

International Student Application for UQ College

1604 Associate Degree in Business



Important information

- Instructions for completing and submitting this form are given on the separate sheet attached entitled Notes for completing the International Student Application Form – UQ College. To prevent any unnecessary delays in the processing of your application, it is essential that you read and follow these instructions before sending your application to the University.
- Return your completed application form and documentation to UQ's International Admissions Section (see below) or to one of the University's authorised representatives (www.uq.edu.au/edureps)
The Manager, International Admissions Section, The University of Queensland, Level 2, JD Story Building,
Brisbane, Queensland 4072, Australia
Web www.uq.edu.au Email applicationstatus@uq.edu.au
Phone +61 7 3365 7941 Fax +61 7 3365 1794
CRICOS Provider Number 00025B

1 Personal details (see note 1)

Family name:

Given names:

English of preferred name (if any) :

Order of names:

Date of birth: DD/MM/YYYY Gender:

Citizenship: Country of birth:

Country of current residence (country where
you have been living for the past three months):

2 Applicant contact details (see note 2)

Phone: Mobile:

Email: Facsimile:

Applicant's permanent address outside Australia:

Number and street:

Suburb/town:

State: Post/zip code:

Country:

Applicant's mailing address (if different from above):

Number and street:

Suburb/town:

State: Post/zip code:

Country:

3 Program commencement (see note 3)

Please tick the box next to the program that you are applying for:

- ☐ Associate Degree in Business (stand alone qualification) ☐ Associate Degree in Business and Bachelor of Business Management (package offer)

(please note if you choose this option you will also have to submit a UQ Undergraduate Application form for the Bachelor of Business Management – Undergraduate application forms can be found here: www.uq.edu.au/international/application-forms)

☐ Trimester 1 (January) ☐ Trimester 3 (September) Year:

UQ office use only

Student ID:

Priority level: P1 / P

Payment method:

AO:

DATE STAMP

Agent use only

Empl ID:

Event ID:

Agent ID:

UQ Agent Email:

.....

AGENT STAMP

4 English proficiency (see note 4)

a) How do you intend to demonstrate that you have met UQ's English language proficiency requirements (www.uq.edu.au/international/english-language-queensland-year-12-equivalents)?. Tick all options that apply to you:

☐ I have achieved a passing grade in Queensland Senior English or the overseas equivalent

☐ I have taken an English proficiency test

b) Please tick the appropriate box if you have completed any English test within the last two years:

☐ TOEFL

☐ IELTS

c) If you sat an IELTS test, please indicate the IELTS Test Report Form (TRF) number if you can:

d) If you sat an internet-based TOEFL test, please indicate your registration number and test date:

Registration number: Test date: DD/MM/YY

5 Academic qualifications and experience (see note 5)

Please list all secondary and post-secondary programs in which you have been enrolled:

Course/award e.g., HSC, A levels	Institution e.g., Taylors College	Country e.g., Australia	Year started e.g., 2001	Year completed e.g., 2005
.....
.....
.....

Are you currently studying? ☐ No ☐ Yes If 'Yes', please provide details below.

Course/award	Institution	Country	Date results expected
.....

Do you wish to claim credit or exemptions on the basis of your previous tertiary study?* ☐ No ☐ Yes

Would you prefer an offer even if the credit or exemption assessment has not been completed? ☐ No ☐ Yes

(If you tick 'No', an offer will be sent when the credit or exemption assessment has been completed.

If you tick 'Yes', you will receive an offer as soon as you are deemed eligible for program entry. Credit/exemption assessment advice will follow at a later date.)

Important note: * Students who successfully complete all Associate Degree in Business courses at UQ College will be eligible to apply for credit of 24 units toward the Bachelor of Business Management program. However, students who are awarded credit toward the Associate Degree in Business on the basis of previous tertiary study are not guaranteed full 24 unit credit transfer into the Bachelor of Business Management, although they may satisfy the official entry criteria to the program.

Credits and exemptions will be recorded on your official academic transcript and, once granted, credits and exemptions cannot be rescinded or removed.

6 Additional Arrangements (see note 6)

☐ Please tick if you are the recipient of government or private agency financial sponsorship

Name of sponsoring agency:

7 Overseas Student Health Cover (see note 7)

It is a condition of a student visa that you maintain Overseas Student Health Cover (OSHC) for the duration of your studies in Australia. On your behalf, The University of Queensland can organise program-length cover with OSHC Worldcare, its preferred provider of OSHC.

☐ Yes, I would like UQ to arrange: ☐ Single rate OSHC for myself **or** ☐ Family rate OSHC for myself and my dependant/s

☐ No, I will make my own arrangements for the duration of my studies at UQ

8 Permission to release information (see note 8)

I authorise the following person to access details regarding my application (compulsory for students under 18 years of age):

Family name: Given name: Relationship to applicant:

Delegate's signature: Date:

9 Declaration and signature (see note 9)

I agree:

- to The University of Queensland (the University) communicating with me via electronic means;
- to permit the University to obtain my academic results from other institutions directly or through Qulsearch;
- if any information provided by me is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to Universities Australia (UA) and UA member institutions, the Australasian Conference of Tertiary Admission Centres (ACTAC) and any other relevant authority.

I understand that:

- submitted documents supporting this application become the property of the University and will not be returned to me;
- the University may vary or cancel any decision it makes if the information I have given is incorrect or incomplete;
- information is collected on this form and during my enrolment in order to meet UQ's obligations under the *ESOS Act* and the *National Code 2007*; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the *Education Services for Overseas Students Act 2000*, the *Education Services for Overseas Students Regulations 2001* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*. Information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law.

I declare that the information I have given in this application is correct and complete.

Applicant's signature:

Date:

Signature of parent/legal guardian if student is under 18 years of age.
(see Application process section)

Parent's/legal guardian's signature:

Date:

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1604 Associate Degree in Business



Notes for completing the application form

These notes contain important instructions for applicants wishing to complete and submit an application form for the Associate Degree in Business delivered by UQ College as an agent of the University of Queensland (UQ) CRICOS Provider Number 00025B.

General instructions

- Please do not use this form if you are an International student undertaking Year 12 studies in Australia or the National Certificate of Educational Achievement (NCEA) in New Zealand. You should apply online through the Queensland Tertiary Admissions Centre (QTAC).
- The application form must be completed in English.
- Information should be typed in, or if written, block capitals should be used.
- Please ensure that all fields are filled in on the form. Missing or incorrect information may cause avoidable delays in the application process.
- UQ complies with Australian and Queensland privacy laws and guidelines and treats information collected from applicants as confidential. Information supplied by you will only be used for the administrative or educational purposes of the University or in accordance with a specific consent given by you. UQ will not make available to a third party, (except UQ College) any personal information supplied by you unless required or permitted by law. This may also occur where you have consented to the disclosure. The University may distribute aggregated statistical information for statutory reporting purposes but only in a form that will not identify any person individually. See www.uq.edu.au/privacy for more information.
- Return your completed application form, documentation and application fee to UQ's International Admissions Section (see below) or to one of the University's authorised representatives (www.uq.edu.au/edureps).
The Manager, International Admissions Section, The University of Queensland, Level 2, JD Story Building, Brisbane, Queensland 4072, Australia
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Phone +61 7 3365 7941 Fax +61 7 3365 1794

'Agent use only' box

- This box should be completed in full by all registered agents.
- The agent email provided in this box will be the main point of contact for the applicant concerned.

Note 1 Personal details

- You must give your family name(s) and given name(s) as shown on your passport. If your name appears differently, we will reserve the right to amend it on our records.
- If emailing a copy of your passport to UQ, please send this as a separate attachment to the rest of your application.
- Please also give the order in which you want your names to appear on your offer letter and Confirmation of Enrolment

Note 2 Applicant contact details

- A permanent address outside of Australia must be given, as well as any different mailing address. This is required as part of the proof that you satisfy the requirements of being an International student. This cannot be a PO Box address.

Note 3 Program commencement

- It is essential that you refer to the UQ Courses and Programs website (www.uq.edu.au/study) for the correct program codes, names, application deadlines, trimester availability, specific program entry requirements and additional documentation required.

Note 4 English Language Proficiency

- TOEFL and IELTS Test results are only valid for two years from the date of the test. Test results must still be valid the month your UQ College Associate Degree in Business program starts or they cannot be accepted.
- UQ will not accept institutional TOEFL tests, photocopies or certified copies of examinees' TOEFL results. If you have not done so already, you must ask your TOEFL testing centre to send your official results to UQ. UQ's TOEFL code is 0987.
- If you sat an IELTS test and you can provide an IELTS Test Report Form (TRF) number on your application form, you do not need to provide an official copy of your IELTS results to UQ.

Note 5 Academic qualifications and experience

- Your application will only be assessed if it is accompanied by certified copies of academic transcripts for all of the courses you have undertaken to date.
- Applicants who want to apply for credit toward the Associate Degree in Business on the basis of previous tertiary study must discuss their application with UQ College before preparing their credit application. Enquiries should be made on: Ph 61 7 3381 1024.
- In most cases applications for credit may only be considered once you have provided official course outlines, descriptions, assessment results and contact hours of courses for which you are seeking credit. Course outlines and descriptions must be in English; if not, please include certified official English language translations. Visit www.uq.edu.au/myadvisor/transferring-credit-for-previous-study. Applications for credit are assessed on a case-by-case basis and the application process may take longer if you apply for credit. Entry to the Bachelor of Business Management is not guaranteed for students who receive credit in the Associate Degree in Business.
- Credits and exemptions will be recorded on your official academic transcript and once granted credit and exemptions cannot be rescinded or removed.

Note 6 Additional Arrangements

- If you already have confirmation that you will be receiving financial sponsorship, please attach official documentation from your funding organisation, including duration of for which you will be funded, expenses covered by sponsorship (eg., tuition fees, living allowance and OSHC) and details of any restrictions on study.

Note 7 Overseas Student Health Cover

- Some applicants may be exempt from the OSHC requirement. Please check www.uq.edu.au/international/fees for eligibility.

Note 8 Permission to release information

- If you are under 18 years of age at time of application, you will need to give permission for a close family relative to access details regarding your application. Please be aware that students who will be under 18 at the time of program commencement will not be accepted into UQ College.
- Please obtain a signature from the delegated person.

Note 9 Declaration and signature

- Please read the declaration carefully.
- You must sign your name on the signature line. A typed-in name cannot be accepted.

Student disability arrangements

- For information, please visit www.uq.edu.au/student-services/Disability and contact UQ's Disabilities Advisor: email disability@uq.edu.au or phone +61 7 3365 1704.