



## DIRECT APPLICATION FORM – GRADUATE/POSTGRADUATE COURSES

### For local/domestic students

Includes international offshore residents applying for off-campus study mode

#### Instructions and information for using this form

If you are applying for a number of courses that are managed by different faculties, you must submit a separate application form and supporting documentation to each faculty, including all of your course preferences on each copy. For information on courses, entry requirements and which faculty manages your course(s) of interest, refer to the

Monash CourseFinder  
[www.monash.edu.au/study/coursefinder/](http://www.monash.edu.au/study/coursefinder/)

#### THIS FORM IS FOR:

- Australian citizens
- New Zealand citizens
- Permanent residents of Australia
- Permanent humanitarian visa holders

**International students**, including permanent residents of New Zealand, must apply through Monash International Recruitment Services. Please see:

[www.monash.edu/international/apply/](http://www.monash.edu/international/apply/)

#### THIS FORM IS TO BE USED TO APPLY FOR:

On-campus and off-campus Coursework graduate/postgraduate courses such as Postgraduate Diploma, Graduate Certificates, Graduate Diplomas\* or Masters by Coursework.

\*Applicants for Graduate Diploma in Education courses must submit their application via VTAC when the application process begins in August each year (for commencement in February of the following year). Please see [www.vtac.edu.au](http://www.vtac.edu.au)

#### Submitting your application form and closing dates

The following website has information on the closing dates and return addresses for each course application. It also includes information on additional course application requirements. Please locate your course of interest and follow the corresponding instructions at [www.adm.monash.edu.au/admissions/pgdirectappform.html](http://www.adm.monash.edu.au/admissions/pgdirectappform.html)

- Please print boldly in blue or black ink using block letters
- Please attach one set of supporting documentation (all documents must be certified copies – see below).

**Please take careful note of your course's specific application requirements and be sure to attach all relevant documentation.** Please visit the website of the faculty that manages your degrees if interest or contact the faculty directly.

#### Off-Campus Learning applications

A list of courses available via off-campus learning can be found at [www.monash.edu.au/offcampus/courses.html](http://www.monash.edu.au/offcampus/courses.html)

#### Off-campus application requirements:

1. You must state your proposed study program for ALL courses, including the teaching period (ie, semester one, semester two, or full-year unit). It may be necessary to discuss your study program with a course adviser, particularly if applying for credit. Contact the relevant faculty office as listed in the Off-Campus Learning website [www.monash.edu.au/offcampus](http://www.monash.edu.au/offcampus).

2. Nomination of an examination centre is compulsory (see last page of this form).

For further assistance with your off-campus application, contact: Onshore Student Recruitment Office, Phone: +61 3 9905 1320, Email: [offcampus@monash.edu.au](mailto:offcampus@monash.edu.au), Web: [www.monash.edu.au/offcampus](http://www.monash.edu.au/offcampus)

#### Fee information

Higher education providers may offer students either a 'Commonwealth-supported place' or a 'fee-paying place'. The majority of graduate courses only offer fee-paying places. For more information on tuition fees and loan schemes available, please see: [www.monash.edu.au/study/fees/](http://www.monash.edu.au/study/fees/)

#### Certification of documents

All applicants to Monash University courses must provide certified copies of any previous results or qualifications from institutions other than Monash University or Monash College and any other supporting documentation in relation to your application. Examples of such documents include:

- Birth/marriage certificates etc. required as evidence of name change
- Academic qualifications from other institutions including testamurs/academic transcripts/result certificates
- Copy of Australian Permanent Resident Visa or Australian Certificate of Citizenship

Any documentation not properly certified will be returned and your application will not be assessed. Faxed copies will not be accepted. Original documents will not be returned.

The following people are acceptable signatories for certification of documents: A justice of the peace or bail justice; a notary public; a barrister and solicitor of the supreme court; a clerk to a barrister and solicitor of the supreme court; a member of the police force; the sheriff or a deputy sheriff; a registered medical practitioner; a registered dentist; a veterinary practitioner; a pharmacist; a principal in the Victorian government teaching service; the branch manager of a bank; a member of the institute of chartered

accountants in Australia or the Australian society of accountants or the national institute of accountants; a minister of religion (not a civil celebrant); a fellow of the institute of legal executives (Victoria)

#### Overseas qualifications and documentation

Please provide information on the grading structure of the institutions you have attended. Results in a language other than English must be translated. For translations contact the Department of Immigration and Citizenship, Level 24, 2 Lonsdale Street, GPO Box 241E, Melbourne 3000. Telephone: 1300-654-151. Monash University reserves the right to refuse documentation on the grounds of incorrect certification or translation procedures.

#### General Information

- This is an application form only and does not constitute enrolment for any course in the University or entitle an applicant to be classified as a student of the University.
- This application is the property of Monash University. Supporting documentation will NOT be returned.
- It is the applicant's responsibility to advise Monash University regarding any change of address.
- Applicants must provide correct and complete information (including information on all previous studies). If it is found that an applicant has provided incorrect information or withheld relevant information relating to their application, an offer for a place in a course may be withdrawn and/or the enrolment may be cancelled.
- Faxed applications and documents are NOT acceptable. If supporting documentation is not available at the time of mailing, enclose an explanatory note indicating an anticipated supply date.

#### Privacy Statement

The information on this form is collected for the primary purpose of assessing your application. 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 to assess your application. Personal information may also be disclosed to the education institutions or your employer(s) to make an informed decision about the application or matters that concern your enrolment at Monash. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal

information, please contact the University Privacy Officer on 9905 6011.

**Direct Application Form – Graduate/Postgraduate Courses  
For local/domestic students only**

Office use only – Session Details		
ID number:	Course code:	
Academic calendar:	Process category:	Admissions calendar:

**Personal details**

<b>Title:</b>	<b>Family name:</b>	<b>Given names:</b>
<b>Sex:</b> Male <input type="checkbox"/> Female <input type="checkbox"/>	<b>Date of birth:</b>	
Preferred email address for Monash correspondence during the application process:		
Have you previously applied for and/or studied at Monash College or Monash University? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If YES, please state Monash ID Number (if known):		
Have you changed your name since you last applied/studied at Monash University? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If YES, please attach relevant documentation.		
Have you been excluded from Monash or other tertiary institutions for academic reasons? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If YES, please provide details of the course(s), year and reasons for exclusion:		
Are you a Monash staff member? Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, please state your staff number:	

**Residency details**

Are you a citizen or permanent resident of Australia?
<input type="checkbox"/> Yes — If yes, please attach a certified copy of your birth certificate or the photo page of your passport.
<input type="checkbox"/> No — If no, please do not complete this form. International students (including permanent residents of New Zealand) should apply through Monash International Recruitment Services ( <a href="http://www.monash.edu.au/study/international/apply">www.monash.edu.au/study/international/apply</a> ).

**Home address (PO Box addresses not acceptable – must be your current home address)**

Address:	Suburb/town:	
State:	Country:	Postcode:
Home Phone:	Mobile:	
Business Phone:	Facsimile:	

**Postal address for correspondence (if different from home address)**

Address:	Suburb/town:	
State:	Country:	Postcode:

**Monash course preferences**

Please note: if you are applying for a number of courses that are managed by different faculties, you must submit a separate application form and supporting documentation to each faculty, including all of your course preferences on each copy. For information on courses, which faculty manages your course(s) of interest and which courses are available off-campus, please refer to the Monash CourseFinder – <http://www.monash.edu.au/study/coursefinder/>

<b>Preference 1</b> Course Title: Course Code: Campus: Major: (where required): Commencing year and semester:	Are you applying for a: <input type="checkbox"/> Commonwealth-supported place <input type="checkbox"/> Fee-paying place <input type="checkbox"/> Both  <input type="checkbox"/> Full-time or <input type="checkbox"/> Part-time <input type="checkbox"/> On campus or <input type="checkbox"/> Off campus
<b>Preference 2</b> Course Title: Course Code: Campus: Major: (where required): Commencing year and semester:	Are you applying for a: <input type="checkbox"/> Commonwealth-supported place <input type="checkbox"/> Fee-paying place <input type="checkbox"/> Both  <input type="checkbox"/> Full-time or <input type="checkbox"/> Part-time <input type="checkbox"/> On campus or <input type="checkbox"/> Off campus
<b>Preference 3</b> Course Title: Course Code: Campus: Major: (where required): Commencing year and semester:	Are you applying for a: <input type="checkbox"/> Commonwealth-supported place <input type="checkbox"/> Fee-paying place <input type="checkbox"/> Both  <input type="checkbox"/> Full-time or <input type="checkbox"/> Part-time <input type="checkbox"/> On campus or <input type="checkbox"/> Off campus
<b>Preference 4</b> Course Title: Course Code: Campus: Major: (where required): Commencing year and semester:	Are you applying for a: <input type="checkbox"/> Commonwealth-supported place <input type="checkbox"/> Fee-paying place <input type="checkbox"/> Both  <input type="checkbox"/> Full-time or <input type="checkbox"/> Part-time <input type="checkbox"/> On campus or <input type="checkbox"/> Off campus

<b>Area of interest</b> Please indicate the area(s) that you are interested in studying e.g. Anthropology, Biomedical Science etc.:
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**Education**

**Secondary education**  
Please indicate the highest level of secondary schooling undertaken. You must attach a certified copy of your final results or results to date (including ENTER, VCE study scores or equivalent Year 12 information). Any outstanding results should be forwarded to the University as soon as these become available.

Qualification obtained:	Institution name:
Year obtained:	State/Country:

**Tertiary education**  
You must provide a certified copy of all academic transcripts (unless the previous study was at Monash, in which case you do not need to provide a transcript). Please use additional pages if space provided is insufficient or provide Curriculum Vitae.

Name of institution	Country	Details of program, studies awards	Year first enrolled	Year last enrolled	Tick if completed

**Outstanding results**

Are you currently awaiting results of any post-secondary or tertiary studies? Yes  No

If yes, name of qualification and institution:

Date on which results will be available:

**Employment history**

Provide information on your employment history if required by your course(s) of interest. Details of courses requiring employment history information can be found at [www.adm.monash.edu.au/admissions/pgdirect-app-instruct.html](http://www.adm.monash.edu.au/admissions/pgdirect-app-instruct.html) Please use additional pages if space provided is insufficient or provide a Curriculum Vitae.

**Dates:**                      **Employer:**                      **Position and duties:**                      **Full or part time**                      **Paid or voluntary**

Dates	Employer	Position and duties	Full or part time	Paid or voluntary

**Professional experience and membership**

Provide information on your professional experience/membership of professional societies/associations if required by your course(s) of interest. Details of courses requiring professional experience/membership information can be found at [www.adm.monash.edu.au/admissions/pgdirect-app-instruct.html](http://www.adm.monash.edu.au/admissions/pgdirect-app-instruct.html) Please use additional pages if space provided is insufficient or provide a Curriculum Vitae.

Year(s)	Appointment held

**Personal statement**

Applicants may be required or can elect to include a brief personal statement (300-500 words) about themselves and their interest in the course/s they are applying for. Details of courses requiring personal statements can be found at [www.adm.monash.edu.au/admissions/pgdirect-app-instruct.html](http://www.adm.monash.edu.au/admissions/pgdirect-app-instruct.html) Please attach any personal statement on an additional sheet of paper.

**Research interests**

Applicants may be required to attach a research proposal for the minor thesis or research component of their course (300-500 words). If a research proposal is required, please attach it on a separate sheet of paper. Details of courses requiring research proposals can be found at [www.adm.monash.edu.au/admissions/pgdirect-app-instruct.html](http://www.adm.monash.edu.au/admissions/pgdirect-app-instruct.html)

**Referees**

Applicants may be required or can elect to include information on referees on an additional sheet of paper. Details of courses requiring referee information can be found at [www.adm.monash.edu.au/admissions/pgdirect-app-instruct.html](http://www.adm.monash.edu.au/admissions/pgdirect-app-instruct.html)

**Credit**

Do you intend to apply for Credit on the basis of your tertiary education? Yes  No

If yes, an application for Credit must be submitted. For a credit application form, go to [www.monash.edu.au/study/applications/credit/index.html](http://www.monash.edu.au/study/applications/credit/index.html). For more information, see the website of the Faculty that manages your degree/s of interest, or contact the faculty directly.

**English Language Proficiency**

State in which way you fulfil the University's English minimum language proficiency requirements by ticking the appropriate statement below. Certified copies of results must be provided in all cases.

- I have achieved a satisfactory level of performance in an English subject at Year 12 or equivalent level where the language of instruction for the whole curriculum was in English.
- I have studied in an institution where English is the language of instruction and assessment for the entire institution for either the equivalent of the first year of a university course (within the past two years if outside Australia), or the equivalent of a two year tertiary program (within the past five years if outside Australia).
- I have undertaken an IELTS (International English Language Testing System – academic) test within the past 24 months and have achieved a minimum overall test score of 6.5 (with reading 6.5, listening 6.5, writing 6.0 and speaking 6.0).
- I have undertaken a TOEFL (American Test of English as a Foreign Language) test within 24 months and have achieved a paper-based test score of 580 with a Test of Written English (TWE) score of at least 4.5 and an internet-based test score of 90 with at least 22 in writing and no section lower than 20.
- All of my secondary schooling was in English and I have successfully completed at least two English-rich university level subjects in an institution where English is the language of instruction and assessment.
- I have successfully completed the Monash University English Language Bridging Program, or equivalent programs, at the appropriate level.

Please note that some courses have higher requirements – please check course information on faculty websites [www.monash.edu.au/faculties](http://www.monash.edu.au/faculties)

- I am applying for a degree in the Faculty of Education and have provided certified copies of results which fulfil the Faculty's requirements stated in [www.education.monash.edu.au/students/prospective/english-requirements/](http://www.education.monash.edu.au/students/prospective/english-requirements/)

**Declaration**

I warrant that the information on this form, or provided in support of my application, is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the University may withdraw an offer of a place or cancel my enrolment in consequence.

Should the University determine that I have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions.

I consent to any educational institution at which I have previously been a student and/or my current or any past employer, providing Monash University with information which that institution or employer holds about me for the purpose of Monash verifying my grades and/or qualifications or experience.

I authorise Monash University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary *Qualsearch* will be engaged to access this academic information. I understand that Monash University is not responsible if any educational body or institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

I have read the University's statement on privacy and the purposes for which my personal information will be used (available at <http://www.privacy.monash.edu.au/guidelines/collection-personal-information.html>).

I agree to abide by the statutes, regulations and policies of Monash University.

**Applicant's Signature:** \_\_\_\_\_

Date / /

**Checklist**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed and signed application</li> <li><input type="checkbox"/> Evidence of Australian citizenship or Australian permanent residency</li> <li><input type="checkbox"/> Certified copies of official academic transcripts</li> <li><input type="checkbox"/> Evidence of English language proficiency (if not established by secondary/tertiary transcripts).</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> A curriculum vitae (where appropriate)</li> <li><input type="checkbox"/> An application for credit if relevant</li> <li><input type="checkbox"/> Any other additional information required by individual courses</li> <li><input type="checkbox"/> Nomination of examination centre for off-campus applicants (see next page).</li> <li><input type="checkbox"/> You have the correct mailing address for your form as advised on<br/>Off campus: <a href="http://www.monash.edu.au/offcampus">www.monash.edu.au/offcampus</a><br/>On campus: <a href="http://www.adm.monash.edu.au/admissions/ugdirect-app-instruct.html">www.adm.monash.edu.au/admissions/ugdirect-app-instruct.html</a></li> </ul> |
|---|---|

**Off-campus study program**

Off-campus applicants may be required to nominate which units they wish to study in the first year of the course. Contact the relevant course advisers via the contact number as listed in the Off-Campus Learning website [www.monash.edu.au/offcampus](http://www.monash.edu.au/offcampus). For course structure and unit outlines, refer to Monash University handbooks at [www.monash.edu.au/pubs/handbooks](http://www.monash.edu.au/pubs/handbooks) (updated each October). If you are unsure of how to complete this section, or are applying for credit transfer, leave this blank. A suggested study program will be sent to you with your offer letter.

Unit code	Unit title	Teaching period	Unit approved (office use only)

**Off-campus student examination centres**

Nomination of an examination centre is compulsory unless ALL your subjects are non-examinable. Applicants should record an examination centre, code and name from the list below: Note: O/S = overseas.

Students who do not live within 150 km of a listed examination centre may use '149 – Alternative Centre Required': they will be given the opportunity of nominating a local supervisor.

Important examination information, including your timetable, will be sent to your Monash email address seven weeks before the commencement of the examination period. Examination timetables will not be sent by post mail.

Students will have the opportunity to change their nominated examination centre nearer the examination period if circumstances have changed. Centres are listed alphabetically; centre numbers are therefore not consecutive.

Exam centre number: \_\_\_\_\_

Location: \_\_\_\_\_

No.	Centre	Place	No.	Centre	Place	No.	Centre	Place
20	Adelaide City	SA	86	Emerald	QLD	120	Mudgee	NSW
82	Albany	WA	141	Esperance	WA	48	Naracoorte	SA
2	Albury	NSW	147	Fiji	O/S	49	Narooma	NSW
3	Alexandra	VIC	30	Geelong	VIC	50	Newcastle	NSW
4	Alice Springs	NT	112	Geraldton	WA	81	Newman	WA
6	Armidale	NSW	87	Gladstone	QLD	91	Nhulunbuy	NT
146	Auckland	O/S	31	Gold Coast	QLD	51	Orbost	VIC
7	Bairnsdale	VIC	11	Gosford	NSW	52	Perth	WA
8	Ballarat	VIC	109	Goulburn	NSW	53	Pinnaroo	SA
115	Bangkok	O/S	77	Grafton	NSW	54	Port Augusta	SA
9	Bathurst	NSW	32	Hamilton	VIC	92	Port Lincoln	SA
10	Bega	NSW	143	Hamilton	O/S	93	Port Macquarie	NSW
12	Bendigo	VIC	33	Hobart	TAS	55	Port Pirie	SA
57	Berri	SA	34	Hong Kong	O/S	58	Rockhampton	QLD
83	Biloela	QLD	35	Hopetoun	VIC	131	Roxby Downs	SA
84	Blackwater	QLD	36	Horsham	VIC	60	Sale	VIC
14	Bordertown	SA	137	Indonesia	O/S	74	Seymour	VIC
121	Bowen	QLD	123	Ingham	QLD	61	Shepparton	VIC
15	Brisbane	QLD	37	Inverell	NSW	78	Singapore	O/S
16	Broken Hill	NSW	88	Jabiru	NT	44	Sth Africa	O/S
21	Brunei	O/S	44	Johannesburg	O/S	94	South Hedland	WA
24	Bundaberg	QLD	79	Kalgoorlie	WA	122	St George	QLD
39	Bunbury	WA	80	Karratha	WA	90	Sunshine Coast	QLD
17	Burnie	TAS	45	Katherine	NT	62	Swan Hill	VIC
18	Cairns	QLD	142	Kuala Lumpur	O/S	64	Sydney	NSW
19	Canberra	ACT	40	Launceston	TAS	98	Tamworth	NSW
85	Ceduna	SA	1174	Leeton	NSW	65	Tom Price	WA
22	Churchill	MUGC	1	Leongatha	VIC	66	Toowoomba	QLD
144	Christchurch	O/S	42	Lismore	NSW	67	Townsville	QLD
38	Coffs Harbour	NSW	138	London	O/S	140	Tuncurry	NSW
116	Condobolin	NSW	43	Mackay	QLD	68	Wagga Wagga	NSW
23	Cooma	NSW	59	Mallacoota	VIC	69	Wangaratta	VIC
25	Darwin	NT	106	Maryborough	QLD	70	Warragul	VIC
26	Deniliquin	NSW	76	Melbourne	VIC	71	Warrnambool	VIC
096	Dubai	O/S	46	Mildura	SA	95	Warrick	QLD
27	Dubbo	NSW	47	Mount Gambier	SA	75	Wellington	O/S
145	Dunedin	O/S	89	Mount Isa	QLD	73	Wollongong	NSW

**Office Use Only**

Offer of admission

Offer authorised by: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

- CSP Offer  
 Full Fee Offer

Rejection – No offer

Reason for rejection: (please tick)

- Not qualified  
 Insufficient quota  
 Documentation unsatisfactory

Rejection authorised by \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Offer of admission with conditions

Offer conditions – please state:

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If conditions met –  CSP or  Full Fee offer

Conditional offer authorised by: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Offer conditions met

Authorised by: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Reconsideration requested

**Outcome:**

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Authorised by: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Basis for Admission:**

- Completed higher education course (AUS/OS)  
 Complete or incomplete higher education course (AUS/OS)  
 Completed secondary education at school/TAFE or other HEP (AUS/OS)  
 Complete or incomplete TAFE award course other than secondary education  
 Mature age special entry provisions  
 Professional qualification  
 Other basis

English language entry requirements met by:

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**Additional Comments or administrative steps:**

**Application keyed** Yes  No

Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Letter sent** Yes  No

Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Credit assessed:** Yes  No

Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Comments:**