# Application for Admission – Overseas Coursework Students

For applicants wishing to enrol in a course at University of Divinity who are foreign citizens and are not Permanent Residents of Australia (except New Zealand citizens). This application is to be completed in accordance with the [Guide to Completing and Submitting Enrolment Forms](http://www.divinity.edu.au/documents/guide-completing-enrolment-forms/). Overseas student applications must be submitted by **15 November** for admission in Semester 1 of the following year, or **15 April** for admission in Semester 2 of the current year. Late applications will be processed for admission in the following semester. Please ensure that all relevant documents are provided. An incomplete application will delay processing.

## Personal information

|  |
| --- |
| Personal details |
| Title |       | Name suffix (if applicable) |       |
| Family name |       | Previous family name |       |
| Given name/s |       | Preferred given name |       |
| Have you previously been a University of Divinity or MCD student or applicant? | [ ]  | Yes | College |       |
| [ ]  | No |
| Postal address in Australia (Correspondence will be sent to this address) |
| Address line 1 |       |
| Address line 2 |       |
| Town/Suburb |       | Postcode |       |
| State |       | Country |       |
| Residential address in Australia (If different from postal address in Australia) |
| Address line 1 |       |
| Address line 2 |       |
| Town/Suburb |       | Postcode |       |
| State |       | Country |       |
| Postal address overseas |
| Address line 1 |       |
| Address line 2 |       |
| Town/Suburb |       | Postcode |       |
| State |       | Country |       |
| Permanent residential address overseas (If different from postal address overseas) |
| Address line 1 |       |
| Address line 2 |       |
| Town/Suburb |       | Postcode |       |
| State |       | Country |       |
| Contact details |
| Home phone |       | Day phone |       |
| Mobile |       |
| **Email** *(\*\**required*)* |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Office Use Only*** | UD ID |       | College ID |     |

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| --- |
| **Additional personal details** |
| Date of birth |       (*dd/mm/yyyy)* |
| Gender | [ ]  | Male | [ ]  | Female | [ ]  | Transgender/Intersex/Other |
| Occupation *(optional)* |       |
| Denomination *(optional)* |       |
| Diocese/Congregation *(optional)* |       |
| Feedback |
| How did you hear about us? |       |
| Emergency contact |
| Full name |       | Relationship to you |       |
| Day phone |       | Mobile |       |
| Arrival in Australia |
| Are you currently in Australia? | [ ]  | Yes | [ ]  | No | If no, intended month and year of arrival if not intending to study online |       (*dd/mm/yyyy)* |
| Online [ ]  |

## Course and College

|  |  |  |  |
| --- | --- | --- | --- |
| **Course of study** | Mode of Study | Online | [ ]  Y [ ]  N |
| Mark one course only. If choosing a specialised stream, please state which specialisation you wish to pursue. |
| **Course choice** | **Specialisation** | **Open to Student Visa 500 holders****(full-time)** |
| [ ]  | Diploma in Theology | n/a | Yes |
| [ ]  | Advanced Diploma in Philosophy | n/a | Yes |
| [ ]  | Advanced Diploma in Theology and Ministry | n/a | Yes |
| [ ]  | Bachelor of Ministry  | n/a | Yes |
| [ ]  | Bachelor of Theology | n/a | Yes |
| [ ]  | Bachelor of Theology and Bachelor of Ministry | n/a | Yes |
| [ ]  | Graduate Certificate in Theology  | n/a | Yes |
| [ ]  | Graduate Certificate in … choose from the list🢥 |  | No |
| [ ]  | Graduate Diploma in Theology | n/a | Yes |
| [ ]  | Graduate Diploma in … choose from the list🢥 |  | Spiritual Direction only |
| [ ]  | Master of Divinity  | n/a | Yes |
| [ ]  | Master of Theological Studies | n/a | Yes |
| [ ]  | Master of Theology (Coursework) | n/a | Yes |
| [ ]  | Master of …choose from the list🢥 |  | Spiritual Direction only |

*The College is your primary learning community and provides you with course advice and support services throughout your studies.*

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| --- |
| **Home College** |
| [ ]  | Australian Lutheran College (ALC) | [ ]  | St Athanasius College (SAC) |
| [ ]  | Catholic Theological College (CTC) | [ ]  | Stirling Theological College (STC) |
| [x]  | Eva Burrows College (EBC) | [ ]  | Trinity College Theological School (TRI) |
| [ ]  | Jesuit College of Spirituality (JCS) | [ ]  | Whitley College (WHT) |
| [ ]  | Pilgrim Theological College (PIL) | [ ]  | Yarra Theological Union (YTU) |
| Note: College abbreviations are to be used in unit selection section |

## Previous education

NB: Evidence must be supplied for all qualifications claimed. Provide certified copies of all official results of units/subjects taken, including grades and percentages. Transcripts are not required for University of Divinity/MCD results.

| Secondary school education |
| --- |
| Highest secondary schooling level attained |       |
| Year highest secondary schooling was attained |      (yyyy) |
| Name of institution |       |
| Town/suburb |       |
| State |       |
| Country |       |
| Did you complete secondary school Year 12 in the last 12 months? | [ ]  | Yes | [ ]  | No |
| If yes, what was the postcode of your permanent home residence while studying Year 12? |       |
| Language in which secondary schooling was studied |       |
| Transcript provided? | [ ]  | Yes | [ ]  | No |
| Tertiary education |
| List in chronological order. |
| Degree / Diploma / Certificate / Other | Name of institution | Country | Year completed(yyyy) | Language | Transcript provided? |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
| Credit transfer |
| If intending to apply for credit please discuss with your Course Advisor. |
| Do you intend to apply for credit for your previous studies? | [ ]  | Yes | [ ]  | No |

## English language proficiency

Applicants must meet the University’s English language course prerequisites (see [Admissions Policy](https://divinity.edu.au/documents/admissions-policy/), including English Language Proficiency Requirements).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is English your first language? | [ ]  | Yes | [ ]  | No |
| Applicants whose first language is not English, please complete the following section |
| Have you already studied in English? | [ ]  | Yes | [ ]  | Evidence attached |
| [ ]  | No |
| Have you taken an English language proficiency test? | [ ]  | Yes | [ ]  | Evidence attached |
| [ ]  | No | [ ]  | I intend to take an English test in Australia (proof of enrolment attached). |

## Australian Government Information

The Commonwealth Government requires this information from all students. (Enter all dates in dd/mm/yyyy format.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| In what country are you living this semester? | [ ]  | Australia | Postcode: |      |
| [ ]  | Other: |       |
| Country in which you were born |       | Year of arrival in Australia |      |
| Language/s spoken at your permanent residence |       |
| In what county is your permanent home residence? |       |
| Which is your country of citizenship? |       |
| What is your current nationality? |       |
| Education level of your parents or guardians |
| What is the highest level of education completed by your parents or guardians?  |
| Please answer about the people (up to two) who, during all or most of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.  |
| **Parent/guardian 1** | [ ]  | Female | [ ]  | Male | **Parent/guardian 2** | [ ]  | Female | [ ]  | Male |
| [ ]  | Postgraduate (e.g. masters, PhD) | [ ]  | Postgraduate (e.g. masters, PhD) |
| [ ]  | Bachelor degree  | [ ]  | Bachelor degree  |
| [ ]  | Other post-school qualification (e.g. VET/TAFE)  | [ ]  | Other post-school qualification (e.g. VET/TAFE) |
| [ ]  | Completed Year 12 schooling or equivalent | [ ]  | Completed Year 12 schooling or equivalent |
| [ ]  | Did not complete Year 12 schooling or equivalent  | [ ]  | Did not complete Year 12 schooling or equivalent  |
| [ ]  | Completed Year 10 schooling or equivalent | [ ]  | Completed Year 10 schooling or equivalent |
| [ ]  | Did not complete Year 10 schooling or equivalent | [ ]  | Did not complete Year 10 schooling or equivalent |
| [ ]  | Don’t know | [ ]  | Don’t know |
| Passport and visa details |
| Passport no.  |       | Expiry date |       (dd/mm/yyyy) |
| **Visa type or visa application details** |
| [ ]  | Applicant for Overseas Student Visa |
| [ ]  | Hold current Overseas Student Visa | Visa no. |       | Expiry date |       |
| [ ]  | Applicant for visa other than Overseas Student Visa |
| What type of visa are you applying for? |       |
| [ ]  | Hold current visa other than Overseas Student Visa | Visa type held |       |
| Visa no. |       | Expiry date |       |

## Medical/disability needs

If you have a disability or medical condition which means that you may require additional help during your study, it is important to provide the following information. This information will be kept confidential and will not affect your admission to the University.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a disability, impairment and/or long-term health condition that may affect your studies? | [ ]  | Yes | [ ]  | No |
| If you answered ‘Yes’ to the above question, please indicate the area/s |
| [ ]  | Hearing | [ ]  | Learning | [ ]  | Mobility | [ ]  | Vision |
| [ ]  | Medical  | [ ]  | Other: |       |
| Would you like to receive information on medical/disability support services, equipment or facilities available that may assist you? | [ ]  | Yes | [ ]  | No |

## Proposed program of study

Complete this section in collaboration with your Course Advisor.

|  |
| --- |
| Course dates, study load and attendance |
| Course commencement date |       (dd/mm/yyyy) | Course expected end date |       (dd/mm/yyyy) |
| Study load | [ ]  | Full-time | [ ]  | Part-time |
| Contact mode | [ ]  | Attending (on campus) | [ ]  | Online | [ ]  | MultiMode |

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| Unit selection |
| Please select units for the whole of this academic year. Selections can be changed later, before the relevant unit census date, using the Unit of study amendment form. |
| **Unit code** | **Unit name** | **College teaching the unit** | **Study mode**  | **Office use only** |
| **Pre-semester 1 intensives**  |
|       |       |  |  |       |
|       |       |  |  |       |
| **Semester 1 units (S1)** |
|       |       |  |  |       |
|       |       |  |  |       |
|       |       |  |  |       |
|       |       |  |  |       |
| **Mid-year intensives** |
|       |       |  |  |       |
|       |       |  |  |       |
| **Semester 2 units (S2)** |
|       |       |  |  |       |
|       |       |  |  |       |
|       |       |  |  |       |
|       |       |  |  |       |
|       |       |  |  |       |
| **Other intensives** |
|       |       |  |  |       |
|       |       |  |  |       |
|       |       |  |  |       |
|       |       |  |  |       |
|       |       |  |  |       |

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| Minor Thesis and Supervised Reading Unit enrolment |
| Have you enrolled in a 16,000-word Minor Thesis? | [ ]  | Yes | [ ]  | No |
| Have you enrolled in a Supervised Reading Unit? | [ ]  | Yes | [ ]  | No |
| If yes to either of the above: | What is the area/discipline of your thesis? |       |
| Who is your proposed supervisor? |       |
| Have you contacted your proposed supervisor? | [ ]  | Yes | [ ]  | No |
| Have you completed and included a 16,000-word Minor Thesis Approval Form or Supervised Reading Unit Form? | [ ]  | Yes | [ ]  | No |
| Please direct all queries regarding a Minor Thesis or Supervised Reading Units (including appropriate paperwork) to your College. Advise your College Course Advisor/Registrar **and** College Research Coordinator of any changes regarding your Minor Thesis. Advise your College Course Advisor/Registrar of any changes regarding your Supervised Reading Unit. |

## Tuition fees

Please insert your full name as it appears on your passport and your UD ID if known.

|  |  |  |  |
| --- | --- | --- | --- |
| Family name |       | Given name/s |       |
| UD College |  | UD ID  |       |
| Course  |       |

### 2020 fees

Application fee: AUD $300

Refer to [www.divinity.edu.au/study/fees/](http://www.divinity.edu.au/study/fees/) for full details of tuition fees and fees for other services. All tuition fees are to be paid prior to the commencement of the semester. Please note that tuition fees will vary from year to year. All figures are in Australian dollars.

### International student fees information

The application fee is to be included with this application.

* Your application will not be processed if the application fee is not included.

If you are not paying your own fees, you will need to ask your sponsor to complete the [Overseas Student Sponsor Statement](http://www.divinity.edu.au/documents/overseas-student-sponsor-statement/) from www.divinity.edu.au and attach this document to your application.

Fees must be paid two weeks before the start of each semester.

If your fees are unpaid:

* the University of Divinity is required to notify the Department of Home Affairs.
* you will not be authorised to attend classes, use libraries, receive supervision, receive results or re-enrol.

### Method of payment

How will you pay your application fee and tuition fees?

|  |  |
| --- | --- |
| [ ]  | **Upfront payment** |
| [ ]  | **Credit card** authorisation | [ ]  | Application fee | [ ]  | Tuition fees |
| Please charge the following credit card | [ ]  | MasterCard | [ ]  | Visa |
| Card number |      | – |      | – |      | – |      |
| Card expiry date |    /    (mm/yy) | CVC no.  |     (last three digits on reverse of card) |
| Amount  | AUD $       | Date to deduct from card |    /    /      |
| Name on card |       |
| Signature |       |
| [ ]  | **SEMESTER 2** – I authorise payment with the nominated credit card for Semester 2.  |
| Payment will be deducted in two weeks prior to the future semester/unit commencement date. |
| Signature |       |
| [ ]  | **BPAY payment**  |
| (Tuition fees only.) When units are entered into the UD database, your College will send you a ‘Statement of Fees’ which provides the relevant biller code and a unique reference number. **You cannot pay BPAY by credit card.** |
| [ ]  | A **third party/sponsor** is paying for my fees | [ ]  | Application fee | [ ]  | Tuition fees |
| [ ]  | I include with this application the [Overseas Student Sponsor Statement](https://www.divinity.edu.au/documents/overseas-student-sponsor-statement/) confirming responsibility for payment of my fees. |
| Name of third party/sponsor |       |
| Address of third party/sponsor |       |
| Contact name |       | Contact email |       |
| [ ]  | **Cheque/money order/bank draft** enclosed | [ ]  | Application fee | [ ]  | Tuition fees |
| Amount  | AUD $       (payable to: University of Divinity) |
| [ ]  | **Payment through Western Union Business Solutions** in your own currency (Tuition fees only.) |
| There is a direct link at <https://divinity.edu.au/study/overseas-student-resources>. Only your University of Divinity student number is required. |

## Your checklist

Important checklist to avoid delays in processing your application. Tick the boxes when you have completed the necessary steps.

|  |  |
| --- | --- |
| [ ]  | Provided **certified** copies of official academic transcripts of all relevant tertiary courses. (If documents are not in English you must provide an official English translation.) |
| [ ]  | Provided **certified** copies of your birth certificate, current passport or other official documents verifying your citizenship status **in your current name**. (If documents are not in English you must provide an official English translation.) |
| [ ]  | Enclosed **certified copies** of your English language qualifications or details of English language proficiency(if your previous studies do not meet the University’s standard English requirements). |
| **[ ]**  | If you are an Australian Permanent Resident or New Zealand citizen, include **certified proof of residency status.** |
| [ ]  | Completed **payment details** on form  |
| [ ]  | Included an [Overseas Student Sponsor Statement](http://www.divinity.edu.au/documents/overseas-student-sponsor-statement/) (if applicable) |
| [ ]  | Read and signed the declaration |
| [ ]  | Made a copy of your application for your records |

## Terms and Conditions of Enrolment and Declarations

### Privacy statement

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you, and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University of Divinity to assess your application or re-enrolment. Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003. Information relating to the studies of seminarians and members of religious orders may also be disclosed to your seminary and/or religious superior.

You have a right to access personal information that the University of Divinity holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the University of Divinity at enquiries@divinity.edu.au.

### Declaration and signature

|  |  |
| --- | --- |
| **[ ]**  | I declare that the information provided by me is true and correct in every particular. I understand that if I have misrepresented my details in any way, then the University of Divinity may terminate any candidacy offered to me that arises as a result of this application.  |
| **[ ]**  | I understand that the Australian Government requires overseas students on student visas to study full-time, and participate in all classes.  |
| **[ ]**  | I accept responsibility for notifying the University of Divinity office and my College of any change of address or email.  |
| **[ ]**  | I accept responsibility for ensuring that the tuition fees for all University of Divinity units and courses in which I enrol are paid on time.  |
| **[ ]**  | I agree to abide by the University of Divinity’s *Code of Conduct* published at <https://divinity.edu.au/code-of-conduct/> |
| **[ ]**  | I agree to abide by the Regulation and Determination for the course for which I am applying, as regulated by the University of Divinity. |
| [ ]  | I consent to receiving information electronically from the University. |
| Applicant’s signature |       | Date |       |
| Type name for electronic submission | (dd/mm/yyyy) |

## Lodging your application

Commence form entry, consult with the College Course Advisor, finalise the form, sign and submit to your College with accompanying documentation.

If you are accepted into the course you will be sent a Welcome Letter with an Enrolment Summary from your College, and an Admission Letter from the University of Divinity. If you are not accepted, you will receive an explanatory letter.

It is your responsibility to contact your College if you do not receive acknowledgement of receipt of application for admission, and/or confirmation of enrolment.

## Course Advisor checking and approval

College office use only.

|  |  |  |
| --- | --- | --- |
| ***Application checklist*** Course Advisor to complete.I have checked this student’s application for admission and proposed study program, and confirm that[ ]  College is accredited to offer this course (check College course list in [Regulation 3 Colleges](http://www.divinity.edu.au/documents/regulation-3-colleges/) if unsure)[ ]  interview was conducted with applicant [ ]  certified evidence of previous tertiary qualifications is enclosed[ ]  certified evidence of citizenship status in current name is enclosed [ ]  certified evidence of English language proficiency, or ELICOS placement, is enclosed (if applicable)[ ]  the applicant has met the University of Divinity English requirements [ ]  the course progression is valid—units can be counted towards the applicant’s course[ ]  unit codes and unit names listed on the form are correct [ ]  all units are running in the time periods indicated [ ]  the applicant has the correct prerequisites for each proposed unit [ ]  a completed credit application is enclosed (if applicable)[ ]  statement or official confirmation from the third party/sponsor accepting responsibility for payment of fees attached (if applicable) [ ]  applicant name, ID and payment method are indicated in Tuition Fees section. Cheque/money order is attached if this is the payment method.***Approval***This applicant:[ ]  meets all criteria for admission [ ]  is admitted as an ordinary student [ ]  is admitted as a probationary student (single units only)[ ]  may meet the criteria for admission, but the following advice is required:

|  |
| --- |
|       |

[ ]  approval given, English language requirements pending [ ]  approval given, following the receipt of additional advice[ ]  does not meet the criteria for admission because:

|  |
| --- |
|       |

 |
| Course Advisor |  | Signature |  | Date |  |
| ***College Office Administration***[ ]  Address of third party/sponsor is recorded in Billing Address in Edit Details in TAMS (if applicable)[ ]  Form checked, data is complete and matches evidence[ ]  Data entered in TAMS |
| Name |  | Signature |  | Date |  |