

# APPLICATION PROCESS

This section provides you with a summary of the process and documentation required to apply for admission to UQ.

## How to apply

There are two ways to apply for entry to a postgraduate program at UQ – by applying online or by using a hard-copy application form, available within this prospectus:

### Online option

Applying online is a simple and secure option and is the University's preferred method of applying.

Before applying online, future students should scan and save their original academic transcripts, grading scales, award certificates, evidence of English language proficiency, and, for any documents not in English, official English language translations. If a program has special entry requirements the student will need to scan any supporting documentation required. For research higher degree programs, the student will also be asked to attach an electronic copy of his or her Research Proposal form ([www.uq.edu.au/grad-school/downloads/rhd/research-proposal.doc](http://www.uq.edu.au/grad-school/downloads/rhd/research-proposal.doc)), an academic curriculum vitae, and referee reports.

**Please note that UQ is phasing in the online application system. The relevant program page on the Programs and Courses website will advise you if this option is available for a particular program. If not, the student should apply by using a hard-copy application form.**

### Hard-copy option and where to submit form

Students can find hard-copy application forms within this prospectus.

Applications for both postgraduate coursework and research higher degree programs must be submitted directly to the International Admissions Section, or alternatively to one of the University's authorised representatives (see below).

**International Admissions Section**  
**International Education Directorate**  
 Level 2, JD Story Building  
 The University of Queensland  
 Brisbane, Queensland, 4072, Australia  
 Email [study@uq.edu.au](mailto:study@uq.edu.au)  
 Phone +61 7 3365 7941  
 Fax +61 7 3365 1794

**UQ Authorised Educational Representatives**  
[www.uq.edu.au/international/edureps](http://www.uq.edu.au/international/edureps)

## Postgraduate coursework

### If applying online

1. Search for your program on UQ's Programs and Courses website at [www.uq.edu.au/study](http://www.uq.edu.au/study).
2. Select the 'International students apply online here' link.
3. If your program has plans (majors), you will be asked to select a plan.
4. Select the 'Apply Online' button.
5. You will be asked to register a username and password. You will need a valid email address to do this. If you do not have an email address you will be given the option to create one for free. All email communications about your online application will be sent to this address.
6. A non-refundable application fee must accompany this application – AUD\$50 for applications received by UQ prior to August 1, 2007; or AUD\$100 for applications received by UQ on or after August 1, 2007 – and is payable online by credit card when you submit your completed application. If you do not have authorised access to MasterCard or Visa, please apply using a hard-copy application form (see below).

### If applying by hard-copy form

1. Remove and complete the *International Student Application for Graduate Coursework Studies* (application form inside the back cover).
2. Attach all required documentation (refer to the checklist on the application form).
3. Include non-refundable application fee. Refer to the application form for the exact cost.
4. Submit the application form (see left for details).

## Research higher degrees

Steps A-C will help establish the best match for your proposed research at UQ and must be completed before submitting your application:

- A. Identify UQ staff or research groups who have research interests that match yours by visiting UQ reSEARCHers ([www.uq.edu.au/uqresearchers](http://www.uq.edu.au/uqresearchers)).
- B. Contact your prospective supervisor and/or the Postgraduate Coordinator in the relevant school/institute/centre to discuss your proposed research topic ([www.uq.edu.au/grad-school/pgcontacts](http://www.uq.edu.au/grad-school/pgcontacts)).
- C. In consultation with these staff, you should then develop a research proposal (form available at [www.uq.edu.au/grad-school/downloads/rhd/research-proposal.doc](http://www.uq.edu.au/grad-school/downloads/rhd/research-proposal.doc)).

### If applying online

1. Complete Steps A-C above.
2. Search for your program on UQ's Programs and Courses website at [www.uq.edu.au/study](http://www.uq.edu.au/study).
3. Select the 'International students apply online here' link next to the enrolling school or research institute you have contacted previously.
4. You will be asked to register a username and password. You will need a valid email address to do this. If you do not have an email address you will be given the option to create one for free. All email communications about your online application will be sent to this address.
5. A non-refundable application fee must accompany this application – AUD\$50 for applications received by UQ prior to August 1, 2007; or AUD\$100 for applications received by UQ on or after August 1, 2007 – and is payable online by credit card when you submit your completed application. If you do not have authorised access to MasterCard or Visa, please apply using a hard-copy application form (see below).

### If applying by hard-copy form

1. Complete Steps A-C above.
2. Remove and complete the *International Student Application for Research Studies – PhD or MPhil* (application form inside the back cover).
3. Attach all required documentation (refer to the checklist on the application form).
4. Include non-refundable application fee. Refer to the application form for the exact cost.
5. Submit the application form (see left for details).

## Visas

All international students applying to study in Australia must have a student visa.

Applications and processing of student visas can take up to six months. An application fee applies for visas.

For all visa enquiries and applications, please contact your local Australian Embassy, High Commission or Diplomatic Mission.

**Australian Diplomatic Missions**  
www.immi.gov.au/contacts

**Australian Embassies**  
www.immi.gov.au/contacts

**Australian High Commissions**  
www.immi.gov.au/contacts

**Department of Immigration and Citizenship (DIAC)**  
www.immi.gov.au/contacts

## Application details

### Who is an international student?

You **are** an international student if you are:

- > a Temporary Resident (visa status) of Australia,
- > a Permanent Resident (visa status) of New Zealand, or
- > a Resident or Citizen of any other country.

You **are not** an international student if you are:

- > an Australian citizen (living in Australia or as a resident overseas),
- > an Australian Permanent Resident (visa status), or
- > a New Zealand Citizen.

International students whose status changes to Permanent Resident (PR) will be eligible for fees as domestic students. If a student's status changes before Census Date they will receive a refund. If their status changes after Census Date, no refund will be applicable.

### Application closing dates

#### Postgraduate coursework

It is recommended that postgraduate coursework applications be submitted no later than:

	Semester 1	Semester 2
<b>Category 1 and 2 countries*</b>	November 15 of the previous year	May 15 of the same year
<b>Category 3 and 4 countries*</b>	October 15 of the previous year	April 15 of the same year

\*Students are advised to check their country's category with the Department of Immigration and Citizenship (DIAC).

**Department of Immigration and Citizenship (DIAC)**  
www.immi.gov.au

To check if earlier closing dates apply, applicants should refer to the Postgraduate Coursework Programs section of this prospectus (pages 33-86) or the UQ Programs and Courses website ([www.uq.edu.au/study](http://www.uq.edu.au/study)).

#### Research higher degrees

If not applying for a research higher degree scholarship, it is recommended that applications for MPhil and PhD programs be submitted at least six months prior to the proposed commencement date. Please also refer to the important information about Research higher degrees – Commencement on page 27.

### Documentation required

Students should not submit original documents. Please submit copies certified by a Justice of the Peace, a Notary Public (ie, a practising solicitor) or similar government official in your country, or by one of UQ's Authorised Representatives (see below).

If awaiting transcripts or current results, students may still submit an application, however, online applicants should note that the attachment of documentation to the online form is mandatory for English proficiency (unless intending to sit a test) and post-secondary results.

Students should forward any outstanding documents as soon as they receive them to the International Admissions Section. Please ensure that these documents are clearly marked with your UQ Student ID (if available), family name, first name, date of birth, proposed program, and a note that an application has already been submitted.

### Assessment of applications

UQ's International Admissions Section assesses whether applications meet admission criteria for entry to a University of Queensland program. The Executive Dean of the faculty or a delegate will decide whether or not an applicant is to be admitted for postgraduate coursework programs. The Dean of the UQ Graduate School will decide whether or not an applicant is to be admitted to the MPhil or PhD program on the basis of advice from the relevant School or Institute.

#### International Admissions Section

Email [applicationstatus@uq.edu.au](mailto:applicationstatus@uq.edu.au)  
Phone +61 7 3365 7941

### Application status

To enquire about their application status, applicants should email [applicationstatus@uq.edu.au](mailto:applicationstatus@uq.edu.au), with their full name, date of birth and UQ Student ID.

### Research higher degree students – upon arrival

Students enrolling in a MPhil or PhD program must finalise their enrolment upon arrival. The applicant must complete an up-to-date *Proposal for a Research Project* and submit it to their enrolling school. The school sends a *School Recommendation on an Application for Admission and Enrolment* with the research proposal to the Research Candidature Office for final approval of the full advisory team, commencement date and thesis topic by the Dean of the UQ Graduate School.

The University finalises enrolment only when necessary forms are completed, signed and submitted to the Research Candidature Office. For further information about MPhil and PhD enrolment, please contact:

#### International Admissions Section

Email [ias.research@admin.uq.edu.au](mailto:ias.research@admin.uq.edu.au)  
Phone +61 7 3365 7941  
Fax +61 7 3365 1794

## UQ Authorised Educational Representatives

UQ's representatives can assist with information about studying at UQ, entry requirements and applications.

#### UQ Authorised Educational Representatives

[www.uq.edu.au/international/edureps](http://www.uq.edu.au/international/edureps)

## Entry process

#### Action by research higher degree candidates

1 Identify UQ staff or research groups who have research interests that match yours by visiting UQ reSEARCHers ([www.uq.edu.au/uqresearchers](http://www.uq.edu.au/uqresearchers)).

2 Contact your prospective supervisor and/or the Postgraduate Coordinator in the relevant school/institute/centre to discuss your proposed research topic ([www.uq.edu.au/grad-school/pgcontacts](http://www.uq.edu.au/grad-school/pgcontacts)).

3 In consultation with these staff, you should then develop a research proposal (form available at [www.uq.edu.au/grad-school/downloads/rhd/research-proposal.doc](http://www.uq.edu.au/grad-school/downloads/rhd/research-proposal.doc)).

11 Contact Postgraduate Coordinator or supervisor to finalise research proposal.

#### Action by postgraduate coursework applicants and research higher degree candidates

1 Submit an application online or a hard-copy application with the University's International Admissions Section (IAS) or one of the University's authorised representatives [www.uq.edu.au/international/edureps](http://www.uq.edu.au/international/edureps).

3 Receive Offer package by email\* containing:  
> Your offer letter  
> What to do next information, including how to find accommodation online, grievance resolution processes, OSHC information, and fee refund information.

4 Ensure all conditions (if any) have been satisfied.

5 Return the *Agreement and Response to Offer* form and payment to IAS or one of the University's local representatives.

7 Receive Acceptance package by email\* containing:  
> Your acceptance letter  
> Copy of COE form  
> What to do next information, including how to organise airport reception/temporary accommodation, customs and quarantine information, and important dates.

8 Obtain a visa via an Embassy, High Commission or DIAC, and make travel arrangements.

9 Book airport reception and accommodation online via [www.accommodation.uq.edu.au](http://www.accommodation.uq.edu.au).

10 Attend Pre-Departure Seminar (if offered).

11 Arrive.

12 > Postgraduate coursework students attend *Getting Started and Welcome* sessions, and enrol  
> Research higher degree candidates to arrange a *Getting Started* session by contacting Student Support Services ([www.sss.uq.edu.au](http://www.sss.uq.edu.au))  
> Commence study.

#### Action by UQ International Admissions Section (IAS)

2 Assess application.

6 > Ensure all conditions (if any) have been satisfied.  
> Issue *Confirmation of Enrolment (COE)* form.

\*Applicants who do not nominate an email address on their application form, or who are not applying through an education representative, will be sent these packages by mail.