Instructions to applicants

Read these instructions carefully before you complete the application form.

Complete all questions, sign and date the application form. Please complete this application in English.

- Please use BLOCK LETTERS
- Please tick ✓ the appropriate boxes

All sections of the application must be completed and relevant documentation attached. Should you have any questions regarding this application please email studyabroad@swin.edu.au

APPLICATIONS DUE

The following dates apply to Exchange applicants only.

31 October for Semester 1 (February–June)
30 April for Semester 2 (July–November)

Late applications will be considered on a case-by-case basis.

ACADEMIC HISTORY

In addition to completing this section, you are required to submit a current academic history or transcript of results. If your home institution is unable to provide a transcript in English, please attach a certified translation with your transcript.

SWINBURNE STUDY PLAN

Before you complete this section, please ensure you have viewed the Swinburne CourseSearch website and Swinburne Timetable website. Unit (subject) listings are available here: www.international.swinburne.edu.au/courses/unit-search. Check when the unit of study is available here: http://allocate.swin.edu.au/aplus/aptimetable. It is important that you ensure that you meet any prerequisites for units of study that you nominate. You also need to ensure that the units of study you will request will be available in your nominated semester/s.

DESIGN, FILM AND TELEVISION STUDENTS

Students wishing to study design units which have prerequisites are required to submit a portfolio of work upon application. For more information on portfolio requirements please go to: www.swinburne.edu.au/design/courses/portfolio-guidelines.html

ENGLISH PROFICIENCY

This section is to be completed by students whose first language is not English. You are required to submit evidence of your English Proficiency by attaching your official TOEFL or IELTS test score, evidence that your home institution teaches in English or other evidence as per the agreement between your home institution and Swinburne. For more information about required English proficiency test scores please go to: www.international.swinburne.edu.au/entry-requirements/english

MANDATORY HEALTH INSURANCE COVER

Australian Government regulations require that all international students studying in Australia on a student visa take out Overseas Student Health Cover (OSHC). When you officially accept your offer Swinburne will arrange OSHC for you. You will be advised of the cost in your Offer Letter. Under a reciprocal government agreement Swedish, Belgian and Norwegian students are not required to have OSHC.

STUDY ABROAD CERTIFICATE OF SPECIALISATION

Students wishing to apply for the Study Abroad Certificate of Specialisation must choose a minimum of 2 units from a single discipline area. For more information on requirements please go to: www.international.swinburne.edu.au/study-at-swinburne/in-coming-exchange-students

EXCHANGE STUDENTS

Under the agreed reciprocal arrangements between Swinburne and partner institutions, approved exchange students have a tuition fee waiver for their study abroad program.

PRIVACY STATEMENT

Information collected in this application is for the purposes of selecting participants for Swinburne Education Abroad Programs. Except as required by law, this information will be for Swinburne University of Technology use only. Swinburne collects, uses and destroys your details in accordance with Swinburne’s privacy policy which is available on Swinburne’s website: www.swinburne.edu.au. If you have any queries in relation to your personal details, please contact Swinburne International on +61 3 9214 8000.

Please keep this page for your own records.
PERSONAL DETAILS

If previously enrolled at Swinburne University of Technology, please state your Swinburne ID number: __________

PRINT YOUR NAME AS IT APPEARS IN YOUR PASSPORT. Please use BLOCK LETTERS. All fields must be completed.

Title (Mrs, Miss, Ms, Mr etc): ____________________________ Gender: □ Female □ Male Date of birth: __/__/____

Family name: ________________________________________
(as indicated in passport)

Given names: _________________________________________
(leave spaces between names)

Email address: ________________________________________
(APPLICANTS MUST PROVIDE THEIR PERSONAL EMAIL ADDRESS:
ALL INFORMATION REGARDING THE PROGRESS OF THE APPLICATION WILL BE EMAILED DIRECTLY TO THE APPLICANT.

Postal address: _______________________________________
Number/street
Suburb/city
Country
Postcode

Residential address: ____________________________________
Number/street
Suburb/city
Country
Postcode

Telephone: __________________________ Fax: __________________________ Mobile: __________________________

Country of citizenship: ________________________________ Submission location: __________________________
(What country were you in when you submitted this application?)

Country of birth: ____________________________________

Do you hold a valid Australian visa? □ Yes □ No

If yes, type of visa: __________________________________
Visa expiry date: __/__/____

Visa Sub Class: ______________________________________

Have you ever had a visa application rejected? □ Yes □ No

If yes, when, which country and for what reason? Please provide a copy of the rejection letter or details below:

________________________________________________________________________________________

________________________________________________________________________________________

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Have you visited or studied in Australia previously? □ Yes □ No

Have you breached any visa conditions? □ Yes □ No

Have you ever been refused a visa for entry into Australia? □ Yes □ No

If yes, please provide reason: ____________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

PAGE 2 OF 6  Swinburne University of Technology
PERSONAL DETAILS (CONTINUED)

Please provide details of family immigration history.

Are you married?  ☐ Yes  ☐ No  Date of marriage:  ____/____/____  Please provide a certified copy of your marriage certificate.

Is your spouse already in Australia?  ☐ Yes  ☐ No

What visa does your spouse hold?  _________________________________

What is the expiry date of your spouse’s visa?  _________________________________

Please provide details on all dependents who will be included in your student visa application, including their date of birth.

Name:  _________________________________  Date of birth:  ____/____/____

Name:  _________________________________  Date of birth:  ____/____/____

Name:  _________________________________  Date of birth:  ____/____/____

Name:  _________________________________  Date of birth:  ____/____/____

If you have more than four dependents, please attach a separate sheet with any remaining dependents details.

Have you been convicted of any criminal activity?  ☐ Yes  ☐ No  If yes, please provide relevant details:

______________________________________________________________

Do you have a disability, impairment or long term medical condition?  ☐ Yes  ☐ No

Tick one or more of the following:

☐ Hearing/Deaf  ☐ Intellectual  ☐ Mobility  ☐ Learning  ☐ Visual  ☐ Mental Illness  ☐ Medical Condition

Providing information about a disability or medical condition will not disadvantage your application. However the University needs to assess if it can make reasonable adjustments to accommodate your disability or medical condition in order to advise you appropriately. In some cases the support required may be at a cost to you.

Do you have a medical or health-related issue that may prevent a student visa being issued?  ☐ Yes  ☐ No  Please refer to www.immi.gov.au/allforms/health-restrictions/meeting-health-req.htm

If yes, please provide details:

______________________________________________________________

PROGRAM DETAILS

Commencing semester:  ☐ Semester 1 (February–June)  Year:  ____/____/____  ☐ Semester 2 (July–November)  Year:  ____/____/____

Program:  ☐ Exchange program  ☐ Study Abroad program

Duration:  ☐ One semester  ☐ Two semesters

Campus:  ☐ Hawthorn  ☐ Prahran

Are you applying for the Study Abroad Certificate of Specialisation? (Study Abroad students only)  ☐ Yes  ☐ No  Discipline area:  _________________________________

Please note that due to Swinburne’s obligations under Australian migration, trade and sanction laws, even if you meet Swinburne’s academic entry and selection criteria, it is possible that Swinburne may not be able to offer you a place due to additional non-academic criteria required to meet Swinburne’s legal requirements, which are applied at Swinburne’s sole discretion. For further information please see:

(1) Migration Act 1958 (Cwth)
(2) Migration Regulations 1994 (Cwth)
(3) Autonomous Sanctions Act 2011 (Cwth)
(4) Autonomous Sanctions Regulation 2011 (Cwth)

Refer to www.immi.gov.au

Refer to www.dfat.gov.au
ENGLISH LANGUAGE PROFICIENCY

☐ English is my first language
☐ English is the language of instruction at my home institution
☐ My IELTS/TOEFL results are attached
☐ Letter from Home Institution in support of my English proficiency is attached
☐ Other evidence as per agreement is attached

ACADEMIC HISTORY

Home Institution: ____________________________
Country: ____________________________
Home degree/program: ____________________________
Major/s: ____________________________
Expected date of graduation: _____/____/
How many years have you completed? _______

Have you previously been excluded or suspended from Swinburne or any other educational institution for academic or non-academic reasons? ☐ Yes  ☐ No
If yes, institution and reason: ____________________________

EDUCATION ABROAD STUDY PLAN

The full-time study load at Swinburne is 50 credit points per semester. The Swinburne academic year is broken up into two semesters. Swinburne Abroad students will be studying in Semester 1 (February–June) or Semester 2 (July–November), or both.

Please nominate a minimum of 4 and maximum of 6 units of study per semester in order of preference. Please note that this will be your only opportunity to nominate units prior to enrolment. Any changes will only be considered during your enrolment session at Orientation.

Check the prerequisites for any units of study you nominate at www.international.swinburne.edu.au/courses/unit-search
Check when the unit of study is available at http://allocate.swin.edu.au/aplus/aptimetable

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<th>SWINBURNE UNIT CODE</th>
<th>SWINBURNE UNIT TITLE</th>
<th>DO YOU MEET THE PREREQUISITES?</th>
<th>IS THE UNIT AVAILABLE IN YOUR NOMINATED SEMESTER?</th>
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<td>(e.g. Australia: A Global Context)</td>
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If you are planning to study for 2 semesters, indicate your second semester preferences below.

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LIVING COSTS

Please visit the following website for a guide to living costs: www.international.swinburne.edu.au/plan-your-arrival/living-in-melbourne/living-expenses

Please visit the following website for a guide to tuition fees: www.international.swinburne.edu.au/study-at-swinburne/in-coming-exchange-students

Do you understand the costs associated with studying in Australia?  ☐ Yes  ☐ No
(including the cost of tuition, living expenses, overseas student health cover and return airfares etc.)

How do you intend to fund your study and living costs? Choose more than one if applicable.
☐ Self-funded  ☐ Sponsored by family/government/institution/employer  ☐ Bank loan  ☐ Other (e.g. employer)

CHECKLIST

Please make sure the following are attached (if applicable):
☐ Certified academic transcripts with grading system
☐ English translations where applicable
☐ Certified English proficiency test results
☐ Portfolio, for students who are applying for design and film & TV units
☐ Copy of passport (photo page and relevant visa page if applicable)
☐ Certified copy of your marriage certificate if applicable
Declaration

Applicant’s declaration

1. I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.

2. I acknowledge that failure to disclose my academic record may result in the University revoking an offer or terminating my studies at any stage.

3. I authorise the University to seek verification of my academic and professional qualifications, and work experience. I understand that the University reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.

4. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.

5. I acknowledge that the University reserves the right to alter any course, subject, admission requirement or fee without prior notice.

6. I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of progressing my application.

7. I acknowledge that I have read and understand the description of the program/s that I am applying for on Swinburne’s website.

8. I authorise the University to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.

9. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to these requirements, (www.immi.gov.au/students/_pdf/2011-genuine-temporary-entrant.pdf)

10. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.

11. I declare that my signature is true and correct and matches the signature in my passport.

Declaration by applicant

I (insert full name) understand all of the requirements for the course and visa application and confirm that all of the information provided is true.

Signature of applicant: (as in passport signature page): ___________________________ Date: __________/________/____

Education Abroad Advisor/Agent’s declaration (if applicable)

1. I have assessed the applicant and to the best of my knowledge the applicant is a genuine temporary entrant and genuine student as defined by Australian immigration authorities and I confirm the documents and information provided by the applicant did not disclose any conclusive grounds for rejecting the applicant’s declarations that they are a genuine temporary entrant and a genuine student.

2. To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application.

3. The documents which form part of this application appear to be authentic and valid. To the best of my knowledge the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable).

4. I recommend the University proceed with the assessment for admission of this applicant.

5. I confirm the student has signed this application form.

6. I have provided the student’s personal email address and residential address, as disclosed to me by the student.

University/Agency name: ___________________________

University/Agency branch office: ___________________________

University/Agent staff member name: ___________________________

Email address: ___________________________ Telephone: ___________________________

Signature of Education Abroad Advisor/Agent: ___________________________ Date: __________/________/____

Sending Your Application

If applying through your home institution or an agent, your representative must lodge your application on your behalf.

Electronic applications can be sent via email: studyabroad@swin.edu.au

Hard-copy applications can be sent by post to:
Swinburne Abroad
Swinburne University of Technology
PO Box 218
Hawthorn VIC 3122
Australia

CRICOS Provider code: 00111D
SP1302-20-0914