



THE UNIVERSITY OF
MELBOURNE

Postgraduate Application

RETURN FORM TO:

Melbourne Consulting and Custom Programs
The University of Melbourne
Level 3, 442 Auburn Road, Hawthorn VIC 3122 Australia
Phone: +61 3 9810 3245 • Fax: +61 3 9810 3149 • Email: postgrad@mccp.unimelb.edu.au

Applications must be accompanied by certified copies or original academic transcripts and other supporting materials requested in the application form.

1. PERSONAL DETAILS

Title:

Family Name:

Given Name(s) in full:

*This is the name that will appear on your transcript

Preferred Name:

Date of Birth: Day Month Year Gender: M F

Have you ever applied for a University of Melbourne course? Yes No Student Number:

2. CONTACT DETAILS

Mailing Address:

Street:

City: State:

Country: Postcode:

Telephone: Business: Country Code Area Code

Mobile: Fax: Country Code Area Code

Email:

3. RESIDENTIAL STATUS

Please indicate your residential status:

Please note, ALL students must attach a certified copy of their citizenship (passport or birth certificate).

Australian Citizen Australian Permanent Resident New Zealand Citizen Other

Country of citizenship:

4. COURSE

Please provide the title of the course you are applying for:

10. PAYMENT DETAILS

Please charge my credit card

Please debit my: Bank Card Master Card Visa Card

Cardholder's Name: Amount: \$

Credit Card Number:

Expiry Date: /

Enclosed is my cheque made payable to UMEE Pty Ltd.

Please send an invoice to my mailing address

Please send an invoice to my sponsor

Title:

Name:

Organisation:

Address:

Telephone: Email:

I wish to pay via FEE-HELP

11. CHECKLIST

Indicate by ticking the relevant boxes below the documents you are sending with your application:

Certified copies or original transcripts from your tertiary studies

- Transcripts are not required if you completed your undergraduate studies at the University of Melbourne
- A certified translation is required if your transcripts are not in English

A copy of your resume detailing your relevant professional work experience

A letter from your current employer outlining the length of your employment and its relevance to the course
(this is for student applying for the Master of Enterprise or Integrated Freight Management courses only).

If you have not provided all the requested documentation please advise when the missing information will be forwarded:

Please note: your application cannot be considered unless all requested documentation has been received.

Future Steps:

- Once the application form and supportive documentation is received by our office you will be advised in writing of the result.
- If your application is successful, you will be provided with instructions on how to access the University of Melbourne website so you can accept the offer and complete some government and University requirements online.

Please note: your Student Card cannot be produced until the above steps are completed.

12. DECLARATION AND SIGNATURE

I understand that The University of Melbourne may disclose the personal information I have given in this application form to the Department of Education, Science and Training (DEST), and that DEST will collect and store my personal information in the Higher Education Management System.

I declare that the information I have submitted with this application is to the best of my knowledge, complete and correct.

I hereby authorise The University to make enquiries and to obtain official records from any university and tertiary educational institution concerning my current or previous attendance which, in its absolute discretion, it believes are necessary to be made or obtained.

I acknowledge that my failure to disclose my true and complete tertiary record may result in my being excluded from the University and acknowledge that the University may terminate my enrolment at any stage during the tertiary course I undertake if I have provided forged, false or falsified evidence or withheld evidence of my citizenship or immigration status, or I have allowed the University to act upon information about my citizenship or immigration status which I knew to be incorrect.

In consideration of my enrolment as a student and the provision of teaching services and education resources by the University, I agree whilst I am enrolled as a student to be bound by the regulations of the University in force and to be subject to the lawful instructions of officers of the University.

I authorise the University of Melbourne to release any academic results to my sponsor and the release of results applies to the duration of my enrolment in this course.

I hereby declare that I have read and understood the above conditions and agree to be bound by those conditions.

Signature

Date

Day

Month

Year

OFFICE USE ONLY

ACT:

Yes

No

Signature

Date

Day

Month

Year