# Application for Admission – Overseas Coursework Students

For applicants wishing to enrol in a course at University of Divinity who are foreign citizens and are not Permanent Residents of Australia or New Zealand citizens. This application is to be completed in accordance with the [Guide to Completing and Submitting Enrolment Forms](http://divinity.edu.au/documents/guide-completing-enrolment-forms/) and [Apply for Admission into a Course](https://divinity.edu.au/study/apply/). Overseas student applications must be submitted by **15 November** for admission in Semester 1 of the following year, or **15 April** for admission in Semester 2 of the current year (in line with the [University Key Dates](https://divinity.edu.au/about/key-dates/)). Late applications will be processed for admission in the following semester. Please ensure that all relevant documents are provided. An incomplete application will delay processing.

## Personal information

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| Personal details |
| Title |       | Suffix (if applies) |       | Family name |       |
| First given name |       | Other given name/s (middle) |       |
| Preferred name |       | Previous family name |       |
| Unique Student Identifier (USI)[*Refer to the Australian Government USI website*](https://www.usi.gov.au/) [ ]  I permit my College and University of Divinity staff to verify and view my USI details. |       |
| Have you previously been a University of Divinity or Melbourne College of Divinity student or applicant? | [ ]  | Yes | College |       |
| [ ]  | No |
| Residential address - *Current ‘in semester’ address where you reside or will be residing when undertaking your study. No PO Box.* |
| Address line 1 |       |
| Address line 2 |       | Town/Suburb |       |
| State |       | Postcode |       | Country |       |
| Permanent address – Residential where you permanently reside, i.e., where you come from & not a temporary semester address. Please provide your permanent overseas address here.  |
| Address line 1 |       |
| Address line 2 |       | Town/Suburb |       |
| State |       | Postcode |       | Country |       |
| **Postal address** *- Where you would like hardcopy mail sent. Can be a PO Box.**If the postal address same as either of the above mark the following – same as Residential* [ ]  *or same as Permanent* [ ]  |
| Address line 1 |       |
| Address line 2 |       | Town/Suburb |       |
| State |       | Postcode |       | Country |       |
| Contact details |
| **Email** *(\**required*)* |       |
| Mobile phone |       | Day phone |       |
| Home phone |       |
| **Additional personal details** |

|  |  |  |  |  |  |  |
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| Gender | [ ]  | Male | [ ]  | Female | [ ]  | Indeterminate/Intersex/Unspecified  |

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| --- | --- | --- | --- |
| Date of birth |       (*dd/mm/yyyy)* | Occupation *(optional)* |       |
| Denomination *(optional)* |       |
| Diocese/Congregation *(optional)* |       |

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| Feedback |
| How did you hear about us? | [ ]  | Friend/relative |
| [ ]  | Pastor/church | [ ]  | Website |
| [ ]  | Advertisement | [ ]  | Other (please specify):       |
| Emergency contact |
| Full name |       | Relationship to you |       |
| Day phone |       | Mobile phone |       |
| ***Office Use Only*** | UD ID |       | College/School ID |       |

## Course and College/School

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| **Course of study** |
| Mark one course only. If choosing a specialised stream, please state which specialisation you wish to pursue. |

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| **Course choice** | **Specialisation** |
| [ ]  | Undergraduate Certificate in Divinity | n/a |
| [ ]  | Diploma in Theology … choose from the list🢥 |  |
| [ ]  | Advanced Diploma in … choose from the list🢥 |  |
| [ ]  | Bachelor of … choose from the list🢥 |  |
| [ ]  | Graduate Certificate in … choose from the list🢥 |  |
| [ ]  | Graduate Diploma in …choose from the list🢥 |  |
| [ ]  | Master of …choose from the list🢥 |  |

*\*If you are applying for an* [*Australian Student Visa*](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/length-of-stay) *(Subclass 500), please select a course with* [*CRICOS registration*](https://cricos.education.gov.au/Institution/InstitutionDetails.aspx?ProviderCode=01037A)*.*

*The Home College/School is your primary learning community and provides you with course advice and support services throughout your studies.*

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| **Home College/School** |
| [ ]  | College/School choose from the list🢥 |  |
| Note: College/School abbreviations are to be used in unit selection section |

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| **Course dates, study load and attendance** |
| Course commencement date |       *(dd/mm/yyyy)* | Course expected end date**(Office Use)** |       *(dd/mm/yyyy)* |
| Study load | [ ]  | Full-time | [ ]  | Part-time |
| How do you intend to undertake your proposed course of study?  | [ ]  | Face to Face (attending on-campus only) | [ ]  | Online (undertaking studies online only) | [ ]  | Multi-Modal (mixed) |
| Will you be studying this course onshore or offshore?  | [ ]  | Onshore in Australia | [ ]  | Offshore overseas | [ ]  | Combined  |

## Previous Education

NB: Evidence must be supplied for all qualifications claimed. Provide certified copies of all official results of units/subjects taken, including grades and percentages. Transcripts are not required for University of Divinity/MCD results.

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| Secondary school education |
| The highest secondary schooling level attained choose from the list🢥(Level left school)  |  |
| Year the highest secondary schooling was attained (Year left school) |      (yyyy) |
| Name of institution |       |
| Town/suburb |       | State |       |
| Country |       |
| Did you complete secondary school Year 12 in the last 12 months? | [ ]  | Yes | [ ]  | No |
| If yes, what was the postcode of your permanent home residence while studying Year 12? |       |
| Language in which secondary schooling was studied |       |
| Transcript provided? | [ ]  | Yes | [ ]  | No |
| Tertiary education *List in chronological order.* |

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| --- | --- | --- | --- | --- | --- |
| Award name | Name of institution | Country | Year completed(yyyy) | Language | Transcript provided? |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
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## English Language Proficiency

Applicants must meet the University’s English language course prerequisites (see [Admissions Policy](https://divinity.edu.au/documents/admissions-policy/), including English Language Proficiency Requirements).

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| --- | --- | --- | --- | --- |
| Is English your first language? | [ ]  | Yes | [ ]  | No |
| Applicants whose first language is not English, please complete the following section |
| Have you already studied in English? | [ ]  | Yes | [ ]  | Evidence attached |
| [ ]  | No |
| Have you taken an English language proficiency test? (Eg. IELTS, TOEFL, Cambridge English, PTE and OET) | [ ]  | Yes | [ ]  | Evidence attached |
| [ ]  | No | [ ]  | I intend to take an English proficiency test in Australia (proof of enrolment attached) |

## Professional Experience

Please note: This section is only necessary if you are applying for study based on your prior professional experience. If that is

your intention, then please offer a brief explanation.

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| Credit (CRD) & Recognition of prior learning (RPL)  |
| If intending to apply for Credit, Recognition of Prior Learning & Competency, please discuss it with your Course Advisor. |
| Do you intend to apply for CRD for your previous studies? | [ ]  | Yes | [ ]  | No |
| Do you intend to apply for RPL for your previous studies? | [ ]  | Yes | [ ]  | No |
| If yes, please complete [Credit Application Form](https://divinity.edu.au/documents/credit-application-form/) and submit it together with this Admission Form. For more information, please refer to the [Credit Policy.](https://divinity.edu.au/documents/credit-policy/) |

## Australian Government Information

The Commonwealth Government requires this information from all students. (Enter all dates in dd/mm/yyyy format.)

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| The Commonwealth Government requires this information from all students. |
| Are you of Australian Aboriginal descent? | [ ]  | Yes | [ ]  | No |
| Are you of Torres Strait Islander descent? | [ ]  | Yes | [ ]  | No |
| In what country are you living this semester? | [ ]  | Australia | Postcode: |      |
| [ ]  | Other: |       |
| Country in which you were born |       | If not born in Australia, year of arrival |      |
| Language/s spoken at your permanent residence |       |

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| In what country is your permanent home residence? |       |
| Which is your country of citizenship? |       |
| What is your current nationality? |       |
| Study in Australia (onshore) or overseas (offshore) for this course |
| Will you be studying in Australia for **any** component of the selected course? | [ ]  | Yes | [ ]  | No (studying online offshore) | If studying in Australia, the intended month and year of arrival. Or please mark the box if already in Australia. |       (*dd/mm/yyyy)* |
| Currently onshore [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been refused a visa to Australia? | [ ]  | Yes | [ ]  | No |
| Have you ever been refused a Student visa to other countries? | [ ]  | Yes | [ ]  | No |
| If you are applying for an Australian Student Visa (Subclass 500), are you aware of the [Genuine Temporary Entrant](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant) (GTE) requirements by the Department of Home Affairs? | [ ]  | Yes | [ ]  | No |

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| Passport and visa details |

|  |  |  |  |
| --- | --- | --- | --- |
| Current Passport number |       | Expiry date |       (*dd/mm/yyyy)* |

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| **Australian Visa type or visa application details (if any)** |
| [ ]  | Hold current visa choose from the list🢥 |  | Expiry date |      (*dd/mm/yyyy)* |
| [ ]  | Apply for a new visa choose from the list🢥 |  |

## Medical/Disability Needs

If you have a disability or medical condition which means that you may require additional help during your study, it is important to provide the following information. This information will be kept confidential and will not affect your admission to the University.

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| Do you have a disability, impairment and/or long-term health condition that may affect your studies? | [ ]  | Yes | [ ]  | No |
| If you answered ‘Yes’ to the above question, please indicate the area/s. |
| [ ]  | Hearing | [ ]  | Mobility/Physical | [ ]  | Intellectual | [ ]  | Learning |
| [ ]  | Mental Health | [ ]  | Brain injury | [ ]  | Vision | [ ]  | Medical |
| [ ]  | Neurological | [ ]  | Other: |       |
| Would you like to receive information on medical/disability support services, equipment or facilities available that may assist you? If yes, please complete [Student Support Plan](https://divinity.edu.au/documents/student-support-plan/) and submit together with this Admission Form to your Course Advisor. | [ ]  | Yes | [ ]  | No |

## Overseas Student Health Cover

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| Would you like the University of Divinity to arrange an Overseas Student Health Cover (OSHC) on your behalf? For more details, please visit [Global Allianz](https://www.allianzcare.com.au/en/student-visa-oshc.html)  | [ ]  | Yes | [ ]  | No |
| If yes, please select the desired cover type.If no, please provide a valid Overseas Student Health Cover (OSHC) with the Admission Form | [ ]  | Single Cover | [ ]  | Dual Cover | [ ]  | Family Cover |

## Proposed Unit(s) of Study

*Unit selections can be changed later, before the relevant unit census date, using the Unit of Study Amendment Form.*

*The Delivery Id & mode of your unit can be checked in the* [*Unit Management System*](https://units.divinity.edu.au/scheduled/for/2024/all/all/all/all) *(UMS) by searching in Units scheduled for 2024.*

*Each unit in the UMS will be allocated with one type of ‘mode’ related to how the unit is delivered; they are:*

1) Internal: *Always* physically attending a campus or specified location at a specified time.

Face to Face: Attending classes on campus, with a scheduled class time delivered in real time.

2) External: *Never* physically attending a campus or specified location.

* Online: Considered to be asynchronous – all learning and participation is wholly online; students watch videos or work through material in their own time (e.g., any learning activities are not delivered in real time).
* Online – synchronous: Considered to be synchronous – all learning and participation is wholly online, but students are required to ‘attend’ lectures at a specified time as unit content is delivered in real time.
* Distance Education: External study where teaching activities, submission of assessment and provision of materials may be offered online asynchronously but is more likely via printed material that students work through in their own time.

3) Multi-Modal: *Sometimes* physically attending a campus or specified location.

* Blended: A combination or mix of internal and or external study.
* Intensive: Unit content is delivered via a compacted study period.
* Supervised: A program of study undertaken by a student under the direction of a supervisor.
* Practicum: Assessment for the unit of study involves practical, field or work experience (e.g., CPE, STFE).

*Unit selections can be changed later, before the relevant unit census date, using the Unit of Study Amendment Form.*

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| **Unit selection** *(Complete this section in collaboration with your Course Advisor)* |
| *Please select units for the whole of the academic year.* |
| **Unit code** | **Unit name** | **College/School teaching the unit** | **Delivery Mode** | **Office Use Only** |
| **Delivery Id** | **Oth** |
| **Pre-semester 1 - Summer** |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
| **Semester 1 (S1)** |
|       |       |  |  |       |    |
|       |       |  |  |       |    |
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| **Mid-year - Winter** |
|       |       |  |  |       |    |
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| **Semester 2 (S2)** |
|       |       |  |  |       |    |
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| **Full-year units or units that cross study periods** |
|       |       |  |  |       |    |
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## Application and Tuition Fees

### 2024 Overseas student fees information

Fees for overseas students are the same as those for domestic students. Overseas applicants are charged an Application fee of AUD$300. You will be emailed a Tax Invoice for an Application fee by the Finance Office after completing Acceptance Agreement, with instructions how to pay OR please go to the link: <https://pay.divinity.edu.au/overseas-fee> and follow the prompts to make secure online credit card payments. The Finance Office can be contacted on +61 3 9853 3177.

If a third party/sponsor is paying for your Application Fee, please mark the box below ‘Application Fee’ next to ‘A third party/sponsor is paying for my fees’.

Refer to [www.divinity.edu.au/study/fees/](http://www.divinity.edu.au/study/fees/) for full details of tuition fees and fees for other services. All tuition fees are to be paid prior to the commencement of the semester. Please note that tuition fees will normally vary from year to year. All figures are in Australian dollars.

If you are not paying your own fees, you will need to ask your sponsor to complete the [Overseas Student Sponsor Statement](http://divinity.edu.au/documents/overseas-student-sponsor-statement/) and attach this document to your application.

Fees must be paid two weeks before the start of each semester.

If your fees are unpaid:

* the University of Divinity is required to notify the Department of Home Affairs.
* you will not be authorised to attend classes, use libraries, receive supervision, receive results or re-enrol.

**Method of payment**

How will you pay your tuition fees?

|  |  |
| --- | --- |
| [ ]  | **Upfront payment** |
| [ ]  | **BPAY payment** *(Tuition fees only)* |
| *When units are entered into the University of Divinity database, your college/school will send you a ‘Statement of Fees’ which provides the relevant biller code and a unique reference number.* ***You cannot pay BPAY by credit card.*** |
| [ ]  | **Credit card payment** |
| *Credit Card payment options (VISA / Mastercard) are available via our online payment facility.**A ‘Statement of Fees’ will be sent by your college/school once this application is approved.*Please go to the link: <https://pay.divinity.edu.au/tuition-fee> and follow the prompts to make secure online credit card payments or contact the Finance Office on +61 3 9853 3177. A non-refundable surcharge fee of 1.80% applies for all card payments.  |
| [ ]  | **A** **third party/sponsor** is paying for my fees | [ ]  | Application fee | [ ]  | Tuition fees |
| [ ]  | *I include with this application the* [*Overseas Student Sponsor Statement*](https://divinity.edu.au/documents/overseas-student-sponsor-statement/) *confirming responsibility for payment of my fees.* |
| Name of third party/sponsor |       |
| Address of third party/sponsor |       |
| Contact name |       |
| Contact email |       |
| [ ]  | **Cheque/money order/bank draft** enclosed | [ ]  | Application fee | [ ]  | Tuition fees |
| Amount  | AUD $       (payable to: University of Divinity) |
| [ ]  | **Western Union Business Solutions** in your own currency (Tuition fees only.) |
| There is a direct link provided on the [UD Fees Page](https://divinity.edu.au/study/fees/) headed ‘Western Union for Overseas Payment’. Only your University of Divinity student number is required. |
| [ ]  | **Mixed upfront**This option requires relevant upfront payment details on this form, as well as completion of the University’s [Mixed Payment Form](https://divinity.edu.au/documents/mixed-payment-form/) to provide specific details of the mixed funding arrangement. |

## Your Checklist

Important checklist to avoid delays in processing your application. Please ensure the following section is completed.

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| --- | --- |
| [ ]  | Provided **certified** copies of official academic transcripts of all relevant tertiary courses. (If documents are not in English you must provide an official [English translation](https://immi.homeaffairs.gov.au/settling-in-australia/settle-in-australia/language-services).) |
| [ ]  | Provided **certified** copies of your birth certificate, current passport or other official documents verifying your citizenship status **in your current name**. (If documents are not in English you must provide an official English translation.) |
| [ ]  | Enclosed **certified copies** of your English language qualifications or details of English language proficiency(if your previous studies do not meet the University’s standard English requirements). |
| [ ]  | Completed **payment details** on form  |
| [ ]  | Included an [*Overseas Student Sponsor Statement*](http://divinity.edu.au/documents/overseas-student-sponsor-statement/)(if applicable) |
| [ ]  | Read and signed the declaration |
| [ ]  | Made a copy of your application for your records |

## Terms and Conditions of Enrolment and Declarations

### Privacy statement

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. 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 of Divinity to assess your application or re-enrolment. All sensitive and personal information will be handled in accordance with the University’s Privacy Policy. Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003. For details of the privacy and collection statement that applies to this form, please go to <https://divinity.edu.au/privacy>.

You have a right to access personal information that the University of Divinity holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the University of Divinity at enquiries@divinity.edu.au.

### Declaration and signature (Please ensure the following section is completed)

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| **[ ]**  | I declare that the information provided by me is true and correct in every particular. I understand that if I have misrepresented my details in any way, then the University of Divinity may terminate any candidacy offered to me that arises as a result of this application.  |
| **[ ]**  | I understand that the Australian Government requires overseas students on student visas to study full-time, and participate in all classes.  |
| **[ ]**  | I accept responsibility for notifying my Home college/school and the University of Divinity office of any change of address or email.  |
| **[ ]**  | I accept responsibility for ensuring that the tuition fees for all University of Divinity units and courses in which I enrol are paid on time.  |
| **[ ]**  | I agree to abide by the University of Divinity’s Code of Conduct published at <https://divinity.edu.au/code-of-conduct/> |
| **[ ]**  | I agree to abide by the [relevant Regulation 11 and Course Record](https://divinity.edu.au/about/governance/the-act-and-regulations/) for the course for which I am applying, as regulated by the University of Divinity. |
| [ ]  | I consent to receiving information electronically from the University. |
| [ ]  | I consent to my data being used by the University in accordance with the Information Privacy Principles (IPPs) in the Privacy and Data Protection Act 2014 (Vic) and Privacy Act 1988. |
| [ ]  | I understand that the personal information that I have provided may be released to Australian Commonwealth and State agencies under the [Education Services for Overseas Students (ESOS) Act](https://www.education.gov.au/esos-framework) and the [National Code 2018](https://www.education.gov.au/esos-framework/national-code-practice-providers-education-and-training-overseas-students-2018). |
| [ ]  | I read and accept all the Admission, Enrolment, and Fee Policies available on <https://divinity.edu.au/about/governance/policies-and-procedures/> |
| [ ]  | I consent the University of Divinity to use my photo or video for the university’s media and promotional materials |
| [ ]  | I declare that I am a genuine temporary entrant and genuine student and that I have read and understood the conditions relating to these requirements. The relevant government link follows: [Genuine Temporary Entrant](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant) |
| [ ]  | I understand that I will be required to have regular access to a computer that supports video and other standard computing software during my studies, and that multi-modal learning implies travel at my own expense.  |
| Applicant’s signature |       | Date |       |
| Type name for electronic submission | (dd/mm/yyyy) |

## Course Advisor Checking and Approval *(College/School office use only)*

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| --- | --- | --- |
| ***Application checklist*** *(Course Advisor to complete)*I have checked this student’s application for admission and proposed study program, and confirm that[ ]  College/school is accredited to offer this course (check college course list in [*Regulation 4 Colleges*](https://divinity.edu.au/about/governance/the-act-and-regulations/) if unsure)[ ]  interview was conducted with applicant [ ]  certified evidence of previous tertiary qualifications is enclosed[ ]  certified evidence of citizenship status in current name is enclosed[ ]  certified evidence of visa and passport details enclosed, and current details entered or updated in Paradigm[ ]  certified evidence of English language proficiency is enclosed (if applicable)[ ]  the applicant has met the University of Divinity English requirements [ ]  the course progression is valid—units can be counted towards the applicant’s course[ ]  unit codes and unit names listed on the form are correct [ ]  all units are running in the time periods indicated[ ]  Clinical Pastoral Education (CPE) units. If CPE enrolment, Home College/School has liaised with [CPE Coordinator](https://divinity.edu.au/study/clinical-pastoral-education/) at University of Divinity to ensure dates of unit selected align with placement dates, and the acceptance letter accompanies this application.[ ]  the applicant has the correct prerequisites for each proposed unit [ ]  a completed credit application is enclosed (if applicable)[ ]  statement or official confirmation from the third party/sponsor accepting responsibility for payment of fees attached (if applicable) [ ]  fee payment method is clearly indicated & additional fee related forms are attached (if applicable)***Approval*** This applicant:[ ]  meets all criteria for admission and is admitted per the [relevant Regulation 11 and Course Record](https://divinity.edu.au/about/governance/the-act-and-regulations/).Please also select most relevant from the following options: [ ]  a higher education award course (Australian or overseas equivalent; complete or incomplete)[ ]  an enabling or bridging course delivered by a higher education provider (complete or incomplete)[ ]  a VET award course or VET delivered enabling or bridging course other than a secondary education course (Australian or overseas equivalent; complete or incomplete)[ ]  work and life experience / professional qualifications[ ]  Recent secondary education was undertaken (whether undertaken at school, VET or another Australian or overseas provider) – only other criteria, ATAR not consideredFurther admission information (if applicable): [ ]  is admitted on a mature age special entry provision permitted by the [relevant Regulation 11 and Course Record](https://divinity.edu.au/about/governance/the-act-and-regulations/)[ ]  is admitted as a probationary student (single units only)[ ]  may meet the criteria for admission, but the following advice is required:

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|       |

[ ]  approval given, English language requirements pending [ ]  approval given, following the receipt of additional advice[ ]  does not meet the criteria for admission because:

|  |
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 |
| Course Advisor |       | Signature |       | Date |       |
| ***College/School Office Administration***[ ]  Form checked, data is complete and matches evidence**[ ]**  Data entered in Paradigm [ ]  Staff Advised *(if applicable, e.g., Student has a Student Support Plan)*[ ]  A ‘Statement of Fees’ has been provided to the student, Date:    /    /      |
| Name |       | Signature |       | Date |       |