

Application procedures for 3+1+1 students

Contained in this document

Flyer (Refer to pages 1 to 4)

- Provides information about 3+1+1 entry requirements, course information and fees

Study Abroad application form (Refer to pages 5 to 10)

- Use only for the Bachelor of Engineering component of your 3+1+1 program in this form.

International application form (Refer to pages 11 to 14)

- Use only for the Master of Advanced Engineering component of your 3+1+1 program in this form.

Monash English Bridging programs

- If your IELTS scores do not meet the direct entry English score (Overall 6.5 with no band less than 6.0), you will be offered an opportunity to study Monash English Bridging programs, depending on your IELTS scores

For enquiries about 3+1+1 program, please contact Jane Sun (jane.sun@monash.edu) at Faculty of Engineering, Monash University.

Flyer for Mechanical Engineering

Course structure for 3+1+1 students

Model description

High achieving students from the Bachelor of Mechanical Engineering program at University of Science and Technology of China (USTC) have the opportunity of completing their Bachelor of Engineering qualification from (USTC) while gaining international experience during the final year. Students will continue their international experience at Monash University (Monash) to complete a Master of Advanced Mechanical Engineering after 2 years of study.

(USTC) will recognise the study completed at Monash during the first year of the program as completing the requirements of the Bachelor of Mechanical Engineering program at that university.

Students completing this program will graduate in two years with a:

Bachelor of Mechanical Engineering (USTC)
Master of Advanced Mechanical Engineering (Monash)

Engineers Australia Recognition

Engineers Australia (EA) certifies that the Monash Master of Advanced Engineering provides accelerated progress for students towards the attainment of Chartered Status. The Master of Advanced Engineering is the only course in Australia designed to meet EA stage 2 competency standards.

Entry requirements:

Students must:

- complete three years of study towards the Bachelor of Mechanical Engineering at (USTC) achieving a credit average.
- complete the full four years of a Bachelor of Engineering with a 74% average to enter the Master of Advanced Engineering
- meet the Monash English language entry requirements

Academic program

Year one – completion of undergraduate studies

Students select eight units (48 credit points) with a maximum of 24 credit points at level 3 from the following*:

- MEC3451 Fluid mechanics II
- MEC3453 Dynamics II
- MEC3454 Thermodynamics and heat transfer
- MEC3455 Solid mechanics
- MEC3457 Systems and control
- MEC4418 Control systems

- MEC4425 Micro/nano solid and fluid mechanics
- MEC4426 Computer-aided design
- MEC4428 Advanced dynamics
- MEC4444 Industrial noise and its control
- MEC4446 Composite structures
- MEC4447 Computers in fluids and energy
- MEC4456 Robotics
- MEC4459 Wind engineering
- MEC4401 Final year project
- MEC4402 Final year project - Thesis**

*students must meet the pre-requisite requirements for all units

** needs departmental approval

NOTE: Any student who thinks they may wish to undertake a PhD will be required to seek course advice prior to enrolling.

Year two – completion of postgraduate studies

The Master of Advanced Engineering is designed for graduates with a four-year Bachelor of Engineering or equivalent who wish to extend their knowledge in their engineering specialisation and advance their skills in engineering leadership and complex problem solving. The course is available in five specialisations:

- materials engineering
- civil engineering
- electrical engineering
- materials engineering
- mechanical engineering

Academic Program Structure

The course has three main components:

- a. two core units
- b. four discipline core units from chosen specialisation
- c. two enhancement units.

Requirements

Students must complete 48 credit points as follows:

(a) Two core units (12 credit points)

ENG5001 Advanced engineering analysis
ENG5002 Engineering entrepreneurship

(b) Four discipline specific core units (24 credit points)

- MEC5881 Engineering systems performance analysis
- MEC5882 Instrumentation, sensing and monitoring
- MEC5883 Mechanical systems design
- MEC5884 Sustainable engineering systems

(c) Two enhancement units (12 credit points)

Choose 2 units from the list below, subject to meeting any prerequisite requirements the units may have.

- CIV5881 Ground water hydrology
- CIV5884 Water sensitive storm water design
- CHE5882 Biomass and refineries
- CHE5883 Nanostructured membranes for separation and energy production
- MTE5882 Advanced polymeric materials
- MTE5883 Environmental durability and protection of metals and engineering materials
- MTE5884 Materials for energy technologies
- BTF5910 Sustainability regulation
- ECF5953 Economics
- FIT5010 Network protocols standards
- FIT5011 Network design and performance
- FIT5034 Quality of service and network management
- FIT5037 Network security
- FIT5046 Mobile and distributed computing systems
- FIT5083 Network infrastructure
- FIT5047 Intelligent systems
- FIT5136 Software engineering
- FIT5137 Database analysis and processing
- LAW7433 Patenting for commercialisation
- MGF5600 Managing innovation
- MGX5011 Pathways from science to wealth
- MGX5991 Personal development - critical thinking & communications
- MGX5992 Personal development - managing self and relationships
- MKF5916 Foundations of marketing

Options for further study or work experience

At the completion of two years of study in Australia, currently the Australian Government grants students the opportunity to live, study and work in Australia. More details are available at:

<http://www.immi.gov.au/Visas/Pages/485.aspx>

OR

Eligible students who meet all entry requirements, including but not limited to the abovementioned requirements, and are admitted to the Master of Advanced Engineering at Monash, may also be eligible for admittance to the one-year Master of Business degree at Monash, subject to the approval by the Monash Faculty concerned.

OR

For those who are accepted to enrol in a PhD program, they will obtain credit for the coursework element of the PhD program for the studies completed in the Master of Advanced Engineering. The PhD can be completed in 3 years.

OR

(USTC) may allow qualified students to integrate the one-year Master of Advanced Engineering (MAdvE) degree at Monash into their research degree at (USTC) by giving credit for the coursework Masters study.

Course Fees

Students will receive a \$8000 scholarship when enrolled in the Master of Advanced Engineering when they apply direct to Monash under this partnership program.

To encourage (USTC) students to enrol in this program, students will be able to enrol at Monash on the following fee arrangements:

Year	Description	Fee payable
2016	Completion of studies towards the (USTC) Bachelor of Mechanical Engineering <i>(Study Abroad Tuition fees - no Monash award received)</i>	\$29,000
2017	Master of Advanced Engineering <i>(estimate only as fees are not confirmed until six months before the start of the academic year)</i> Less guaranteed Scholarship	\$37,900 <u>\$8,000</u> \$29,900
	Total	\$58,900

Monash Abroad application form

Incoming Exchange and Study Abroad – (All campuses)

Thank you for choosing Monash University for your exchange or study abroad experience.

Monash University is a member of Australia's prestigious Group of Eight universities and is regularly ranked as one of the top universities in Australia, Asia and the world. Monash offers a huge range of study options across five campuses in Australia, international campuses in Malaysia and South Africa, and a study centre in Prato, Italy.

All Monash campuses offer excellent facilities to provide every opportunity to balance studies with sports and an active social life, with on-campus accommodation, public transport options and active student associations.

Eligibility

To be eligible for admission to Monash as an exchange or study abroad student you must have:

- completed at least one full year of study at your home university;
- achieved a minimum Grade Point Average (GPA) of 3.0 or 60%, or home university equivalent to a credit average;
- met the Monash English language requirements; and
- been nominated by your home university if you are applying as an exchange student.

How to apply

- Complete this form in black ink and BLOCK LETTERS.
- Complete all questions.
- Make sure your name, citizenship and other personal details are exactly the same as in the passport you will use. The details on this application form will be used in your visa application.
- Use the Monash online handbooks to complete your study plan.
- Use the checklist at the end of this form to make sure you have attached all documents.

Where to send your application

Applications can be scanned and emailed to the relevant Monash Abroad Coordinator providing your home university or agent has sighted and signed your original academic transcript.

Exchange students

If you are a student from a university that has a reciprocal exchange agreement with Monash, you must lodge your application with the international or exchange office at your home university. The application can be scanned and sent to the relevant Monash Abroad Coordinator.

Study abroad students (fee-paying)

If your university does not have a reciprocal exchange agreement with Monash University you will need to apply as a study abroad student ie pay tuition fees.

If lodging through your home university or an agent

Lodge your application with that office.

If lodging directly to Monash

Email your scanned application to:
monash.abroad@monash.edu

Or send your application to:

Monash Abroad
Level 1, Building 10, Clayton campus
Monash University, VIC 3800
AUSTRALIA

Original Academic transcripts must be sighted and signed by an Agent or your home university as seeing the original. If this is done you do not need to send original documents via the post, just send via email.

Monash closing dates

For Monash semester 1
(February to June) – 1 October

For Monash semester 2
(July – November) – 1 March

You can apply for one or two semesters.

Exchange Students

Check with your home university if you have deadlines to submit documentation to your International Office.

Study Abroad

There is some flexibility with the closing dates for Study Abroad students. Please email monash.abroad@monash.edu for an extension if you cannot make these deadlines.

Key dates

Australia: www.monash.edu/international/studyabroad/keydates.html

Malaysia: www.monash.edu.my/study/study-abroad-exchange/inbound/key-dates

South Africa: www.monash.ac.za/about/important-dates

How to apply

Step 1

Research your university's requirements

- Make sure you know what your home university requires you to study while you are at Monash.
- Remember that you may receive credit towards your degree at home for your study at Monash so your home university's requirements are paramount.
- Your international or study abroad office may be able to assist you with preparing your study plan.

Step 2

Ensure you meet the Monash English language requirements

- English is the language of instruction at every Monash campus and therefore the English language requirements apply to all campus es including Malaysia and South Africa. The requirements can be viewed at: www.monash.edu/study/international/apply/entry-requirements-english.html.

Step 3

Carefully read the Course Information section of the Monash website

www.monash.edu/international/studyabroad/course-info

- You must read these web pages before you start on your study plan.
- They contain detailed information about the terminology used at Monash, the units (courses) which are open to exchange and study abroad students, and how to read the unit codes.
- Most faculties have general requirements which apply to all exchange and study abroad students studying any units in those faculties. Check these on the website before completing your study plan as they can restrict your choice of units or require you to attach additional documentation to your application: www.monash.edu/international/studyabroad/course-info/restrictions.html

Step 4

Select the units (courses) you want to study at Monash

- Use the following link monash.edu/pubs/handbooks on the website to select the units you want to study at Monash.
- List all the units you want to study in Section 4 of this application form.
- Select 6-8 units per semester in case some cannot be approved or there are timetable clashes.
- Check the pre-requisites for the units you want to do and make sure the transcript you include with your application shows clearly that you have met the pre-requisites.
- Carefully check the semester, campus and level of all the units you choose which is shown in the unit descriptions in the handbook.
- Be aware of the distance between campuses in Australia. You must choose units from one campus only with the exception of Caulfield and Clayton which are 20 minutes apart by bus.
- All exchange and study abroad students must be enrolled in a full time load of on campus units ie 18 or 24 credit points per semester (3-4 units).
- If you are applying to come to Monash for two semesters, choose units for only your first semester based on the unit information available at the time you apply. You will be able to review and change the units for your second semester towards the end of your first semester.

Step 5

Have your application endorsed by your home university or agent.

- This is essential to assist you to receive credit towards your degree for the study you do at Monash.
- Your study abroad or exchange office or agent must sign Section 7 of the application.

Step 6

Pre-approval of your study plan

- After your application is received by Monash Abroad your study plan will be sent to the relevant faculty for approval of the units you have selected.

Continued in next column

Step 6 continued

- Monash Abroad will then send a list of pre-approved units with your offer letter.
- While you have been approved in advance to enrol in these units, your enrolment will take place after you arrive at Monash and is subject to timetable and class availability.
- You may be able to change units after you arrive but approval to enrol in different units is at the discretion of the relevant faculty and you may be required to produce original transcripts or other documentation.

Monash Malaysia applicants only: Step 7

Passport copy

- Include a photocopy of every page of your passport, including blank pages (with each passport page on a separate A4 sheet and no enlargement, reduction or double sided copies. It is encouraged that all copies are in colour, they must be clear copies.
- Your submitted passport must be valid for at least one year from your arrival in Malaysia. This is required for your student pass application.

Note: You need to pay a non-refundable Student Pass application fee of RM 1860 directly to Monash University Malaysia when accepting your offer.

This application fee includes a medical examination, Student Pass fee, Processing fee and Medical insurance.

Step 8

Passport photos

All students must include three standard-size, colour passport photos with a blue background only. These photos need to be 3.5 x 5 cm – with the head size being 2.5 x 3 cm.

Step 9

Complete a No Objection Certificate (NOC) if you are from a Sub-Saharan country.

This is a mandatory requirement for your student pass and must be included with your application form. Details and the NOC can be found at www.monash.edu.my/study/entry-requirements/international-students/pass (see Sub-Saharan students)

Monash Abroad application form

Incoming Exchange and Study Abroad students

1. Program information

This is an application for (tick one) ☐ Exchange ☐ Study Abroad (fee-paying)

When do you plan to commence with Monash University? Commencing year:

☐ Semester one (February–June) ☐ Semester two (July–November)

How many semesters do you plan to stay? ☐ One ☐ Two

Which Monash campus do you plan to attend and in which country?

☐ Australia: ☐ Clayton ☐ Caulfield ☐ Berwick ☐ Peninsula ☐ Parkville

☐ Malaysia ☐ South Africa

2. Personal information (same as your passport)

Title: ☐ Mr ☐ Miss ☐ Ms ☐ Mrs ☐ Other (specify):

First name:

Last name:

Sex: Male ☐ Female ☐ Date of birth: day / month / year Country of birth:

Country of citizenship:

In which country outside of Australia will you be applying for your visa to enter Australia:

Do you have a disability or medical condition that you wish to disclose? ☐ Yes ☐ No

If yes, how does this impact your studies?

Postal address for correspondence

Number and street: Suburb:

State: Country: Postcode:

Telephone (include country code):

Mobile/Cell (include country code):

Your student email address (essential):

Your personal email:

Emergency contact details

Name:

Relationship to student (e.g. father):

Home telephone (include country code):

Work telephone (include country code):

Mobile/Cell (include country code):

Email:

3. Qualifications

Provide details of your current study.

First name: Last name:

Home university: Country:

Degree program (eg. Bachelor of Arts):

Major/main subject area:

Year level: Cumulative GPA:

Units (courses) currently being taken at your home institution if not listed on your academic transcript:

Unit code	Unit title	Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Study plan – proposed units (courses) you wish to study at Monash

You must read Steps 3 and 4 on page two of this application prior to completing this section. Please select a minimum of 6–8 units to be assessed.

Monash unit code	Monash unit title	Monash campus	Monash faculty, eg. Arts, Law etc.	Monash semester (1 or 2)	Monash credit points	Monash office use only		
						Approval Yes/No	Staff initials	If no, reason/ possible alternative units
Commencing semester at Monash								

5. English language proficiency

Please tick the box that best describes you:

- ☐ English is my first language
- ☐ English is the language of instruction at my home secondary school or university
- ☐ I have completed an English language proficiency test:
- ☐ IELTS or ☐ TOEFL (must enclose copy of results) Date completed:

6. Student declaration

I hereby declare that the information provided on this application is correct and complete. I understand that misrepresentation of these details may result in my registration at Monash University being cancelled. I authorise Monash University to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern my enrolment.

I understand that Monash Abroad may pass my name and email address to Monash students for the purpose of promoting the exchange between Monash and my home university. In an emergency, I hereby grant Monash University staff the authority to contact the nominated emergency contact on my behalf.

Applicant's signature: _____ Date: ____ / ____ / ____

General privacy statement The information on this form is primarily used to assess your application for entry to a Monash University program. It is also used to create an enrolment record on the student database, to prepare statistical analysis, and to inform you about your program and other University courses/events. If you do not complete all the questions on this form, it may not be possible for Monash to process your application. Personal information may be collected from, or disclosed to, relevant bodies for the verification of your previous qualifications, and it may be disclosed to government agencies, as required by legislation (e.g. The Department of Immigration and Border Protection (DIBP)) for your visa application and to Monash University for assessment of your application. Information may be shared with the registered agent you appoint to assist with your application for entry or visa processing. You have a right to access personal information that Monash University holds about you, subject to legislation. If you wish to access, or inquire about the handling of your personal information, please contact the University Privacy Officer on +61 3 9905 6011. Privacy legislation only applies to students who study in Australia.

7. Home university endorsement (to be completed by study abroad/exchange coordinator)

I approve the applicant's study plan. The student will receive credit transfer upon receipt of an official Monash University transcript showing successful completion of those units.

Coordinator's name: Position:

Email:

Signature: Date:

Checklist

Your application will not be considered unless the following documentation is provided:

- ☐ Completed application form (all questions)
- ☐ One official academic transcript for each university attended (with certified English translation). Must be certified by your home institution if sent by email.
- ☐ In the case of non-native speakers of English, evidence of English language proficiency (IELTS/TOEFL) must be submitted and signed by your home university or agent.
- ☐ Copy of Passport.
- Australia and South Africa applicants – copy of your personal information page.

Monash Malaysia applicants only:

- ☐ Complete photocopy of passport – one full and clear copy of all pages of your passport/s, including blank pages preferably in colour. Each passport page on a separate A4/A5 sheet with no enlargement or reduction
- ☐ 3 passport photos taken on a blue background
- ☐ No Objection Certificate (Sub-Saharan passport holders only)

Fees

Exchange students are exempt from paying tuition fees while studying at Monash but must pay tuition at their home university.

If you are a study abroad student and you are required to pay tuition fees to Monash University.

Tuition fees for study abroad students who apply directly to Monash must be paid in full when you accept your offer of a study abroad place at Monash.

Your student visa or student pass application cannot be processed without tuition fee payment. For fee amounts, please go to;

- Australia: www.monash.edu/international/studyabroad/fees/studyabroad.html
- Malaysia: www.monash.edu.my/study/study-abroad-exchange/inbound/financial
- South Africa: www.monash.ac.za/our-campus/accommodation

Accommodation

University accommodation is available at all Monash campuses (except Parkville in Australia).

Australia: Monash University, Australia has on-campus accommodation at all campuses except Parkville in Melbourne. Every effort is made to place those students who apply for on-campus accommodation at their choice of location, however it is competitive and we cannot guarantee exchange students will be offered housing. Caulfield campus has very limited places and you may not be approved for this location. However, if you are studying at Caulfield you can stay on-campus at Clayton and catch the free Monash shuttle bus between the two campuses. The bus takes approximately 15 minutes. You can find out more information on the following website www.mrs.monash.edu

Do not apply directly to MRS at this stage. The Monash Abroad Office will send you instructions on how to apply on line at the time they send you offer letter.

Malaysia: It is recommended for you to live in the on campus accommodation. This will be organised for you prior to your arrival and information regarding your accommodation will be sent to you upon being approved for the program: www.monash.edu.my/study/study-abroad-exchange/inbound/accommodation

South Africa: You will be required to live in the on-campus accommodation. This will be organised for you prior to your arrival and information regarding your accommodation will be sent to you upon being approved for the program: www.monash.ac.za/prospective/accommodation

Off-campus accommodation in Melbourne

Should you choose to live off-campus, it will be your responsibility to find suitable housing but some assistance is available from Monash Residential Services: www.mrs.monash.edu.au/off-campus

Allow plenty of time to find off-campus accommodation prior to your studies as this cannot be done within one or two weeks.

Insurance

All exchange and study abroad students coming to Monash must have health insurance as required by the respective governments. For more information on each country's health insurance requirements, please see the following links and information. Health insurance is organised by Monash, so please do not apply online.

Australia: Organised by Monash Abroad. www.monash.edu/international/studyabroad/visas/health.html

Malaysia: Organised by Monash Abroad as part of your Student Pass applications. www.monash.edu.my/study/study-abroad-exchange/inbound/financial/student-pass-visas

South Africa: Organised by Monash Abroad. monash.edu/study-abroad/inbound/financial-information/insurance

Monash strongly recommends that all exchange and study abroad students take out comprehensive travel insurance in addition to the health insurance, to cover baggage; emergency travel; and medical costs not covered by the government required policy.

Visa

Exchange and study abroad students must hold a relevant student visa or student pass. For information on each country's requirements, please refer to the links below:

Australia: www.monash.edu/international/studyabroad/visas/student.html

Malaysia: Monash Malaysia will apply for a student pass for you, using the copy of your passport that you include with this application.

Upon approval of your Student Pass application which can take up to 8 weeks, a Visa Approval Letter will be couriered to your mailing address provided in this application form.

All international students coming to Malaysia are required to apply for an entry visa at the nearest Malaysian Embassy when they receive their Visa Approval Letter.

You will be advised of this when your Visa Approval Letter is sent to you.

Within seven days of arriving in Malaysia, you will have to undergo a medical screening and hand in your passport to the university to obtain a Student Pass endorsement. The endorsement process takes between 6–8 weeks, during which time you cannot travel outside of Peninsula Malaysia.

www.monash.edu.my/study/study-abroad-exchange/inbound/financial/student-pass-visas

South Africa: monash.ac.za/study/apply/visas-health-insurance

Travel

Please refer to the key date web links on the front of this application to be advised of when you must arrive at your host campus. You are strongly advised not to make any non-refundable payments for your travel until you have accepted your offer of a place at Monash and obtained a student visa. Orientation is compulsory so flights should be booked to arrive in time to attend the Monash Abroad Orientation in Melbourne.



International application form: coursework

- Complete this form if you are an international student applying for an undergraduate or postgraduate course at one of Monash University's Australian campuses.
- A non-refundable application fee of A\$100 must be paid when you submit this form.
- Do not use this form for Monash research degrees. The correct form is available at: monash.edu/migr/apply

PLEASE WRITE CLEARLY IN BLACK INK USING CAPITAL LETTERS IN ENGLISH

Section A: Your application ☒

1. Are you a citizen of Australia or New Zealand or a permanent resident of Australia? ☐ Yes ☐ No If YES, do not fill in this form. Instead refer to: vtac.edu.au
2. Do you have a Monash student ID number? ☐ Yes ☐ No If YES, please state:
3. Are you a currently enrolled Monash student? ☐ Yes ☐ No
4. Are you currently in Australia? ☐ Yes ☐ No

Section B: Personal details

We will contact you by email, post or telephone. To avoid delays in your application, it is important you complete ALL of your details clearly including your email address. Your name and date of birth should match those in your passport. If you apply through an agent, ensure all of your details are also provided in addition to those of the agent.

Family name: Date of birth: / /
Given names: ☐ Male ☐ Female

Permanent address in home country (required) must include postcode:

Telephone: Mobile:

Fax: Email (Mandatory):

Address for correspondence (only if different from your permanent address in your home country – not including agent's contact details):

Telephone: Mobile:

Fax: Email (Mandatory):

Monash Registered Agents

If you apply through an agent please ensure that your agent is registered with Monash University or you may experience delays in your application. For details of registered agents in your country please go to: register.monash.edu/agents-database.

Agency name:
Country:
Agent staff name:
Email (for correspondence):
Telephone:

Registered Agent's Stamp

Section C: Citizenship and other information

Country of citizenship (as stated in passport): Country of birth:

You must submit a translated, certified true copy of the personal details page of your passport or birth certificate.

Have you applied for OR do you hold any type of Australian visa: ☐ Yes ☐ No

If yes, visa type: Expiry date (if applicable): / /

Which Australian Immigration Office issued your visa?

Have you been refused an entry visa to any country: ☐ Yes ☐ No If yes, please attach evidence.

Have you breached any visa conditions in any country: ☐ Yes ☐ No If yes, please attach evidence. Translated into English (if required) and certified.

Do you have any medical or health issues that may prevent you from obtaining your visa? ☐ Yes ☐ No If yes, please explain or attach relevant documentation. Translated into English (if required) and certified.

In answering this question go to www.border.gov.au/Trav/Visa/Heal that lists medical and health conditions of concern to the Australian Government. Also note that health insurance in Australia will not extend to a pre-existing medical condition.

Do you have any physical or mental health condition or other issue which may prevent you to undertake full-time study? ☐ Yes ☐ No

Have you been issued a protection visa in any country to date? ☐ Yes ☐ No If yes, please attach evidence. Translated into English (if required) and certified.

Have you been convicted of any crime or offence in any country? ☐ Yes ☐ No If yes, please provide ALL relevant details. Translated into English (if required) and certified.

Section D: Course preferences

Choose up to three courses you would like to study and list them in order of preference. Check the entry requirements and prerequisite subjects for each to see if you qualify. If you meet the requirements of your first choice, you will not be assessed for your second and third choices. If you do not meet the entry requirements of any of your preferences your application will be automatically assessed for alternative or pathway courses within the relevant study discipline. Use study.monash.edu/courses/find-a-course to assist in your selection.

	Course name	Specialisation	Course code	Commencement year	Semester	Campus
1.						
2.						
3.						

Campus codes: Berwick **BE**, Caulfield **CA**, City **CI**, Clayton **CL**, Parkville **PA**, Peninsula **PE**

Section E: Students with disabilities

Do you have a disability, mental health or ongoing medical condition that may affect your studies? ☐ Yes ☐ No

If yes, Monash will require further information from a relevant health professional outlining the potential impact of your condition on your intended study program. Disability Services can provide a range of study supports for students with disability. For more information, visit: monash.edu/disability.

Section F: English language proficiency

You must provide proof of your English proficiency to the required standard of your chosen course. There are a number of ways to satisfy these requirements. For details, visit: policy.monash.edu/policy-bank/academic/education/admissions/admissions-coursework-courses-units-of-study-procedures.html. Some of the main pathways are:

English as the language of instruction

You have studied in an institution where English is the language of instruction, communication and assessment for all aspects of study for the whole of the educational institution. Applicants are required to provide evidence from the institution on official letterhead and signed by the registrar (or other authorised person) of the educational institution to the satisfaction of the Academic Board.

Academic IELTS/TOEFL/PEARSON TEST OF ENGLISH (ACADEMIC)

Attach original results or documents (or request results to be sent to Monash University by testing centres). Please note that only results achieved within two years prior to the course commencement date will be considered. If you have not yet sat an ACADEMIC IELTS/TOEFL/PEARSON TEST OF ENGLISH (ACADEMIC) exam please indicate when you will sit one below.

Please note: The Australian Government sometimes requires proof of English proficiency for visa applications. You should ensure that any test you take meets those requirements also. Visit: www.border.gov.au/Trav/Stud.

☐ I will sit/have sat an English language proficiency test

☐ ACADEMIC IELTS ☐ TOEFL (Paper Based/Internet Based) ☐ PEARSON TEST OF ENGLISH (ACADEMIC)

Date taken: D D / M M / Y Y Y Y **OR**

☐ I will apply for a Monash English Language Centre course in Section G.

If you narrowly missed the course English requirements, you may be eligible for Monash English Bridging packaged with a direct entry into your desired course. If so, Monash will indicate this in your letter of offer.

Section G: Application for additional English studies and university preparation

Monash English Placement Test (MEPT)

The Monash English Placement Test is ideal for students who do not have an IELTS or approved international test score. The test provides an indicative calculation of the number of weeks of Monash English you will need to meet the requirements of your Monash destination course. The MEPT must be accompanied by a Monash University or Monash College application form. The MEPT is available from registered Monash agents: register.monash.edu/agents-database.

Additional tuition fees apply for Monash University English Language Centre courses. For details of fees, courses and start dates, visit: monashcollege.edu.au/english-language-services.

Section H: Academic qualifications

Check the academic/English entry requirements, prerequisites and additional requirements for the courses for which you are applying. Additional requirements include submission of a statement of purpose, curriculum vitae, work reference letters, folio, supplementary forms, additional faculty application forms, interviews and auditions.

For undergraduate entry requirements refer to the admissions tables in the Monash University International Undergraduate Course Guide or the Monash Find a Course. For postgraduate entry requirements refer to the Monash Find a Course (study.monash/courses/find-a-course).

Include details of your previous academic qualifications in the relevant sections below. Please ensure commencement and completion dates are specified, or if you are yet to complete your studies, please include your intended completion date. You are also required to supply supporting translated and certified documents to verify your academic qualifications.

Secondary studies (high school studies – Year 12)

Name of qualification:	<input type="text"/>	Institution:	<input type="text"/>		
Date commenced:	<input type="text"/> D <input type="text"/> D <input type="text"/> /M <input type="text"/> M <input type="text"/> /Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/>	Date completed:	<input type="text"/> D <input type="text"/> D <input type="text"/> /M <input type="text"/> M <input type="text"/> /Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/>	Country/State:	<input type="text"/>

Post-secondary studies (tertiary studies – Diploma, bachelor's, master's, etc.). Please list your MOST RECENT qualification first.

Name of qualification:	<input type="text"/>	Institution:	<input type="text"/>		
Date commenced:	<input type="text"/> D <input type="text"/> D <input type="text"/> /M <input type="text"/> M <input type="text"/> /Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/>	Date completed:	<input type="text"/> D <input type="text"/> D <input type="text"/> /M <input type="text"/> M <input type="text"/> /Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/>	Country/State:	<input type="text"/>
Name of qualification:	<input type="text"/>	Institution:	<input type="text"/>		
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Are you transferring within the first six months of your principal course in Australia? ☐ Yes ☐ No

Your principal course is the main course of study to be undertaken where you have been issued a student visa for multiple courses of study.
The principal course would normally be the final course of study. If yes, please attach a release letter from your current provider.

If your final year of study was completed more than six months ago, please attach separately a detailed account of activities/work experience undertaken since then.

Section I: Required documentation

Certified copies of academic qualifications **must** be attached to this application, including academic transcripts, graduation certificates and grading systems. If the qualifications are in a language other than English, please also supply certified translated copies. Monash prefers NAATI qualified translators.* For more information on NAATI translators, please see: naati.com.au.

If the course you have applied for requires work experience please provide a translated and certified copy of your curriculum vitae along with work reference letters issued by your previous employer on original company letterhead stating your job title, the basis of employment (full-time/part-time), a precise description of duties performed, duration of your employment (including dates) and the full name, title and signature of the writer.

Monash University only accepts faxed or emailed certified documents sent via Monash Registered Agents. If you are a direct applicant (and did not apply through a Monash Registered Agent), you will be required to send your original certified documents by mail. All documents submitted with your application remain the property of Monash University.

Certification of documents

All documents submitted **for assessment** must be properly certified on every page.

Who can certify documents?

Documents submitted within Australia: Solicitor, pharmacist, justice of the peace, member of the police force, doctor, school principal, bank manager, chartered accountant.

Documents submitted outside Australia: Monash University registered agent, Monash staff member, solicitor, commissioner for declarations, government official, public notary, university staff (head of department, dean or registrar or other authorised person).

Applicants have the option to ask their current or previous education institution to send copies of their academic transcripts, graduation certificate and grading systems direct to Central Admissions, Monash University in a sealed envelope sent directly from the institution.

What does the certifier need to do? Approved certifier (from list above) must sight the applicant's original academic transcripts, graduation certificates and grading systems etc. and check that the copies are true and unchanged copies of the original documents.

The certifier must then certify **every page** of the documentation as follows:

1. Certifier must write a statement acknowledging or apply a stamp that shows they have sighted the original documents using words such as "certified true copy of the original" OR "original sighted".
2. Certifier must sign the document.
3. Certifier must write their full name.
4. Certifier must apply the agent/organisation stamp.
5. If the certifier is not a Monash Registered Agent, the position title of the certifier must be indicated.
6. Certifier must date the document.

If you have a Chinese qualification, documents submitted for assessment must be:

- Certified by the Notary Public Office. Notary certification must include a certificate stating that translations of all documents in to English are authentic and in conformity with the original in Chinese; OR
- Your transcript/s, degree certificate and graduation certificate/s can be sent to Central Admissions, Monash University in a sealed envelope directly from your university; OR
- Photocopies of original notarised documents can be submitted by a registered agent. Documents must be certified by the agent. Information regarding registered agents can be viewed at: register.monash.edu/agents-database.

Monash University reserves the right to refuse documentation on the grounds of incorrect certification and translation.

Section J: Credit transfer

Do you wish to apply for credit transfer from your previous studies? ☐ Yes ☐ No

If you have ticked yes, please provide the following:

1. Complete the Credit Transfer Application Form available at: monash.edu/service-centre/assets/docs/forms/credit.pdf.
2. Submit detailed course syllabus/unit outlines/curriculum for the units you are seeking credit transfer for.

Further information may be requested from you if your previous course/institution has not been previously assessed by Monash University for credit evaluation assessment.

Section K: Scholarship/sponsorship information

Have you applied for a scholarship/sponsorship from an organisation external to Monash University to support your studies? ☐ Yes ☐ No

Please state the name of the external scholarship/sponsorship:

What is the status of your external scholarship/sponsorship application? ☐ Approved ☐ Pending ☐ Not approved

If the external scholarship/sponsorship has been approved please provide a copy of the official letter with this application.

Section L: Application fee payment

You can pay the A\$100 application fee by credit card, money order or bank draft payable to Monash University.

Bank drafts/money orders will need to be mailed or delivered in person to Central Admissions, Monash University. Please ensure you include your full name and date of birth on the back of the bank draft/money order.

Credit card payments can be made at the following link: monash.edu.au/fees/payment/payment-options.html.

If you have made payment using the online credit card service (from the above link), please print a copy of the payment confirmation email and attach to this application form upon submission.

If your A\$100 application fee has been waived by Monash recruitment staff please insert the valid fee waiver promotion code or obtain the recruitment staff signature here:

Staff signature:

Waiver promotion code:

Section M: Privacy and student declaration

General privacy statement

The information collected on this form is used to assess your application for entry to a Monash University course. It is also used to create an enrolment record on the student database, to prepare statistical analysis and to inform you about your course and other university courses/events. If you do not complete all the questions on this form, it may not be possible to process your application. Personal information may be collected from or disclosed to relevant bodies for the verification of your previous qualifications, and it may be disclosed to government agencies (e.g. DIBP), as required by legislation or pursuant to obligations under ESOS Act 2000 and the 2007 National Code of Practice or for your visa application. Information may be shared with the registered agent you appoint to assist with your application for entry or visa processing. You have the right to access personal information that Monash University holds about you, subject to legislation, by contacting the Monash University privacy officer at sss.privacy@monash.edu.

Due to privacy regulations we are unable to disclose information to any other third parties such as friends, relatives and parents. All documents provided to Monash University become the property of the University and will not be returned to you.

Declaration

I warrant that the information on this form, or provided in support of my application, is correct, complete and up-to-date in every detail. 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 refuse to assess my application, 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 have previously been a student and/or my current or any past employer providing Monash University with information which that institution or employer holds about me for the purpose of Monash verifying my grades and/or qualifications or experience.

I declare that I am a Genuine Temporary Entrant (GTE) and a Genuine Student and that I have read and understood the conditions in relation to these requirements as defined on the following website: www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant. I understand that if the University forms the opinion that I am not a Genuine Temporary Entrant it may refuse to assess my application, withdraw an offer of a place or cancel my confirmation of enrolment.

I am aware of the estimated total course fees at Monash University and living costs for my stay in Australia. I understand that the total course fees do not cover the cost of books, materials, field trips or any additional cost related to my course, unless otherwise specified.

I declare to have sufficient funds to support myself and my family unit members (if applicable) for the TOTAL period of my stay in Australia, including proposed course fees for myself and any school-aged family members, Overseas Students Health Cover, living costs and travel costs, regardless of whether my dependents intend to accompany me in Australia.

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

I have read and understood the above conditions and accept them in full.

Student signature:

Date:

If you are under 18 years of age at the time of submitting this application you must have a parent or guardian sign this declaration on your behalf.

*If you do not yet hold a valid passport please ensure that your signature matches the signature on the passport you are issued.

Parent or guardian contact details

Name of parent/guardian: (circle as applicable):

Parent/guardian's business telephone:

Parent/guardian's fax:

Parent/guardian's email:

Parent/guardian's signature:

Date:

MONASH ENGLISH BRIDGING

To enter Monash English Bridging, you must receive a conditional offer from Monash College or Monash University. Your current English test scores will help us work out if a 10 or 15-week program will suit you best.

Monash English Bridging for undergraduate degrees

Courses requiring an IELTS of 6.5 (no band less than 6.5 OR 6.0)

15-week program

IELTS	5.5, writing 5.0 (no band lower than 5.0)
TOEFL paper-based	471, TWE 4.0
TOEFL iBT	52, writing 15, speaking 14, listening and reading 5
Pearson	42, writing communicative skills 36 (no PTE communicative skills below 36)

10-week program

IELTS	5.5, writing 6.0 (no band lower than 5.0)
TOEFL paper-based	471, TWE 4.5
TOEFL iBT	52, writing 21, speaking 14, listening and reading 5
Pearson	42, writing communicative skills 50 (no PTE communicative skills