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.

To apply online:
1. Search for your program on UQ's Programs and Courses website at 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.

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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.

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Application details
Who is an international student?
You are an international student if you are:
> an Australian Permanent Resident (visa status) of New Zealand, or
> an Australian Permanent Resident (visa status), or
> an Australian citizen (living in Australia or as a resident overseas).

You are not an international student if you are:
> an Australian Permanent Resident (visa status), or
> a New Zealand Citizen.

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
Phone +61 7 3368 1166
Email qtac@qtac.edu.au

Application deadlines
It is recommended that undergraduate applications (other than those lodged through QTAC) be submitted no later than:

<table>
<thead>
<tr>
<th>Category</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 and 2 countries*</td>
<td>November 15 of the previous year</td>
<td>May 15 of the same year</td>
</tr>
<tr>
<td>3 and 4 countries*</td>
<td>October 15 of the previous year</td>
<td>April 15 of the same year</td>
</tr>
</tbody>
</table>

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

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

UQ Authorised Educational Representatives
UQ’s representatives can assist with information about studying at UQ, entry requirements and applications.

Application process

<table>
<thead>
<tr>
<th>Action by student</th>
<th>Action by UQ International Admissions Section (IAS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 <a href="http://www.uq.edu.au/international/edureps">www.uq.edu.au/international/edureps</a>.</td>
<td>2 Assess application.</td>
</tr>
<tr>
<td>3 Receive Offer package by email* containing:</td>
<td>6 Ensure all conditions (if any) have been satisfied.</td>
</tr>
<tr>
<td>&gt; Your offer letter</td>
<td></td>
</tr>
<tr>
<td>&gt; What to do next information, including how to find accommodation online, grievance resolution processes, OSHC information, and fee refund information.</td>
<td>&gt; Issue Confirmation of Enrolment (COE) form.</td>
</tr>
<tr>
<td>4 Ensure all conditions (if any) have been satisfied.</td>
<td></td>
</tr>
<tr>
<td>5 Return the Agreement and Response to Offer form and payment to IAS or one of the University’s local representatives</td>
<td></td>
</tr>
<tr>
<td>7 Receive Acceptance package by email* containing:</td>
<td></td>
</tr>
<tr>
<td>&gt; Your acceptance letter</td>
<td></td>
</tr>
<tr>
<td>&gt; Copy of COE form</td>
<td></td>
</tr>
<tr>
<td>&gt; What to do next information, including how to organise airport reception/temporary accommodation, customs and quarantine information, and important dates.</td>
<td></td>
</tr>
<tr>
<td>8 Obtain a visa via an Embassy, High Commission or DIAC, and make travel arrangements.</td>
<td></td>
</tr>
<tr>
<td>9 Book airport reception and accommodation online via <a href="http://www.accommodation.uq.edu.au">www.accommodation.uq.edu.au</a>.</td>
<td></td>
</tr>
<tr>
<td>10 Attend Pre-Departure Seminar (if offered).</td>
<td></td>
</tr>
<tr>
<td>11 &gt; Arrive – attend Getting Started, Orientation and Welcome sessions, and enrol.</td>
<td></td>
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<tr>
<td>&gt; Commence study.</td>
<td></td>
</tr>
</tbody>
</table>

*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.