

Admission form - International Higher Degree by Research Students

This application is to be completed in accordance with the [Guide to Completing and Submitting Enrolment Forms](#) and the [HDR Handbook and Working Procedure](#), and must be submitted by the closing date on the University website. Late applications may not be accepted. Once your application is received it is checked to ensure that all relevant documents are provided. Incomplete applications will not be processed.

A. Personal information

Personal details			
Title		Name suffix (if applicable)	
Given name/s			
Family name			
Preferred given name		Previous family name	
Have you previously been a University of Divinity or MCD student or applicant?	<input type="checkbox"/>	Yes	College
	<input type="checkbox"/>	No	
Postal address in Australia			
<i>Correspondence will be sent to this address</i>			
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)	

Additional personal details			
Date of birth	/ / (dd/mm/yyyy)	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Occupation (optional)			
Denomination (optional)			
Diocese/Congregation (optional)			
Feedback			
How did you hear about us?			
Emergency contact			
Emergency contact name		Emergency contact relationship	
Day contact phone		Mobile	
Arrival in Australia			
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

Course of study	
<input type="checkbox"/>	Master of Philosophy: minor thesis
<input type="checkbox"/>	Master of Philosophy: major thesis
<input type="checkbox"/>	Master of Theology: minor thesis
<input type="checkbox"/>	Master of Theology: major thesis
<input type="checkbox"/>	Doctor of Theology
<input type="checkbox"/>	Doctor of Philosophy

Home College			
<input type="checkbox"/>	Australian Lutheran College (ALC)	<input type="checkbox"/>	Sentir Graduate College of Spiritual Formation (Sentir)
<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"/>	Morling College (MOR)	<input type="checkbox"/>	Whitley College (WHT)
<input type="checkbox"/>	Pilgrim Theological College (PTC)	<input type="checkbox"/>	Yarra Theological Union (YTU)
<i>Note: College abbreviations are to be used if enrolling in units in the Proposed Program of Study section</i>			

English language proficiency			
<i>Applicants must meet the University's English language course prerequisites (see English Language Requirements Policy and Procedures.)</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 already studied in English?	<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 proficiency test in Australia		

C. Previous education/qualifications

List in chronological order. 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.

Highest secondary schooling attained	Full name of institution	Town/suburb	State	Year completed	Language of instruction	Transcript provided?
						<input type="checkbox"/>
Degree / Diploma / Certificate / Other	Full name of institution		Country	Year completed	Language of instruction	Transcript provided?
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

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	Year

Research publications

List any publications of your research (attach a separate sheet if necessary)

Type of publication	Title	Journal or publisher	Year

D. Australian Government Information

The Commonwealth Government requires this information from all students.

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?			
Passport and visa details			
Passport no.		Expiry date	
Visa type or visa application details			
<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 any disability?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
If you answered 'Yes' to the above question, please indicate the type/s of disability					
<input type="checkbox"/> Hearing	<input type="checkbox"/> Learning	<input type="checkbox"/> Mobility	<input type="checkbox"/> Vision	<input type="checkbox"/> Long-term medical condition	<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. Academic referees

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

First referee			
Name			
Postal address			
Day phone		Mobile	
Email		Fax	

Second referee			
Name			
Postal address			
Day phone		Mobile	
Email		Fax	

F. Proposed research

<input type="checkbox"/>	Field A: Humanities
<input type="checkbox"/>	Field B : Biblical Studies
<input type="checkbox"/>	Field C : Christian Thought and History
<input type="checkbox"/>	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:
 - a. Statement of its originality and significance
 - b. Description of the proposed methodology
 - c. Statement of the anticipated benefits of the research
3. Brief description of resources needed for the project (e.g. library, field work, interviews, software)
4. Skills needed to complete the thesis and your level of qualification in them (e.g. biblical languages)
5. Any other information

G. Proposed supervisor(s)

You must secure a potential supervisor in the area in which you plan to study before your application can be processed. For more information refer to [HDR Handbook and Working Procedure](#) and [HDR Supervisors' Accreditation Policy](#).

Proposed Principal Supervisor			
Full name			
Academic qualifications			
College		Position held	
Postal address			
Day phone			
Email		Fax	
<i>To be completed by the nominated Principal Supervisor, to indicate availability and willingness</i>			
Signature		Date	
Percentage split between primary and associate supervisors (where relevant) <i>To be completed by the nominated Principal Supervisor, to indicate the workload</i>			
% primary supervisor		% associate supervisor	
<i>According to the definition of Research Active in the HDR Supervisors' Accreditation Policy, please confirm your research status.</i>			
Research active	<input type="checkbox"/>	Yes	<input type="checkbox"/>
No	<input type="checkbox"/>	Comment	

The need for an associate supervisor is determined in discussion with the Research Coordinator and principal supervisor.

Proposed Associate Supervisor (if applicable)			
Full name			
Academic qualifications			
College		Position held	
Postal address			
Day phone			
Email		Fax	
<i>To be completed by the nominated Associate Supervisor, to indicate availability and willingness</i>			
Signature		Date	
<i>According to the definition of Research Active in the HDR Supervisors' Accreditation Policy, please confirm your research status.</i>			
Research active	<input type="checkbox"/>	Yes	<input type="checkbox"/>
No	<input type="checkbox"/>	Comment	

H. Proposed Program of Study

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

Study load and course dates			
Study load	<input type="checkbox"/>	Full-time	<input type="checkbox"/>
Intended commencement date			
Unit selection (if applicable)			
Unit code	Unit name	College teaching the unit	Intended year
Research			

I. 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 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.

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)
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J. Your checklist

Important checklist to avoid delays in processing your application

<input type="checkbox"/>	Provide certified copies of official academic transcripts of all relevant tertiary courses
<input type="checkbox"/>	Provide certified copies of your birth certificate, current passport or other official documents verifying your citizenship status in your current name .
<input type="checkbox"/>	If your previous studies do not meet the University's standard English requirements, enclose certified copies of your English language qualifications or details of English language proficiency.
<input type="checkbox"/>	If you are an Australian Permanent Resident or New Zealand citizen, include certified proof of residency status
<input type="checkbox"/>	Complete research training experience, publications and scholarship details
<input type="checkbox"/>	Provide a research proposal
<input type="checkbox"/>	Complete payment details on form (<i>see last page</i>)
<input type="checkbox"/>	Read and sign the declaration
<input type="checkbox"/>	Make a copy of your application for your records

K. Lodging your application

Complete, consult, sign and submit to the Research Coordinator at your College.

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.

L. Research Coordinator checking and approval

College office use only

Research Coordinator checking and approval

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.

Supervisor/s

The Proposed Principal Supervisor is recommended to the Academic Board: Yes No

The Proposed Associate Supervisor is recommended to the Academic Board: Yes No n/a

If 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 Research Office Administration

- Address of third party/sponsor is recorded in Billing Address in Edit Details in TAMS (if applicable)
- Data entered in TAMS

Name _____ Signature _____ Date _____

M. Tuition fees—Higher Degrees by Research international applicants

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

Family name		UD ID	
Given name/s		Course	

2017 fees

Application fee:	AUD \$300
Masters unit:	AUD \$2,286 per standard 15 point unit
Masters Research, full-time	AUD \$5,330 per semester
Doctorate Research, full-time	AUD \$7,976 per semester

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