



Melbourne College of Divinity

Application for Admission International Coursework Students 2010

(For use by International Students who need a visa to study in Australia)

Instructions:

- Complete Parts A, B, C, D, G and H of this form, then contact the Coursework Coordinator (for coursework courses) or Research Coordinator (for research courses) at an MCD Recognised Teaching Institution (RTI). Contact details for RTI administration are found at www.mcd.edu.au/rtipropective. Do **not** submit this form direct to the MCD.
- Attach one certified copy of each of the following:
 - your birth certificate, the photo page of your passport or other documents **in your current name** verifying your citizenship status
 - the transcripts, including units/subjects taken with grades, of all completed tertiary courses
 - the results of your English Language test, such as IELTS, TOEFL, if completed (or evidence that you have completed five years of study in the medium of the English language within the last two years)

NB: 'certified' means a signed statement by an authorised person that they have sighted the original
- If you are being sponsored, please ask your sponsor to complete the sponsor statement at www.mcd.edu.au/studying-abroad and attach to your application.
- Sign and date the document at Part H, attach a cheque or money order or complete the enclosed credit card authorisation for the amount of the (non-refundable) Application Fee (\$150).
- After agreement has been reached with the RTI on your eligibility and course, including the units you plan to study in 2010, the Coordinator will fill in Parts E & F (*Part F may need to wait until you have arrived in Melbourne*). The RTI will submit the application to the MCD on your behalf.
- If you are accepted into the course you will be sent an **Acceptance Contract** and a **Tax Invoice**. If you are seeking a student visa, the MCD will forward a Confirmation of Enrolment when you complete and return your contract and when invoiced fees have been paid. If you are not accepted, you will be notified in writing.
- Your enrolment is confirmed when you have paid the fees due and sent your visa grant number to the International Admissions Officer, Melbourne College of Divinity, 21 Highbury Grove, KEW VIC 3101, Australia; admin@mcd.edu.au.

The information you have given us in this application form will remain confidential,
and be used only for the purposes for which you have provided it. It will be kept securely.

PART A – Personal Information *NB: You must advise the MCD if your contact details change*

Title:	Family name:	Given name(s):	Preferred name:
Suffix:			
Postal address: <i>Home country</i>		Town and Country:	Postcode:
<i>Australian postal address:</i>		Town:	Postcode:
Residential telephone:	Work telephone:	Facsimile:	
Email address:		Mobile:	
Emergency contact:		Phone:	
Are you currently in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Office use only</i>	MCD Student ID:		

PART B – Australian Government information

The Department of Education, Employment, & Workplace Relations (DEEWR) requires the following information:

Country in which you were born:		Date of birth: ___ / ___ / _____	Gender: (circle one) Male / Female
If not Australia, year of arrival:		Language spoken in your home at your permanent residence:	
In what country is your permanent home residence? Please specify: _____ Country of Citizenship: _____	What is your current Australian visa status? <input type="checkbox"/> Applicant for Overseas Student Visa <input type="checkbox"/> Hold current Overseas Student Visa <input type="checkbox"/> Applicant for Occupational Trainee Visa (subclass 442) <input type="checkbox"/> Hold current Occupational Trainee Visa (subclass 442) <input type="checkbox"/> Other visa, please specify: _____		
Passport No.: _____ Expiry Date: ___ / ___ / ____	If current visa holder: Visa No.: _____ Expiry Date: ___ / ___ / ____	If current Confirmation of Enrolment (CoE) holder: CoE date: ___ / ___ / ____ No: _____	
English language proficiency: Have you undertaken degree-level studies in English? Yes / No (circle one) If yes, year of completion: _____ If you have taken an IELTS test, indicate the Average score: _____ Highest score: _____ Lowest score: _____			
Do you have any disability?	Yes / No (circle one)	If yes, indicate below what kind – circle any which apply:	
Hearing	Learning difficulty	Mobility	Seeing Permanent Medical Condition Other: _____
If you have a disability, would you like to receive advice on support services, equipment or facilities? Yes / No			

PART C – Intended Course of Study

Undergraduate Courses										
Advanced Diploma in Ministry		Specialisation if applicable:					Bachelor of Theology			
Diploma in Ministry		Specialisation if applicable:					Bachelor of Theology (Honours)			
Associate Diploma in Ministry		Bachelor of Arts / Theology (Monash)								
Postgraduate Courses										
Graduate Certificate in Theology	General		Special		Specialisation:					
Graduate Diploma in Theology	General		Special		Specialisation:					
Master of Arts (Theology)	General		Special		Specialisation:					
Graduate Diploma of Ministry		Master of Divinity				Master of Theological Studies				
Do you intend to study (circle one): Part-time / Full-time										
Course commencement date: ___ / ___ / _____					Expected completion date: ___ / ___ / _____					
Recognised Teaching Institution (circle one):	CTC	CCTC	ICSPF	Online (UFT)	SATC	UFT	Whitley	YTU		
Optional - Denominational Affiliation:										

PART D – Previous Education / Qualifications (List in chronological order)*Secondary*

Name of School/TAFE	Name of qualification Eg VCE, IB, Leaving, Matriculation	Year completed

Post-Secondary

Degree / Diploma / Certificate	Institution (full name)	Year completed

Credit / Exemptions sought (attach documentation)

Course or Unit	Discipline	Level	Points

PART E – Eligibility: To be completed by RTI Course Coordinator

Please tick *one* box only. This applicant –

- 1 meets all criteria for admission
- 2 meets all criteria for admission subject to receipt of additional information (*please specify*)
- 3 may meet the criteria for admission, but advice is required (*please specify*)
- _____
- approval given, following the receipt of additional advice
- 4 does not meet the criteria for admission (*specify reason*)

PART F – Proposed program of study for 2010:

To be completed in conjunction with the RTI Course Coordinator (if applicant is eligible as per Part E). This section may need to wait until the applicant is in Melbourne before completion; the Course Coordinator must sign the form where indicated below

Unit Name	Unit Code	RTI	Semester 1 or 2 (e.g: S1)	OR	If Intensive unit, specify start date (e.g: Int – 1.3.10)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

PART G – Fees

Tuition Fees (all figures are in Australian dollars)

Are you being sponsored? Yes No

As an international student, your fees for the first semester must be paid prior to you commencing your course, and you must study full-time. If your fees are unpaid you **will not be authorised to attend classes, use libraries or receive supervision**, and the MCD will notify the Immigration Department that your visa conditions are not being met.

Fees for 2010: Undergraduate students: AU\$967.50 per 15-point unit, AU\$7,740 per year

Postgraduate students: AU\$1,290 per 15-point unit, AU\$7,740 per year

Please note that fees may vary from year to year.

Application Fee (all figures are in Australian dollars)

I enclose a cheque / money order for my application fee (\$150)

OR

Please debit my Visa / MasterCard (circle **one**) in the first week of semester

Account Number

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Name on card: _____ Amount AUD\$150.00

Signature: _____ Card Expiry Date ___ / ___ / ___

For office use only: Credit card processed by ___ Date ___ / ___ / ___ Receipt issued ___ Date ___ / ___ / ___

PART H - Declarations

I declare that the above information is true and correct. I understand that if I have misrepresented my details in any way, the Melbourne College of Divinity may terminate my application and/or enrollment.

I understand that the Australian Government requires international students to study full-time, participate in all classes, and that I must notify the MCD office of any change of residential address.


I accept responsibility for ensuring that the tuition fees for all MCD units and courses in which I enrol are paid on time.


I agree to abide by relevant MCD Regulations and Working Procedures as they are regulated by the Australian Department of Education, Employment & Workplace Relations (DEEWR) and as they are applied by the Melbourne College of Divinity.

Privacy Statement

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for Melbourne College of Divinity (MCD) to assess your application. Personal information may also be disclosed to educational institutions to make an informed decision about this application.

You have a right to access personal information that MCD holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact MCD Admissions Office on 9853 3177.

 Applicant's signature: _____ Date: ___ / ___ / ___

 Coursework Coordinator's signature: _____ Date: ___ / ___ / ___

Office Use Only - RTI Administrators - please ensure all of the following boxes are ticked and you have signed below before submitting to MCD Central Admin:

- A certified copy of transcripts for all completed tertiary courses attached
- Certified copy of passport or birth certificate (in applicant's current name) attached
- Certified copy of IELTS, or equivalent, attached
- Sponsor statement attached (if applicant being sponsored)
- Application fee enclosed

RTI Administrator's Name: _____ Signature: _____ Date: ___ / ___ / ___