



## DIRECT APPLICATION FORM FOR ON & OFF CAMPUS STUDY – GRADUATE/POSTGRADUATE COURSES For local/domestic students only\*

\* includes international offshore residents applying for off-campus study mode

### Return this form to:

Central Admissions  
Monash Connect, Clayton Campus  
21 Chancellors Walk, Campus Centre  
Monash University  
VIC 3800, AUSTRALIA

### Before using this form

For information on courses, entry requirements and which faculty manages your course(s) of interest, refer to the Monash Find a Course (<http://www.study.monash/courses>)

Please also visit the website of the faculty that manages your degrees of interest or contact the faculty directly - see [www.monash.edu/faculties](http://www.monash.edu/faculties)

### THIS FORM IS FOR:

- Australian citizens
- New Zealand citizens
- Australian Permanent resident visa holders
- Australian Permanent humanitarian visa holders
- Off shore residents undertaking off campus study

**International students applying for on campus study**, including permanent residents of New Zealand, must complete International Application Form – see [monash.edu/assets/pdf/international-application-form.pdf](http://monash.edu/assets/pdf/international-application-form.pdf)

### 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 Master of Teaching 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)

### Completing this form

- Please fill in the electronic form and then print and sign.  
**(Note: electronic signatures will not be accepted by Monash University).**
- 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 on Find a Course**  
(<http://www.study.monash/courses>)

### Off-Campus Learning applications

A list of courses available via off-campus learning can be found at <http://www.monash.edu/admissions/apply/off-campus>

### Off-campus application requirements:

1. You must state your proposed study program for ALL courses, including the teaching period (i.e. 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 at [www.monash.edu/faculties](http://www.monash.edu/faculties)

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

For further assistance with your off-campus application, contact: Monash Connect, Phone: 1800 MONASH (1800 666 274) in Australia or +61 3 9902 6011 outside Australia or lodge an enquiry through <https://register.monash.edu/enquiry/>

### 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/fees/](http://www.monash.edu.au/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. For more information, please refer to: [www.monash.edu.au/admissions/apply/help/documents](http://www.monash.edu.au/admissions/apply/help/documents)

The following people are acceptable signatories for certification of documents: Monash staff member, solicitor, pharmacist, justice of the peace, public notary, member of the police force, registered medical practitioner, registered dentist, veterinary practitioner, principal in the state government teaching service, bank manager, member of the Institute of Chartered Accountants in Australia, member of the Australian Society of Accountants, member of the National Institute of Accountants, minister of religion (not a civil celebrant), or Australian lawyer.

**Please do not send original documents as they will not be returned.**

### 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 by an official translator. Monash University prefers NAATI qualified translators (<https://www.naati.com.au/>) and 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 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 +61 3 9902 9589.



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

**\*includes international off shore residents applying for off campus study mode**

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>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Indeterminate / Intersex / Unspecified		<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:
<input type="checkbox"/> I identify as being of Aboriginal or Torres Strait Islander descent (Australian citizens applying to study in Australia only)		
Residency details		
What is your residency status?		
<input type="checkbox"/> <b>Citizen or permanent resident of Australia</b> - please attach a certified copy of your birth certificate or the photo page of your passport.		
<input type="checkbox"/> <b>International students (including permanent residents of New Zealand)</b> applying for <b>off campus</b> study mode. <b>(IMPORTANT: DO NOT complete this form if you are international students applying for on campus study mode - please complete International Application Form (<a href="http://monash.edu/assets/pdf/international-application-form.pdf">monash.edu/assets/pdf/international-application-form.pdf</a>)).</b>		
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

<b>Preference 1</b> Course Title: Course Code: Course Duration: 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: Course Duration: 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: Course Duration: 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: Course Duration: 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

**Area of interest**

Please indicate the area(s) that you are interested in studying e.g. Anthropology, Biomedical Science etc.:

### 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 ATAR, 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:

### 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

<http://www.monash.edu.au/connect/assets/docs/forms/credit.pdf>

For more information, see the website of the Faculty that manages your degree/s of interest, or contact the faculty directly.

### English Language Proficiency

Provide certified copies of evidence to fulfil the University's English minimum language proficiency requirements. For the acceptable alternatives to meet the University's English requirements, please refer to

<http://www.monash.edu/admissions/english-language-requirements>

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)

### Employment history

Provide information on your employment history if required by your course(s) of interest. 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

### Professional experience and membership

Provide information on your professional experience/membership of professional societies/associations if required by your course(s) of interest. 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. 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

### Referees

Applicants may be required or can elect to include information on referees on an additional sheet of paper.

### 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 am or have been a student and/or any current or past employer providing Monash University with any information which that institution or employer holds about me concerning my attendance, conduct, grades and/or qualifications or experience to assess my suitability for an offer and/or enrolment. 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 [www.privacy.monash.edu.au/guidelines/collection-personal-information.html](http://www.privacy.monash.edu.au/guidelines/collection-personal-information.html)).

If sponsored, I permit Monash University to release details of my academic progress to my sponsoring body on their request.

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

**Applicant's Signature:**

Date /        /

This document must be signed by original hand – electronic signatures will not be accepted by Monash University. Please print and sign the form.

### Checklist

- |  |  |
|--|--|
| <input type="checkbox"/> Completed and signed application<br><input type="checkbox"/> Evidence of Australian citizenship or Australian permanent residency if applying for a Commonwealth Supported Place (CSP)<br><input type="checkbox"/> Certified copies of official academic transcripts<br><input type="checkbox"/> Evidence of English language proficiency (if not established by secondary/tertiary transcripts). | <input type="checkbox"/> A curriculum vitae (where appropriate)<br><input type="checkbox"/> An application for credit if relevant<br><input type="checkbox"/> Any other additional information required by individual courses<br><input type="checkbox"/> Nomination of examination centre for off-campus applicants (see below).<br><input type="checkbox"/> You have the correct mailing address for your form |
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### 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. 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 available from <http://www.monash.edu.au/exams/off-campus-exam-venues.html>. Students who do not live within 150 km of a listed examination centre can apply for a Special Local Invigilator (SLI) to supervise their examination.

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.

Exam centre number:

Location:

**Office Use Only**

**Offer of admission**

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

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

- CSP Offer
- Full Fee Offer

**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: \_\_/\_\_/\_\_\_\_

**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:**

**Rejection – No offer**

Reason for rejection: (please tick)

- Not qualified
- Insufficient quota
- Documentation unsatisfactory

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

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

**Reconsideration requested**

**Outcome:**

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Authorised by:

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

**Application keyed** Yes  No

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

**Letter sent** Yes  No

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

**Credit assessed:** Yes  No

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

**Comments:**