

# Undergraduate Application Form



THE UNIVERSITY OF  
**SYDNEY**

## Application for Students

<b>1 Personal details</b>	<b>1 Personal details (continued)</b>																				
<p><b>Please write CLEARLY &amp; IN CAPITAL LETTERS</b></p> <p>Title <input type="text"/> Family/last name: <input type="text"/> <small>(Mr/Mrs/Ms/Miss/Dr)</small></p> <p>Personal/first names: <input type="text"/></p> <p>Date of birth: <input type="text" value="DD / MM / YYYY"/> Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p><b>Correspondence address:</b> House number &amp; street + Suburb/town <input type="text"/> <input type="text"/></p> <p>Postcode / zip: <input type="text"/> Country: <input type="text"/></p> <p><b>Permanent home address:</b> If same as Correspondence address, write "As above" <input type="text"/> <input type="text"/></p> <p>Postcode / zip: <input type="text"/> Country: <input type="text"/></p> <p>Tel: <input type="text"/> Fax: <input type="text"/> <small>(Include Country code + Area code)</small></p> <p>Mobile: <input type="text"/> <small>(Include Country code + Area code)</small></p> <p>Applicant's Email: <input type="text" value="example: john.smith@gmail.com"/> <small>(compulsory)</small></p> <p>Country of citizenship: <input type="text"/></p>	<p>Have you applied for permanent residency in Australia? <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> Visa status:</p> <p>Do you hold dual citizenship with Australia? <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/></p> <p>Have you previously been known by another name? <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> If yes, what <input type="text"/> Attach all relevant documentation.</p>																				
<b>2 Previous applications</b>																					
<p>Have you applied to, or been enrolled at, the University of Sydney before? <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/></p> <p>If yes, what was your reference number / Student ID or year of application? <input type="text" value="reference number / Student ID or year of application"/></p>																					
<b>3 Scholarships</b>																					
<p>Do you hold a scholarship? <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/></p> <p>Name <input type="text"/></p> <p>Attach documentation showing awards of scholarship or sponsorship. More information: <a href="http://sydney.edu.au/scholarships/prospective/">http://sydney.edu.au/scholarships/prospective/</a></p>																					
<b>4 Course Choice</b>																					
<p>Select up to three courses to apply for, in order of preference. You must enter the exact course name and the course code or CRICOS code.</p> <p>1st preference: Course name: <input type="text"/> Course code: <input type="text"/> CRICOS code: <input type="text"/></p> <p>2nd preference: Course name: <input type="text"/> Course code: <input type="text"/> CRICOS code: <input type="text"/></p> <p>3rd preference: Course name: <input type="text"/> Course code: <input type="text"/> CRICOS code: <input type="text"/></p> <p>Proposed course start date: 1st semester (Feb/March) <input type="checkbox"/> 2nd semester (July) <input type="checkbox"/> Year <input type="text"/></p>																					
<b>5 Secondary School studies</b>																					
<p>List final Secondary School examinations. Name of examination: <input type="text"/></p> <p>Country <input type="text"/> Completion year <input type="text"/></p>																					
<b>6 Tertiary studies</b>																					
<p>You must provide details of ALL university or college courses that you have completed or attempted (or that you expect to complete before commencing at the University of Sydney). Full certified details must be attached.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Course</th> <th style="width:15%;">Start date</th> <th style="width:15%;">Completion date</th> <th style="width:20%;">Class or grade (e.g. honours or GPA)</th> <th style="width:20%;">Normal full-time Program duration (eg 3 years)</th> </tr> </thead> <tbody> <tr> <td>Institution: <input type="text"/></td> <td><input type="text" value="DD / MM / YYYY"/></td> <td><input type="text" value="DD / MM / YYYY"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Country: <input type="text"/></td> <td><input type="text" value="DD / MM / YYYY"/></td> <td><input type="text" value="DD / MM / YYYY"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Course: <input type="text"/></td> <td><input type="text" value="DD / MM / YYYY"/></td> <td><input type="text" value="DD / MM / YYYY"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>		Course	Start date	Completion date	Class or grade (e.g. honours or GPA)	Normal full-time Program duration (eg 3 years)	Institution: <input type="text"/>	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>	Country: <input type="text"/>	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>	Course: <input type="text"/>	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>	<input type="text"/>
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<p>Do you wish to apply for credit for your previous studies? <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> If yes, please provide detailed course outlines which include subject descriptions, methods of teaching and assessment, number of teaching hours, reading lists and credit point value.</p>																					

## 7 Documentation

Attach to your application:

- An original official transcript or marks sheet giving a complete list of the subjects studied and the results obtained for any programs you have completed or are currently enrolled in. If incomplete, include official documentation stating when you will finish your degree and the name of the degree you will be awarded.
- An original or certified copy of your official degree certificate(s)/testamur(s).
- An original or certified copy of your official professional qualifications.
- A certified official translation of any document not in English.
- A certified copy of the award of any scholarship.

All these documents must be originals, or certified copies of original documents, supplied by the institution issuing them (**see attach**). Certain documents can be certified by other official bodies. Institutions may send documents directly to us, but we cannot consider your application until we have received them. If you have changed your name and your documents are in your former name, you must provide evidence of your name change. Please note that all documents submitted to the Student Recruitment and Admissions Group become the property of the University of Sydney and cannot be returned to you.

### Declaration & consent:

Please read these declarations carefully and tick the four boxes below before signing this application.

I understand that:

- > Giving false or misleading information is a serious offence under the Criminal Code of the Commonwealth Government of Australia.
- > The University of Sydney may vary or cancel any decision it makes if the information I have given is incorrect or incomplete.
- > The University of Sydney may obtain official records from any educational institution I have previously attended.
- > All documents submitted become the property of the University of Sydney and will not be returned.

I agree:  
> To comply with the rules on admission and enrolment of the University of Sydney.

I have read and I consent to the University's Privacy Statement.

The information I have given in this application is true and correct.

Your signature:

Date:

**Unsigned applications will not be processed. Applications must be signed by the applicant personally. Third parties must not sign on the applicants behalf.**

The University of Sydney is subject to the New South Wales Privacy and Personal Information Protection Act 1998 (the Act). The personal information you provide for this application will be protected in accordance with the University Privacy Policy. The information provided in the first instance will only be used by the University for assessing your application for a place in the program for which you have applied. If unsuccessful, the information will be retained in the records of the University of Sydney only for the University of Sydney's use for a period of 12 months and will not be disclosed except with your permission, in accordance with the University Privacy Policy. Under the Freedom of Information Act and the University Privacy Policy you have a right to access and correct any personal information concerning you held by the University in the student and financial databases. Routine corrections, changes and enquiries should, in the first instance, be directed to the Student Recruitment and Admissions Group. By signing this application it is understood that you have read this statement and agree to the use and disclosure of your personal information as outlined above. Full details: [sydney.edu.au/privacy.shtml](http://sydney.edu.au/privacy.shtml): The information provided on this application form may be made available to Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code.

**Students with disabilities:** If you have a disability, illness or other health-related condition which requires special support services, you could be eligible for services offered by the University of Sydney for students with a disability. You have to apply for assistance and it is important to do this as soon as you can, preferably before you accept the offer or commence study. A Disability Services Officer can guide you through this process.

To do this, please refer to the Disability Services website at [sydney.edu.au/disability](http://sydney.edu.au/disability) as Disability Services is the principal point of contact and support for students with disabilities. Even if you think you may not need the support, you should still contact Disability Services to understand if you are eligible to receive all the services offered. This will assist you in deciding whether you should accept this offer.

**Quotas:** There is a limited number of student places available for entry to certain degrees at the University of Sydney (a "quota"). It is possible that not all students who meet the published entry requirements for these degrees will receive an offer. Once a quota has been filled any subsequent applications received will be assessed for the next available semester. A quota may be reached before the application deadline, so it is advisable to submit your application as early as possible.

### Applications should be lodged:

For first semester (February/March) by 30 December.  
For Second Semester (July) by 30 June.

Late or incomplete applications may be considered however, the University of Sydney cannot guarantee that late applications will be processed in time for the proposed start date. Quotas apply to some courses. Late applications for courses which are subject to quotas may not be considered.



### Instructions for certifying documents for admission (domestic applicants)

The following guidelines are applicable to the certification of any documents being submitted to the University of Sydney for the purposes of admission to the University.

Supporting documents must be provided to the University of Sydney as either an original document (ie original transcript) or a certified copy. A certified copy of a document is a photocopy of the original that has been certified as a true copy of the original by an authorised officer.

Any further enquiries concerning the certification of original documents should be directed to the Direct Applications Office at the University of Sydney Student Centre.

#### Who can certify documents within Australia?

Professional or occupational groups:

- An accountant – member of a recognised professional accounting body or a Registered Tax Agent
- A person listed on the roll of the Supreme Court of a State or Territory or the High Court of Australia as a legal practitioner
- A barrister, solicitor or patent attorney
- A police officer
- A postal manager
- A principal of an Australian secondary college, high school or primary school
- A medical practitioner
- A Justice of the Peace (with a registration number in the State in which they are registered)
- A minister of religion

An authorised officer at:

- A tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC
- The Admissions Officer or Student Services Office at any Australian University or TAFE College
- The official records department of the institution that originally issued the document(s)

#### Who can certify documents outside Australia?

- An authorised officer of an Australian overseas diplomatic mission
- A University of Sydney officer
- An authorised officer of an Australian Education Centre
- An authorised agent of the University approved by the University of Sydney International Office (a list is held by the International Office)
- A school headmaster or other recognised examining authority

#### How to certify

Please note a scanned copy sent electronically cannot be certified.

The original document must be viewed by the certifying officer and the officer must personally copy the original document and verify it by doing the following:

- Use a stamp or write by hand on the copy "This is a true copy of the original document sighted by me" on each page of the document
- Sign the statement
- Affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp, and print the following details:
  - Name and business address
  - Contact telephone number
  - Profession or occupational group (as listed above)
  - Date verified
- If the certifying officer is a Justice of the Peace the certifying officer must list the registration number and Australian state/territory of registration

#### Please note:

The University of Sydney accepts scanned documents submitted online in support of applications for admission to courses of study. All of your supporting documents must be true and complete records. You should be prepared to provide original documents or original certified copies of supporting documents upon request at any time. Detailed checking of supporting documents is an inherent element of our admissions process and may involve contacting the original issuing authority, or relevant tertiary admissions centre, educational or other relevant organisation or individual, whether in Australia or overseas, to verify documents. A failure to provide documents on request, or the discovery of either fraudulent documents or a misrepresentation of true circumstances in association with your application, may lead to the rejection of your application for admission, the withdrawal of your offer, or the cancellation of your enrolment.