# Application for Admission—Overseas Higher Degree by Research Students

This form is 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/), and must be submitted by 15 April to commence in semester one in the following year and 15 November to commence in semester two in the following year (refer to the key due dates at <https://www.divinity.edu.au/study/research/>). Late applications may not be accepted. Once your application is received it is checked to 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) |
| 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 |     |
| 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 |       (*dd/mm/yyyy)* |
| Online [ ]  |

## Course and College

|  |  |  |  |
| --- | --- | --- | --- |
| **Course of study** | Mode of Study | Online | [ ]  Y [ ]  N |
| [ ]  | Master of Philosophy |
| [ ]  | Master of Theology |
| [ ]  | Doctor of Theology  |
| [ ]  | Doctor of Philosophy |

|  |
| --- |
| Study load and course dates  |
| Study load | [ ]  | Full-time | [ ]  | Part-time |
| Intended commencement date |       (dd/mm/yyyy) |

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

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

## English language proficiency

*Applicants must meet the University’s English language course prerequisites (see the* [*Admissions Policy*](http://www.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 proficiency test in Australia (proof of enrolment attached). |

## 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 Research Coordinator. |
| Do you intend to apply for credit for your previous studies? | [ ]  | Yes | [ ]  | No |

|  |
| --- |
| Research training experience |
| List all research experience gained in study or employment. Include brief titles of research projects/theses. |
|       |
| Awards or scholarships |
| List any awards or scholarships received (with dates), including any currently being received or to be received next year. |
| Award title | Monetary value | Institution or sponsor | Date & Year |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Research publications |
| List any publications of your research (attach a separate sheet if necessary) |
| Type of publication | Title | Journal or publisher | Year |
|       |       |       |      |
|       |       |       |      |
|       |       |       |      |
|       |       |       |      |

## 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 |

## Academic referees\*

List two people who know your academic ability and who may be contacted by the University of Divinity.

\* Applicants must arrange for the referees to provide confidential reports to the College Research Coordinator using the [Confidential Academic Referee Report](https://www.divinity.edu.au/documents/confidential-academic-referee-report/), by the closing date of application.

|  |
| --- |
| **First referee** |
| Name |       |
| Postal address |       |
| Day phone |       | Mobile |       |
| Email |       |
| **Second referee** |
| Name |       |
| Postal address |       |
| Day phone |       | Mobile |       |
| Email |       |

## Proposed research

|  |  |
| --- | --- |
| [ ]  | Field A: Humanities |
| [ ]  | Field B : Biblical Studies |
| [ ]  | Field C : Christian Thought and History |
| [ ]  | Field D: Theology: Mission and Ministry |

**Provide on separate A4 pages the following information:**

1. *Thesis title (provisional)*
2. *An outline of your proposed project (2000 words), including:*
	1. *Statement of its originality and significance*
	2. *Description of the proposed methodology*
	3. *Statement of the anticipated benefits of the research*
3. *Indicative bibliography*
4. *Brief description of resources needed for the project (e.g. library, field work, interviews, software)*
5. *Skills needed to complete the thesis and your level of qualification in them (e.g. biblical languages)*
6. *Any other information*

## Proposed supervisors

Every candidate for UD HDR awards must have two supervisors appointed in accordance with the determinations of the Academic Board. You must secure potential supervisors in the area in which you plan to study before your application can be processed. For more information refer to <https://www.divinity.edu.au/documents/supervisors-policy/>.

\*\* Enclose current CV of proposed supervisors.

|  |
| --- |
| **Proposed Principal Supervisor\*\*** |
| Full name |       |
| Academic qualifications |       |
| College |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Principal Supervisor, to indicate availability and willingness. |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://www.divinity.edu.au/documents/supervisors-policy/), please confirm your research status. |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |
| **Workload share** |
| To be completed by the nominated Principal Supervisor, to indicate the workload |
| Percentage split between primary and associate supervisors  |       % | Primary supervisor |
|       % | Associate supervisor |

|  |
| --- |
| **Proposed Associate Supervisor\*\*** |
| Full name |       |
| Academic qualifications |       |
| College |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Associate Supervisor, to indicate availability and willingness. |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://www.divinity.edu.au/documents/supervisors-policy/), please confirm your research status. |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |

|  |
| --- |
| **Proposed Associate Supervisor\*\*** |
| Full name |       |
| Academic qualifications |       |
| College |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Associate Supervisor, to indicate availability and willingness. |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://www.divinity.edu.au/documents/supervisors-policy/), please confirm your research status. |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |

## Proposed program of study

Complete this section after consultation and in collaboration with your Research Coordinator.

|  |
| --- |
| Unit selection (if applicable) |
| **Unit code** | **Unit name** | **College teaching the unit** | **Intended year/semester** |
|       |       |  |       |
|       |       |  |       |
|       |       |  |       |
| **Research** |
|       |

## 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.

### Overseas 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](https://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.

### Research Training Program (RTP)

The University of Divinity receives RTP funding from the Commonwealth Government. Eligible doctoral candidates may be allocated an RTP place. An RTP place will pay all tuition fees. Applicants who are not granted an RTP place are required to pay upfront.

### 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** 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. |
| [ ]  | **Doctoral applicant for RTP place**  |
| Complete and send Research Scholarship application form from: <https://www.divinity.edu.au/documents/research-scholarship-application-form/>. RTP places will be confirmed after admission. |

## Your checklist

Important checklist to avoid delays in processing your application

|  |  |
| --- | --- |
| **[ ]**  | 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** |
| **[ ]**  | Complete research training experience, publications and scholarship details |
| **[ ]**  | Provide a research proposal |
| **[ ]**  | Arrange for a *Confidential Academic Referee Report* from your two listed referees to be sent to the College Research Coordinator separately (See [*https://www.divinity.edu.au/documents/confidential-academic-referee-report/*](https://www.divinity.edu.au/documents/confidential-academic-referee-report/)) |
| **[ ]**  | Enclosed CVs of proposed supervisors |
| **[ ]**  | Completed **payment details** on form |
| [ ]  | Included an [Overseas Student Sponsor Statement](http://www.divinity.edu.au/documents/overseas-student-sponsor-statement/) (if applicable) |
| **[ ]**  | Doctoral research scholarship applicants should also send complete research scholarship application form |
| **[ ]**  | 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 residential address.  |
| **[ ]**  | 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 Research Coordinator at your College, finalise the form, sign and submit to your College with accompanying documentation. If you are accepted into the course you will be sent an Offer Letter with an Acceptance Form. On accepting the offer, you will be sent an Admission Letter and an Enrolment Summary 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.

## Research Coordinator checking and approval

College office use only.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Research Coordinator to complete.****Application checklist*** I have checked this student’s application for admission and proposed study program, and confirm that[ ]  interview was conducted with applicant [ ]  certified evidence of previous tertiary qualifications is enclosed[ ]  certified evidence of citizenship/visa 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 [ ]  unit codes and unit names listed on the form are correct [ ]  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.**[ ]** research proposal, CVs of proposed supervisors, research scholarship application for doctoral applicant if applying for fee/stipend scholarship are enclosed**[ ]** make sure that two academic referees send their reports as per <https://www.divinity.edu.au/documents/confidential-academic-referee-report/>***Supervisor/s***The Proposed Principal Supervisor is recommended to the Academic Board: [ ]  Yes[ ]  NoIf no, indicate the reason:

|  |
| --- |
|       |

The Proposed Associate Supervisor is recommended to the Academic Board: [ ]  Yes[ ]  NoIf no, indicate the reason:

|  |
| --- |
|       |

***Approval***This applicant:[ ]  meets all criteria for admission [ ]  meets the academic criteria, but needs to satisfy the required minimum English language proficiency level[ ]  may meet the criteria for admission, but further information is required *(please specify)*:

|  |
| --- |
|       |

[ ]  does not meet the criteria for admission because:

|  |
| --- |
|       |

 |
| Research Coordinator |       | Signature |       | Date |       |
| **Office of the Vice-Chancellor – School of Graduate Research Office** [ ]  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 |       |