencies involved in administering the ESOS legislation;
- external organisations (such as other tertiary education institutions) where disclosure is necessary to verify your previous qualifications and other supporting documentation provided with your application;
- University-owned entities;

- contracted service providers which the University uses to provide services on its behalf or conduct risk assessment for the purpose of establishing Genuine Temporary Entrant status against the criteria set out by Department of Home Affairs.
- where required by law.

You are able to gain access to any personal information and health information that the University holds about you, subject to any exceptions in relevant legislation. For further information consult the University's Privacy Management Plan.

**STUDENT DECLARATION**

By ticking the 'I agree' box on this application form, I acknowledge and agree to the following:

1. I have read and understood the privacy statement above.
2. The information I have submitted with my application is true, correct and complete.
3. All documents submitted with this application become the property of the University and will not be returned.
4. I am a Genuine Temporary Entrant and Genuine Student for the purposes of study in Australia and applying for a student visa.
5. I have read **Handbook** and understood the structure, content and modes of study of the course/s I am applying for in this application.
6. The University may check my visa status on the Department of Home Affairs Visa Entitlement Verification Online facility.
7. Should I be found ineligible for admission to the nominated course/s on this application, I authorise Macquarie University to assess my eligibility for a suitable alternative course/s or pathway course.
8. The University may vary or reverse any decision it makes on the basis of incorrect, incomplete or fraudulent information provided in my application.
9. It is an offence to submit fraudulent documentation in support of my application. If fraudulent documentation is detected:
  - my application will be rejected;
  - if an offer has been made, it will be withdrawn; and
  - if a visa has been issued to me, the Department of Home Affairs will be notified; and
  - other relevant authorities (such as the NSW Police and the Independent Commission Against Corruption) may also be notified.
10. I will notify the University immediately if there is any change to the information I have given in this application.
11. I have accessed information regarding the costs associated with living in Australia for me and any dependents accompanying me at: [studyinaustralia.gov.au/global/live-in-australia/living-costs](http://studyinaustralia.gov.au/global/live-in-australia/living-costs)
12. I have accessed information regarding the costs related to studying at Macquarie University at: [mq.edu.au/cost-of-living](http://mq.edu.au/cost-of-living)
13. I have sufficient funds to finance my studies including tuition fees, ancillary costs and living expenses for me and any dependents accompanying me to Australia.

Signature

Date

D D / M M / Y Y Y Y

**Applicants must personally complete the declaration above.**

Third parties are not permitted to agree on the applicant's behalf.

**If you are under 18 years of age your parent or guardian must also sign**

Parent  Guardian

Full name

Signature

Date

D D / M M / Y Y Y Y



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## STUDENT OR AGENT COMMENTS (OPTIONAL)

### STUDY ABROAD SCHOLARSHIP

International students who wish to experience Australian culture through a Study Abroad program at Macquarie University are eligible to apply for the Macquarie University Study Abroad Scholarship. This scholarship offers financial assistance to bridge the gap for Study Abroad students. Under this scholarship, Macquarie University will provide up to AU\$1,000 to each successful student as a one-off payment applied towards the student's Study Abroad tuition fee.

[mq.edu.au/study-abroad-scholarship](http://mq.edu.au/study-abroad-scholarship)

### GLOBAL LEADERSHIP PROGRAM

As a Study Abroad student, you'll also have the opportunity to join our award-winning Global Leadership Program (GLP). This extracurricular program will give you the opportunity to develop leadership, cross-cultural and other practical networking skills, and connect you with internationally renowned, inspirational thought leaders. Designed to be easily completed in one semester, you will be able to:

- choose four workshops (colloquia) from a variety of topics
- attend GLP events such as Innovative Leaders, where you'll hear from inspirational entrepreneurs and public figures

### KEY DATES

Academic session 1: February to June, apply by 30 November

Academic session 2: July to December, apply by 30 April

Each session has a two-week midterm break. Orientation is held the week before classes commence.

### QUESTIONS?

We're here to help.

**E:** [mi.studyabroad@mq.edu.au](mailto:mi.studyabroad@mq.edu.au)

**T:** +61 2 9850 7346

[mq.edu.au/study-abroad](http://mq.edu.au/study-abroad)

[facebook.com/macquarieuni](https://facebook.com/macquarieuni)

[instagram.com/macquarieuni](https://instagram.com/macquarieuni)

## CHECKLIST

### COMPLETE THE FOLLOWING CHECKLIST BEFORE POSTING YOUR APPLICATION:

- Attach certified copy of passport (Section A)
- Attach certified copies or original evidence of all academic transcript(s) (Section B)
- Attach certified copies or original evidence of English language proficiency (Section C)
- Attach any additional or supplementary documents required for internship unit-FOBE200 (Section D-Option B)
- Agree to the declaration on the application form (Section G)

## POST/EMAIL YOUR COMPLETED FORM TO:

Macquarie International Admissions

Macquarie University

North Ryde NSW 2109 AUSTRALIA

[mi.studyabroad@mq.edu.au](mailto:mi.studyabroad@mq.edu.au)

**WHEN WILL YOU KNOW?** Applications are processed continually throughout the year and processing times may vary depending on the program applied for. You (or your representative) will receive an acknowledgment of your application once assessment has commenced. The email address you provide on this application (or that of your representative) will be used for all correspondence including requests for any further information we may need and the outcome of the application assessment.

## FOR AGENT USE ONLY

I have informed the applicant of his/her obligations regarding the 'Privacy and Student Declaration'.

Company

Branch (optional)

Name

Telephone  (COUNTRY)  (AREA)

Mobile

Email

Street Address

City

Postcode

Country