

## Application for Admission – International 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 Application Guide, which you will find on the University website at [www.divinity.edu.au/study/admission-and-enrolment-forms](http://www.divinity.edu.au/study/admission-and-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.

### A. Personal information

|   |                          |                             |         |
|---|--------------------------|-----------------------------|---------|
| <b>Personal details</b>   |                          |                             |         |
| 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?            | <input type="checkbox"/> | Yes                         | College |
|   | <input type="checkbox"/> | No                          |         |
| <b>Postal address in Australia</b>  |                          |                             |         |
| <i>Correspondence will be sent to this address</i>  |                          |                             |         |
| Address line 1  |                          |                             |         |
| Address line 2  |                          |                             |         |
| Town/Suburb   |                          | Postcode                    |         |
| State   |                          | Country                     |         |
| <b>Residential address in Australia</b> (If different from postal address in Australia)   |                          |                             |         |
| Address line 1  |                          |                             |         |
| Address line 2  |                          |                             |         |
| Town/Suburb   |                          | Postcode                    |         |
| State   |                          | Country                     |         |
| <b>Postal address overseas</b>  |                          |                             |         |
| Address line 1  |                          |                             |         |
| Address line 2  |                          |                             |         |
| Town/Suburb   |                          | Postcode                    |         |
| State   |                          | Country                     |         |
| <b>Permanent residential address overseas</b> (If different from postal address overseas) |                          |                             |         |
| Address line 1  |                          |                             |         |
| Address line 2  |                          |                             |         |
| Town/Suburb   |                          | Postcode                    |         |
| State   |                          | Country                     |         |
| <b>Contact details</b>  |                          |                             |         |
| Home phone  |                          | Day phone                   |         |
| Mobile  |                          |                             |         |
| <b>Email</b> (**required)   |                          |                             |         |
| <b>Office Use Only</b>  | UD ID:                   | College ID:                 |         |

|                                    |                          |              |                          |                          |   |                          |        |
|------------------------------------|--------------------------|--------------|--------------------------|--------------------------|---|--------------------------|--------|
| <b>Additional personal details</b> |                          |              |                          |                          |   |                          |        |
| Date of birth                      | / /                      | (dd/mm/yyyy) | Gender                   | <input type="checkbox"/> | Male                                      | <input type="checkbox"/> | Female |
| Occupation (optional)              |                          |              |                          |                          |   |                          |        |
| Denomination (optional)            |                          |              |                          |                          |   |                          |        |
| Diocese/Congregation (optional)    |                          |              |                          |                          |   |                          |        |
| <b>Feedback</b>                    |                          |              |                          |                          |   |                          |        |
| How did you hear about us?         |                          |              |                          |                          |   |                          |        |
| <b>Emergency contact</b>           |                          |              |                          |                          |   |                          |        |
| Full name                          |                          |              | Relationship to you      |                          |   |                          |        |
| Day contact phone                  |                          |              | Mobile                   |                          |   |                          |        |
| <b>Arrival in Australia</b>        |                          |              |                          |                          |   |                          |        |
| Are you currently in Australia?    | <input type="checkbox"/> | Yes          | <input type="checkbox"/> | No                       | If no, intended month and year of arrival |                          |        |

## B. Course and College

|  |                       |   |  |
|--|-----------------------|---|--|
| <b>Course of study</b>   |                       |   |  |
| <i>Mark one course only. If choosing a specialised stream, please state which specialisation you wish to pursue.</i> |                       |   |  |
| <b>Course choice</b>   | <b>Specialisation</b> | <b>Open to student visa holders</b>               |  |
| <input type="checkbox"/> Diploma in Theology   | n/a                   | Yes   |  |
| <input type="checkbox"/> Advanced Diploma in Philosophy  | n/a                   | Yes   |  |
| <input type="checkbox"/> Advanced Diploma in Theology and Ministry   | n/a                   | Yes   |  |
| <input type="checkbox"/> Bachelor of Ministry  | n/a                   | Yes   |  |
| <input type="checkbox"/> Bachelor of Theology  | n/a                   | Yes   |  |
| <input type="checkbox"/> Graduate Certificate in Teaching Religious Education  | n/a                   | No  |  |
| <input type="checkbox"/> Graduate Certificate in Theology  | n/a                   | Yes   |  |
| <input type="checkbox"/> Graduate Certificate in... <i>specify</i>   |                       | No  |  |
| <input type="checkbox"/> Graduate Diploma in Theology  | n/a                   | Yes   |  |
| <input type="checkbox"/> Graduate Diploma in... <i>specify</i>   |                       | <i>Spiritual Direction or Social Justice only</i> |  |
| <input type="checkbox"/> Master of Arts (Theology)   | n/a                   | Yes   |  |
| <input type="checkbox"/> Master of Arts (... <i>specify</i> )  |                       | <i>Spiritual Direction or Social Justice only</i> |  |
| <input type="checkbox"/> Master of Divinity  | n/a                   | Yes   |  |
| <input type="checkbox"/> Master of Education and Theology  | n/a                   | No  |  |
| <input type="checkbox"/> Master of Theological Studies   | n/a                   | Yes   |  |

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

|   |                                      |                          |   |
|---|--------------------------------------|--------------------------|---|
| <b>Home College</b>   |                                      |                          |   |
| <input type="checkbox"/>  | Australian Lutheran College (ALC)    | <input type="checkbox"/> | St Athanasius Coptic Orthodox Theological College (SAC) |
| <input type="checkbox"/>  | Catherine Booth College (CBC)        | <input type="checkbox"/> | Stirling Theological College (STC)                      |
| <input type="checkbox"/>  | Catholic Theological College (CTC)   | <input type="checkbox"/> | Trinity College Theological School (TRI)                |
| <input type="checkbox"/>  | Jesuit College of Spirituality (JCS) | <input type="checkbox"/> | Whitley College (WHT)                                   |
| <input type="checkbox"/>  | Morling College (MOR)                | <input type="checkbox"/> | Yarra Theological Union (YTU)                           |
| <input type="checkbox"/>  | Pilgrim Theological College (PIL)    |                          |   |
| <i>Note: College abbreviations are to be used in unit selection section</i> |                                      |                          |   |

## C. 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 attained   |                     |                          |                |                          |   |
| Name of institution  |                     |                          |                |                          |   |
| Town/suburb  |                     |                          |                |                          |   |
| State  |                     |                          |                |                          |   |
| Country  |                     |                          |                |                          |   |
| Year completed   |                     |                          |                |                          |   |
| Language in which secondary schooling was studied  |                     |                          |                |                          |   |
| Transcript provided?   |                     | <input type="checkbox"/> | Yes            | <input type="checkbox"/> | No  |
| Tertiary education   |                     |                          |                |                          |   |
| <i>List in chronological order.</i>  |                     |                          |                |                          |   |
| Degree / Diploma / Certificate / Other   | Name of institution | Country                  | Year completed | Language                 | Transcript provided?                          |
|  |                     |                          |                |                          | <input type="checkbox"/>                      |
|  |                     |                          |                |                          | <input type="checkbox"/>                      |
|  |                     |                          |                |                          | <input type="checkbox"/>                      |
| Credit transfer  |                     |                          |                |                          |   |
| <i>If intending to apply for credit please discuss with your Coursework Coordinator.</i>   |                     |                          |                |                          |   |
| Do you intend to apply for credit for your previous studies?   |                     | <input type="checkbox"/> | Yes            | <input type="checkbox"/> | No  |
| English language proficiency   |                     |                          |                |                          |   |
| <i>You must meet the University's English language course prerequisites (see <a href="#">English Language Requirements Policy and Procedures.</a>)</i> |                     |                          |                |                          |   |
| Is English your first language?  |                     | <input type="checkbox"/> | Yes            | <input type="checkbox"/> | No  |
| <i>Applicants whose first language is not English, please complete the following section</i>   |                     |                          |                |                          |   |
| Have you previously studied in the English medium of instruction?  |                     | <input type="checkbox"/> | Yes            | <input type="checkbox"/> | Evidence attached                             |
|  |                     | <input type="checkbox"/> | No             |                          |   |
| Have you taken an English language proficiency test?   |                     | <input type="checkbox"/> | Yes            | <input type="checkbox"/> | Evidence attached                             |
|  |                     | <input type="checkbox"/> | No             | <input type="checkbox"/> | I intend to take an English test in Australia |

## D. 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?                                |  | <input type="checkbox"/>                  | Australia | Postcode:    |     |
|  |  | <input type="checkbox"/>                  | Other:    |              |     |
| Country in which you were born   |  | If not born in Australia, year of arrival |           |              |     |
| Languages spoken at your permanent residence                                 |  |   |           |              |     |
| In what county is your permanent home residence?                             |  |   |           |              |     |
| Which is your country of citizenship?  |  |   |           |              |     |
| What is your current nationality?  |  |   |           |              |     |
| <b>Passport and visa details</b>   |  |   |           |              |     |
| Passport no.   |  | Expiry date                               | / /       | (dd/mm/yyyy) |     |
| <b>Visa type or visa application details</b>                                 |  |   |           |              |     |
| <input type="checkbox"/> Applicant for Overseas Student Visa                 |  |   |           |              |     |
| <input type="checkbox"/>   | Hold current Overseas Student Visa                 | Visa no.                                  |           | Expiry date  | / / |
| <input type="checkbox"/> Applicant for visa other than Overseas Student Visa |  |   |           |              |     |
| <input type="checkbox"/>   | Hold current visa other than Overseas Student Visa | Visa no.                                  |           | Expiry date  | / / |

### Medical/disability needs

|  |         |                          |          |                          |          |
|--|---------|--------------------------|----------|--------------------------|----------|
| Do you have a disability, impairment and/or long term health condition that may affect your studies?                                 |         | <input type="checkbox"/> | Yes      | <input type="checkbox"/> | No       |
| <i>If you answered 'Yes' to the above question, please indicate the area/s</i>   |         |                          |          |                          |          |
| <input type="checkbox"/>   | Hearing | <input type="checkbox"/> | Learning | <input type="checkbox"/> | Mobility |
| <input type="checkbox"/>   | Medical | <input type="checkbox"/> | Other:   |                          |          |
| Would you like to receive information on medical/disability support services, equipment or facilities available that may assist you? |         |                          |          | <input type="checkbox"/> | Yes      |
|  |         |                          |          | <input type="checkbox"/> | No       |

## E. Proposed program of study

Complete this section in collaboration with your Coursework Coordinator.

| Course dates, study load and attendance |  |                                    |                                    |  |
|---|--|------------------------------------|------------------------------------|--|
| Course commencement date                | / / (dd/mm/yyyy)                               | Course expected end date           | / / (dd/mm/yyyy)                   |  |
| Study load                              | <input type="checkbox"/> Full-time             | <input type="checkbox"/> Part-time |                                    |  |
| Contact mode                            | <input type="checkbox"/> Attending (on campus) | <input type="checkbox"/> Online    | <input type="checkbox"/> MultiMode |  |

| 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 |
| <b>Pre-semester 1 intensives</b>  |           |                           |            |                 |
|   |           |                           |            |                 |
|   |           |                           |            |                 |
| <b>Semester 1 units (S1)</b>  |           |                           |            |                 |
|   |           |                           |            |                 |
|   |           |                           |            |                 |
|   |           |                           |            |                 |
|   |           |                           |            |                 |
| <b>Mid-year intensives</b>  |           |                           |            |                 |
|   |           |                           |            |                 |
|   |           |                           |            |                 |
| <b>Semester 2 units (S2)</b>  |           |                           |            |                 |
|   |           |                           |            |                 |
|   |           |                           |            |                 |
|   |           |                           |            |                 |
|   |           |                           |            |                 |
| <b>Other intensives</b>   |           |                           |            |                 |
|   |           |                           |            |                 |
|   |           |                           |            |                 |
|   |           |                           |            |                 |
|   |           |                           |            |                 |

| Research Essay and Supervised Reading Unit enrolment  |   |                          |     |                          |    |
|---|---|--------------------------|-----|--------------------------|----|
| Have you enrolled in a 12,000-word Research Essay?  |   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Have you enrolled in a Supervised Reading Unit?   |   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| If yes to either of the above:  | What is the area/discipline of your essay?  |                          |     |                          |    |
|   | Who is your proposed supervisor?  |                          |     |                          |    |
|   | Have you contacted your proposed supervisor?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|   | Have you completed and included a 12,000-word Research Essay Outline or Supervised Reading Unit Form? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Please direct all queries regarding Research Essays or Supervised Reading Units (including accessing appropriate paperwork) to your College. Advise your College Coursework Coordinator/Registrar of any changes re your Research Essay or Supervised Reading Unit. |   |                          |     |                          |    |

## F. Your checklist

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

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Provided <b>certified</b> copies of official academic transcripts of all relevant tertiary courses  |
| <input type="checkbox"/> | Provided <b>certified</b> copies of your birth certificate, current passport or other official documents verifying your citizenship status <b>in your current name</b> .  |
| <input type="checkbox"/> | Enclosed <b>certified copies</b> of your English language qualifications or details of English language proficiency ( <i>if your previous studies do not meet the University's standard English requirements</i> ). |
| <input type="checkbox"/> | Completed <b>payment details</b> on form ( <i>see last page</i> )   |
| <input type="checkbox"/> | Read and signed the declaration   |
| <input type="checkbox"/> | Made a copy of your application for your records  |
| <input type="checkbox"/> | Included an Overseas Student Sponsor Statement ( <i>if applicable</i> )   |

## G. 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](mailto:enquiries@divinity.edu.au).

### Declaration and signature

I declare that I have read the Application Guide and 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 international 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 *Statement of Rights, Responsibilities and Conduct of Members of the University* published on the University of Divinity website at [www.divinity.edu.au/documents/statement-rights-responsibilities-conduct](http://www.divinity.edu.au/documents/statement-rights-responsibilities-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.

|                       |  |      |     |              |
|-----------------------|--|------|-----|--------------|
| Applicant's signature |  | Date | / / | (dd/mm/yyyy) |
|-----------------------|--|------|-----|--------------|

## H. Lodging your application

Complete, consult, sign and submit to the Coursework Coordinator/Dean at your College.

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.

**Please complete the Tuition Fees page (back page) to enable your application to be processed.**

# I. Coursework Coordinator checking and approval

College office use only.

## Application checklist

Coursework Coordinator 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](#) 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 [Diploma in Theology 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:

|  |  |           |  |      |  |
|--|--|-----------|--|------|--|
| Coursework Coordinator/<br>Academic Dean |  | 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 |  |
|------|--|-----------|--|------|--|

## J. Tuition fees—coursework international applicants

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      |  |              |  |

### 2017 fees

Application fee: AUD \$300  
 Undergraduate: AUD \$1,470 per standard 15 point unit  
 AUD \$11,760 for a full-time study load  
 Postgraduate: AUD \$2,286 per standard 15 point unit  
 AUD \$13,716 for a full-time study load

All tuition fees are to be paid prior to the commencement of the semester. 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. 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 from [www.divinity.edu.au](http://www.divinity.edu.au) and attach this document to your application.

If you are an overseas student visa applicant, your tuition fees must be paid before the Confirmation of Enrolment is issued. Thereafter 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 Immigration and Border Protection.
- 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?

|                          |  |  |  |
|--------------------------|--|--|--|
| <input type="checkbox"/> | <b>Upfront payment</b>   |  |  |
| <input type="checkbox"/> | <b>Credit card</b> authorisation   | <input type="checkbox"/>   | Application fee                        |
|                          | Please charge the following credit card  | <input type="checkbox"/>   | MasterCard                             |
|                          |  | <input type="checkbox"/>   | Visa                                   |
|                          | Card number  | _____  |  |
|                          | Card expiry date   | /  | (mm/yy)                                |
|                          |  | CVC no.  | (last three digits on reverse of card) |
|                          | Amount   | AUD \$   | Date to deduct from card               |
|                          |  |  | / /                                    |
|                          | Signature  |  |  |
|                          | Name on card   |  |  |
| <input type="checkbox"/> | A <b>sponsor</b> is paying for my fees   | <input type="checkbox"/>   | Application fee                        |
|                          |  | <input type="checkbox"/>   | Tuition fees                           |
|                          | <input type="checkbox"/>   | I include with this application the <a href="#">Overseas Student Sponsor Statement</a> confirming responsibility for payment of my fees. |  |
|                          | Name of sponsor  |  |  |
|                          | Address of sponsor   |  |  |
| <input type="checkbox"/> | <b>Cheque/money order/bank draft</b> enclosed  | <input type="checkbox"/>   | Application fee                        |
|                          |  | <input type="checkbox"/>   | Tuition fees                           |
|                          | Amount   | AUD \$   | (payable to: University of Divinity)   |
| <input type="checkbox"/> | <b>Payment through Western Union Business Solutions</b> in your own currency (Tuition fees only)   |  |  |
|                          | There is a direct link from International Student resources on the University of Divinity website. Go to <a href="http://www.divinity.edu.au/study/international-student-resources/">www.divinity.edu.au/study/international-student-resources/</a> . Only your University of Divinity student number is required. |  |  |
| <input type="checkbox"/> | <b>BPAY</b> payment  | <input type="checkbox"/>   | Tuition fees                           |
|                          | Tuition fees only. When units are entered into the University of Divinity database, your College Registrar will send you a 'Statement of Fees' which provides the relevant biller code and a unique reference number. (No payment by credit card.)   |  |  |