

# APPLICATION PROCEDURES

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 into an undergraduate program at UQ – students can apply online or by using a hard-copy application form, available within this prospectus.

## Applying online

Applying online is a simple and secure option and is the preferred method of application by the University.

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, the official English language translations. If a program has special entry requirements, the student will need to scan any supporting documentation required.

**Please note that UQ is phasing in the online application system. The relevant program page on the Program 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 (see right).**

## To apply 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. All email communication about your online application will be sent to this address.
6. A non-refundable application fee of AUD\$100 applies 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 *International Student Application for Undergraduate Studies* (see right).

## Applying by application form (hard-copy)

1. Remove and complete the *International Student Application for Undergraduate Studies* (blue form inside the back cover).
2. Attach all required documentation (refer to checklist (section 11) on application form).
3. Include non-refundable application fee. Refer to the application form for the exact cost.
4. Submit the application directly to the International Admissions Section (see below) or alternatively to one of the University's authorised representatives – location/contact details online at [www.uq.edu.au/international/edureps](http://www.uq.edu.au/international/edureps)

**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 (outside Australia) +61 3 8676 7004  
Phone (within Australia) 1800 671 980  
Fax +61 7 3365 1794

**Note: Study Abroad and Exchange students should complete the *International Student Application for Study Abroad or Exchange Program* form (green form inside the back cover).**

## Visas

International students applying to study in Australia will require a student visa.

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

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

**Australian Diplomatic Missions**  
[www.immi.gov.au/contacts](http://www.immi.gov.au/contacts)

**Australian Embassies**  
[www.immi.gov.au/contacts](http://www.immi.gov.au/contacts)

**Australian High Commissions**  
[www.immi.gov.au/contacts](http://www.immi.gov.au/contacts)

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

### International students studying Year 12 in Australia or the New Zealand NCEA

International students studying Year 12 in Australia or the NCEA in New Zealand must apply online via the Queensland Tertiary Admissions Centre (QTAC).

#### QTAC

[www.qtac.edu.au](http://www.qtac.edu.au)  
Email [qtac@qtac.edu.au](mailto:qtac@qtac.edu.au)  
Phone +61 7 3368 1166

### Application deadlines

It is recommended that undergraduate applications (other than those lodged through QTAC) 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](http://www.immi.gov.au)



Students Judith Kemigisa, Gama David Alimas and Debele Emmanuel in the Great Court

## 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 the home country, or by one of The University of Queensland's authorised representatives (see below).

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

Students should forward any outstanding documents as soon as they receive them to the International Admissions Section. Students should ensure that all documents are clearly marked with their UQ Student ID (if available), family name, first name, date of birth, anticipated program, and a notation 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 to an undergraduate program. Please refer to the Application process table (right).

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

## Application status

To inquire about application status, students should email the address below with their full name, date of birth and UQ Student ID.

**International Admissions Section**  
Email [applicationstatus@uq.edu.au](mailto:applicationstatus@uq.edu.au)  
Phone +61 7 3365 7941 (ext. 2)

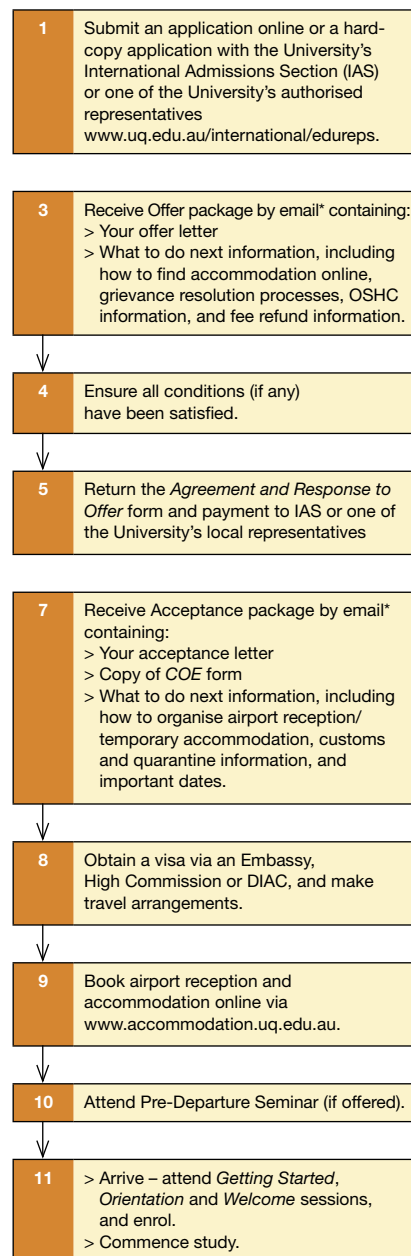
## UQ Authorised Educational Representatives

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

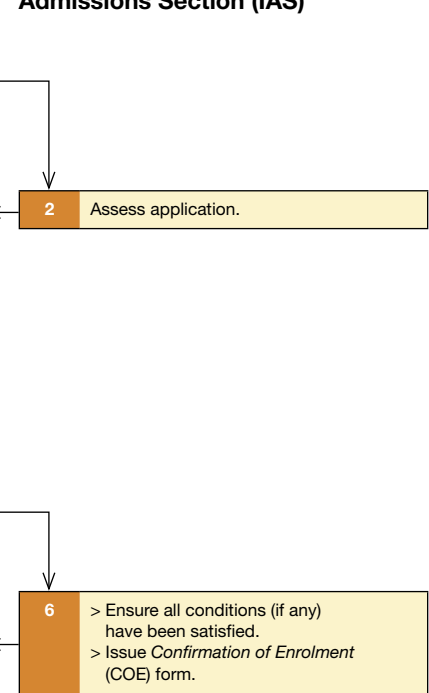
**UQ Authorised Educational Representatives**  
[www.uq.edu.au/international/edureps](http://www.uq.edu.au/international/edureps)

## Application process

### Action by student



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



\*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.