# Admission Form – Overseas Higher Degree by Research Students

This form is for applicants wishing to enrol in a course at the 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://www.divinity.edu.au/documents/guide-completing-enrolment-forms/), [Apply for Admission into a Course](https://divinity.edu.au/study/future-research-students/apply/).

**Master of Philosophy (MPH) and** **Doctor of Philosophy (PhD) Applicants:** You are required to complete parts A–M and R–S of this form. MPH and PhD Applicants, please note that the School of Graduate Research Committee meets monthly from February to March. Admission Forms must be submitted by 15 November 2023 for the August 2024 intake. Admissions Forms received after 15 November will not be considered until the following February. (See more information at <https://divinity.edu.au/university/school-of-graduate-research/>). MPH and PhD applications are open throughout the year for May, August and November intakes.

***Doctor of Professional Practice (DPP) Applicants:*** *You are required to complete parts A–H and N–S of this form. DPP Applicants, please note that there are two intakes per year (February and July). Admission Forms must be received by 15 December to be considered for the following February intake. DPP applications are open throughout the year.*

**Email your completed application form to the School of Graduate Research (SGR) at****sgr-admissions@divinity.edu.au**. Once your application is received, it is checked to ensure that all relevant documents are provided. An incomplete application will delay processing. Once your application is received, it is checked to ensure that all relevant documents are provided. An incomplete application will delay processing.

***Master of Philosophy and******Doctor of Philosophy Applicants*** *are required to complete parts A–M and R–S.*

***Doctor of Professional Practice Applicants*** *are required to complete parts A–H and N–S.*

*Commence form entry, consult with the Research Coordinator/Program Director at your College/School, finalise the form, sign and submit to your College/School with accompanying documentation. If you are accepted into the course you will be sent an Offer Letter with an Acceptance Form. On accepting the offer, you will be sent an Admission Letter and an Enrolment Summary from the University of Divinity. If you are not accepted, you will receive an explanatory letter. It is your responsibility to contact your College/School if you do not receive acknowledgment of receipt of the application for admission, and/or confirmation of enrolment.*

## Personal information

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

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

|  |
| --- |
| Feedback |
| How did you hear about us? | [ ]  | Friend/relative |
| [ ]  | Pastor/church | [ ]  | Website |
| [ ]  | Advertisement | [ ]  | UD College or School |
| [ ]  | Employer or workplace | [ ]  | 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

|  |
| --- |
| **Course of study** |
| [ ]  | Master of Philosophy (CRICOS No 077752A), (MPH) |
| [ ]  | Doctor of Philosophy (CRICOS No 037861E), (PhD) |
| [ ]  | Doctor of Professional Practice, (DPP) |

*\*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.*

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

|  |
| --- |
| **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.

| List in chronological order. 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. |
| --- |
| **Secondary school education** |
| Highest secondary schooling level attained (Level left school) | Full name of the institution | Town/ suburb | State/country | Year highest secondary schooling was attained(yyyy) | What language? | Transcript provided? |
|  |       |       |       |      |       | [ ]  |
| **Tertiary education** |
| Award name  | Full name of the institution | Country | Year completed | What language? | Transcript provided? |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |

## English Language Proficiency

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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). |

## Australian Government Information

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

|  |
| --- |
| 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 |       |

|  |  |
| --- | --- |
| In what county 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 |
| 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 for an Australian Student Visa (subclass 500) by the Department of Home Affairs? | [ ]  | Yes | [ ]  | No |

|  |
| --- |
| Passport and visa details |

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

|  |
| --- |
| **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 and/or Disability Needs

If you have a disability and/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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |

## Application and Tuition Fees

**Overseas student fees information for 2024**

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 also, 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.

### Research Training Program (RTP)

*The University of Divinity receives RTP funding from the Commonwealth Government. Eligible doctoral candidates may be allocated an RTP place by applying* [*https://divinity.edu.au/documents/research-scholarship-application-form/*](https://divinity.edu.au/documents/research-scholarship-application-form/) *by 15 November each year. An RTP place will pay all tuition fees. Applicants who are not granted an RTP place are required to pay upfront.*

### Method of payment

How will you pay your application fee and 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** 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) |
| [ ]  | **Payment through 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. |
| [ ]  | **Doctoral applicant for RTP place**  |
| Complete and send Research Scholarship application form by applying <https://divinity.edu.au/documents/research-scholarship-application-form/>. |

**Master of Philosophy (MPH) and Doctor of Philosophy (PhD) Applicants Only**

## Professional Experience *(MPH & PhD Applicants only)*

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 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 together with this Admission Form. For more information, please refer to the [Credit Policy.](https://divinity.edu.au/documents/credit-policy/) |

|  |
| --- |
| Research training experience |
| List all research experience gained in study or employment. Include brief titles of research projects/theses. |
|       |
| Awards or scholarships |
| List any awards or scholarships received (with dates), including any currently being received or to be received next year. |
| Award title | Monetary value | Institution or sponsor | Date & Year |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Research publications |
| List any publications of your research (attach a separate sheet if necessary) |
| Type of publication | Title | Journal or publisher | Year |
|       |       |       |      |
|       |       |       |      |
|       |       |       |      |
|       |       |       |      |

## Proposed Research *(MPH & PhD Applicants only)*

|  |  |
| --- | --- |
| [ ]  | Field A: Humanities |
| [ ]  | Field B: Biblical Studies |
| [ ]  | Field C: Christian Thought and History |
| [ ]  | Field D: Theology: Mission and Ministry |

**Provide on separate A4 pages the following information:**

1. *Thesis title (provisional)*
2. *An outline of your proposed project (2000 words), including:*
	1. *Statement of its originality and significance*
	2. *Description of the proposed methodology*
	3. *Statement of the anticipated benefits of the research*
3. *Indicative bibliography*
4. *Brief description of resources needed for the project (e.g. library, field work, interviews, software)*
5. *Skills needed to complete the thesis and your level of qualification in them (e.g. biblical languages)*
6. *Any other information.*

## Proposed Supervisors *(MPH & PhD Applicants only)*

Every candidate for UD HDR awards must have two supervisors appointed in accordance with the determinations of the Academic Board. You must secure potential supervisors in the area in which you plan to study before your application can be processed. For more information refer to <https://divinity.edu.au/documents/supervisors-policy/>

**\*\* *Enclose the proposed HDR supervisors CV in form as per the link*** [*https://divinity.edu.au/documents/proposed-hdr-supervisor-form/*](https://divinity.edu.au/documents/proposed-hdr-supervisor-form/)

|  |
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| Proposed Principal Supervisor\*\* |
| Full name |       |
| Academic qualifications |       |
| College/School |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Principal Supervisor, to indicate availability and willingness |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://divinity.edu.au/documents/supervisors-policy/), please advise your relevant research expertise. |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |
| Workload share |
| To be completed by the nominated Principal Supervisor, to indicate the workload |
| Percentage split between primary and associate supervisors |       % | Primary supervisor |
|       % | Associate supervisor 1 |
|       % | Associate supervisor 2 |
|       % | Associate supervisor 3 |

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| Proposed Associate Supervisor 1\*\* |
| Full name |       |
| Academic qualifications |       |
| College/School |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Associate Supervisor, to indicate availability and willingness |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://divinity.edu.au/documents/supervisors-policy/),, please advise your relevant research expertise: |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |

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| Proposed Associate Supervisor 2\*\* |
| Full name |       |
| Academic qualifications |       |
| College/School |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Associate Supervisor, to indicate availability and willingness |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://divinity.edu.au/documents/supervisors-policy/),, please advise your relevant research expertise: |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |

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| --- |
| Proposed Associate Supervisor 3\*\* |
| Full name |       |
| Academic qualifications |       |
| College/School |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Associate Supervisor, to indicate availability and willingness |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://divinity.edu.au/documents/supervisors-policy/),, please advise your relevant research expertise: |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |

## Academic Referees\* *(MPH & PhD Applicants only)*

List two people who know your academic ability and who may be contacted by the University of Divinity.

\* *Applicants must arrange for the referees to provide confidential reports to the College/School Research Coordinator using the* [*Confidential Academic Referee Report*](https://divinity.edu.au/documents/confidential-academic-referee-report/)*, by the closing date of application.*

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| --- |
| First referee |
| Name |       |
| Postal address |       |
| Day phone |       | Mobile |       |
| Email |       |

|  |
| --- |
| Second referee |
| Name |       |
| Postal address |       |
| Day phone |       | Mobile |       |
| Email |       |

## Proposed Unit(s) of Study *(MPH & PhD Applicants only)*

Complete this section after consultation and in collaboration with your Research Coordinator.

|  |
| --- |
| Unit selection |
| **Unit code** | **Unit name** | **College teaching the unit** | **Intended year/** **semester** |
|       |       |  |       |
|       |       |  |       |
|       |       |  |       |
| **Research** |
|       |
|       |
|       |

**Doctor of Professional Practice (DPP) Applicants Only**

## Professional Experience *(DPP Applicants only)*

*If you are an DPP applicant, you must submit a statement, portfolio and CV, as described below, which will be used to assess your ability to deal with complex ideas, communicate clearly and think creatively and innovatively, at a level appropriate to the award*.

**Provide on separate A4 pages the following information:**

1. ***A statement*** *(1000-1500 words) outlining:*
	1. *your professional experience, including a description of your existing role*
	2. *your general area of research interest and your response to the following questions: What gap in knowledge and/or practice do you want to address? What impact do you imagine it might have on your field of work and/or sector?*
	3. *how the DPP might help you develop your career and make an impactful contribution to knowledge and practice in your field.*
2. ***A portfolio of 3 substantial pieces of your work*** *(from the last 5 years). Your portfolio must include at least one written piece (e.g. project report, conference presentation, written assessment submitted in most recent previous study, grant application, etc.). It may also include other kinds of examples of your work that offer insight into your professional practice (e.g. practice framework, website, original creative work, public exhibition or event, blog, etc.).*
3. ***CV*** *(no more than 5 pages).*

## Referees\* *(DPP Applicants only)*

List two people who know your professional and/or academic ability and who may be contacted by the University of Divinity. Where relevant/appropriate, also **attach a Letter of Support from your employer**. (If you are unsure, contact the DPP Program Director.)

|  |
| --- |
| First referee |
| Name |       |
| Postal address |       |
| Day phone |       | Mobile |       |
| Email |       |

|  |
| --- |
| Second referee |
| Name |       |
| Postal address |       |
| Day phone |       | Mobile |       |
| Email |       |

## Proposed Unit(s) of Study *(DPP Applicants only)*

Complete this section after consultation and in collaboration with the DPP Program Director.

|  |
| --- |
| Unit selection |
| **Unit code** | **Unit name** | **School/College teaching the unit** | **Intended year/** **semester** |
| [ ]  | PPX101Z | Frameworks for Critical Praxis in Professional Contexts |  |       |
| [ ]  | PPX102Z | Research Methodologies for Professional Practice |  |       |
| [ ]  | PPX103Z | Critical Engagement with Scholarship |  |       |
| [ ]  | PPX104Z | The Integrated Practitioner |  |       |
| [ ]  | PPX105Z | Writing a Project Proposal |  |       |
| [ ]  | PPX106Z | Communicating and Embedding Research |  |       |
| [ ]  | PPX107Z | Specialised Focus in a Professional Context A |  |       |
| [ ]  | PPX108Z | Specialised Focus in a Professional Context B |  |       |
| **Other** *(if applicable)* |
| [ ]  |       |
| [ ]  |       |
| [ ]  |       |

## Credit (CRD) & Recognition of Prior Learning (RPL) *(DPP Applicants Only)*

|  |
| --- |
| Credit (CRD) & Recognition of prior learning (RPL)  |
| If intending to apply for Credit, Recognition of Prior Learning & Competency, please discuss 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 together with this Admission Form. For more information, please refer to the [Credit Policy.](https://divinity.edu.au/documents/credit-policy/) |

**Checklist** *(All Applicants)*

## Your Checklist

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

|  |  |
| --- | --- |
| **[ ]**  | 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) |
| **[ ]**  | Complete research training experience, publications and scholarship details |
| **[ ]**  | Provide a research proposal |
| **[ ]**  | Arrange for a *Confidential Academic Referee Report* from your two listed referees to be sent to the College/School Research Coordinator separately (See [*https://divinity.edu.au/documents/confidential-academic-referee-report/*](https://divinity.edu.au/documents/confidential-academic-referee-report/)) |
| **[ ]**  | Enclosed proposed supervisors CV in form as per link[*https://divinity.edu.au/documents/proposed-hdr-supervisor-form/*](https://divinity.edu.au/documents/proposed-hdr-supervisor-form/) |
| **[ ]**  | Completed **payment details** on form |
| [ ]  | Included an [*Overseas Student Sponsor Statement*](http://divinity.edu.au/documents/overseas-student-sponsor-statement/) (if applicable) |
| **[ ]**  | Doctoral research scholarship applicants should also send complete research scholarship application form. |
| **[ ]**  | 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)

|  |  |
| --- | --- |
| **[ ]**  | 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 residential address.  |
| **[ ]**  | 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 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 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 declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to these requirements. Relevant government link follows: [Genuine Temporary Entrant](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant) |

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| [ ]  | 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.  |

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| --- | --- | --- | --- |
| Applicant’s signature |       | Date |       |
| Type name for electronic submission | (dd/mm/yyyy) |

## Research Coordinator/Program Director Checking and Approval

College/School office use only.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Application checklist*** I have checked this student’s application for admission and proposed study program, and confirm that:***for All Applicants:*****[ ]**  the nominated College/School is accredited to offer this course (check the College/School course list in [*Regulation 4 Colleges*](https://divinity.edu.au/about/governance/the-act-and-regulations/)*,* [*Regulation 5 Schools*](https://divinity.edu.au/about/governance/the-act-and-regulations/) and/or [Regulation 6 Centres](https://divinity.edu.au/about/governance/the-act-and-regulations/) if unsure)[ ]  interview was conducted with the applicant **[ ]**  certified evidence of previous tertiary qualifications is enclosed**[ ]**  certified evidence of citizenship status in the current name is enclosed**[ ]**  certified evidence of visa and passport details enclosed, and current details entered or updated in Paradigm (if applicable)[ ]  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 [ ]  a 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)***[ ]** research scholarship application for the doctoral applicant if applying for fee/stipend scholarship are enclosed***for MPH & PhD Applicants only:*****[ ]** research proposal is enclosed**[ ]** proposed HDR supervisors’ CV in form as per link[*https://divinity.edu.au/documents/proposed-hdr-supervisor-form/*](https://divinity.edu.au/documents/proposed-hdr-supervisor-form/)**[ ]** two academic referees have sent in their reports as per the [*https://divinity.edu.au/documents/confidential-academic-referee-report/*](https://divinity.edu.au/documents/confidential-academic-referee-report/)***for DPP Applicants only:*****[ ]** a statement (1000-1500 words) is enclosed**[ ]** a portfolio of 3 substantial pieces of your work (from the last 5 years) is enclosed**[ ]** a CV (no more than 5 A4 pages) is enclosed**[ ]** the details of two referees have been provided**[ ]** a Letter of Support from the applicant’s employer is attached *(if relevant/appropriate)****Supervisor/s*** *(MPH & PhD Applicants only)*The Proposed Principal Supervisor is recommended to the Academic Board: **[ ]**  Yes**[ ]**  NoReason:

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The Proposed Associate Supervisor is recommended to the Academic Board: **[ ]**  Yes**[ ]**  NoReason:

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***Approval*** *(All Applicants)*This applicant:**[ ]**  meets all criteria for admission**[ ]**  may meet the criteria for admission, but the following advice is required:

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| --- |
|       |

**[ ]**  does not meet the criteria for admission because:

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|       |

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| Research Coordinator/Program Director |       | Signature |       | Date |       |
| **Office of the Vice-Chancellor – School of Graduate Research Office**[ ]  Form checked, data is complete and matches evidence**[ ]**  Data entered in Paradigm (Including TCSI Edit section)[ ]  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 |       |