

Graduate Research Admissions and Scholarships Document Checklist

There are a number of documents that you may be required to upload in order to submit your application. It is advisable to have any of the relevant documents below on hand before you commence completing the application.

Note: If your documents are in any language other than English, you must provide certified translated copies. Monash prefers [NAATI qualified translators](#).

Mandatory documents you may need to supply

✓ Document	Explanation	Section
Invitation to Apply	An invitation to apply	Registration
Passport	Current passport showing the personal details section of your passport.	Applicant Details
Birth Certificate	Birth Certificate if you do not hold a current passport.	Applicant Details
Certificate of citizenship	Certificate of Citizenship if you do not hold a current passport.	Applicant Details
English language proficiency (<u>ELP</u>) test results: <ul style="list-style-type: none"> • <u>IELTS</u> (Academic) • <u>TOEFL</u> (Paper & Internet based) • <u>Pearson</u> Test of Academic English • <u>Cambridge English</u>: Advanced (CAE) 	English test results no more than 24 months preceding this application.	English Proficiency
Academic Transcript(s)	Original copy of your official Academic Transcript(s) for all undergraduate and postgraduate courses (complete and incomplete).	Qualifications
Grading Scheme Explanation(s)	Official Grading Scheme Explanation(s) for each institution(s) containing an explanation of the grading scheme used.	Qualifications
Testamur/Parchment(s)/Degree Certificate(s)	Original copy of the Testamur, Parchment or Degree Certificate for any completed qualification where a supplied transcript does not provide a date of conferral.	Qualifications

✓ Document	Explanation	Section
Evidence of Sponsorship/Scholarship	Official written evidence of an awarded a scholarship or sponsorship, from any external body to Monash University (e.g. employer or home government).	Miscellaneous
Change of Name Documentation	Marriage Certificate or other official change of name documentation if any of the documents you are supplying is in a different name.	Applicant Details Qualifications
Academic Curriculum Vitae	Current academic curriculum vitae.	CV
Training Courses/Units Undertaken	Details of training courses/units you have undertaken as part of your highest degree (maximum 200 words), where your degree(s) provides/provided any formal training courses/units into research methodology.	Qualifications
Research Publications (Accepted or Published only)	Published research evidence (e.g. conference, peer reviewed journal article or book/book chapter), such as proof of acceptance, conference abstracts and the front pages (including contents page).	Employment & Research Experience
Research Proposal	Research proposal.	Research Program
External Candidature Application	If you intend to apply to complete your studies remotely/offshore then you are required to complete an External Candidature form . An External supervisor form is may also be required.	Research Program
Previous Relevant Work Experience	Research employment requires a document detailing your previous work experience, such as a letter from your employer confirming your employment and duties performed.	Employment & Research Experience
Relevant Professional Qualifications / Memberships	Professional qualifications or memberships relevant to your application require a document providing evidence (in English).	Miscellaneous
Referee Reports	No less than 2 referee reports using the Referee Report form are required. Currently enrolled Monash HDR students, one of the reports must be obtained from your current main supervisor.	Referees
Awards, prizes & scholarships	Awards, prizes and scholarships require evidence.	Miscellaneous