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## Application for Postgraduate Admission

### 1 Personal Details

Title  Surname or family name

Preferred name (or nickname)  Male  Female

Country of birth

Address for correspondence (overseas applicants do not use PO Box No.)  
  
  
  
  
 State  Postcode/Zip code  
 Country

Phone (include area code)  
  
 After hours/Home

Mobile

Business hours/Work

Fax (include area code)

Given name(s)

Date of birth  
 Day  Month  Year

Citizenship

Permanent home address  
  
  
  
  
 State  Postcode/Zip code  
 Country

Email

Please print clearly - your email address will be used for all correspondence regarding the processing of your application.

If you are an Australian Citizen, please indicate if you will be applying for FEE-HELP. Yes  No

Do you suffer from any conditions - medical or otherwise, which will require Bond University to make special provision for you, either academically or with regard to on-campus accommodations? If yes, you are required to provide documentation with your application. Yes  No

### 2 Preferred course of study

Degree - Preference 1  
  
 Major/area of specialisation

Commencement semester (tick one box only and insert appropriate year)  
 January 20 \_\_\_\_  May 20 \_\_\_\_  September 20 \_\_\_\_

Degree - Preference 2 (if applicable)  
  
 Major/area of specialisation

Do you intend to study on a full-time or part-time basis  
 Full-time  Part-time

Student visa regulations require international students to study full-time

#### Office Use Only

DATE RECEIVED

ENTERED  
 Intl \_\_\_\_\_

FACULTY APPROVAL (if required)  
 \_\_\_\_\_

LETTER OF OFFER SENT

## 12 How did you find out about Bond University

<input type="checkbox"/> Friend	<input type="checkbox"/> Advertisement	<input type="checkbox"/> www/Internet
<input type="checkbox"/> Study Abroad program	<input type="checkbox"/> Other student or graduate of Bond University	<input type="checkbox"/> Agent (specify)
<input type="checkbox"/> Careers market (specify)	<input type="checkbox"/> Education exhibit (specify)	<input type="checkbox"/> Other _____
_____	_____	_____

## 13 Privacy Collection Statement

Bond University ('BU') may collect personal information about you, including:

- the information on this form;
- information provided by your nominated next of kin in relation to this application; and
- information on other forms or documents requested by, and provided by you or other educational institutions to BU.

BU collects this information for the purpose of:

- assessing your application;
- providing services to you;
- unless you indicate that you do not wish BU to use your personal information for this particular purpose by placing a tick in the adjacent box**, providing you with information about other services that BU offers that may be of interest to you;
- facilitating BU's internal business operations, including the fulfilment of any legal requirements;
- analysing BU's services and customer needs with a view to developing new and/or improved services; and

- unless you indicate that you do not wish BU to use your personal information for this particular purpose by placing a tick in the adjacent box**, providing you with promotional information about BU.

**In the case of visa details, BU is required to collect this information pursuant to Australian Immigration Laws.**

BU may disclose personal information about you to:

- service providers, who assist BU in operating its business, however, these service providers are required to comply with BU's privacy policy in how they handle your personal information;
- a purchaser of the assets and operations of BU's business, providing those assets and operations are purchased as a going concern;
- its related entities;
- in the case of untrue or misleading information, the Australian Vice-Chancellors Committee ('AVCC') or any AVCC member institution;
- in the case of an emergency involving you, your next of kin; and
- your agent, whose details appear on the front of this form, and/or your next of kin for the purpose of processing your application.

*If the personal information you provide to BU is incomplete and/or inaccurate, BU may be unable to process this application and/or be unable to provide you with the services you are seeking.*

You may access the personal information BU holds about you in accordance with BU's privacy policy.

## 14 Declaration

I understand that it is my responsibility to provide all documentation requested by the Office of Recruitment and Admissions and authorise BU to obtain, where necessary, any further information from my nominated next of kin and the appropriate educational institutions.

I hereby declare that to the best of my knowledge all information submitted or made available by me to BU, whether in relation to any course of study or otherwise, is true, accurate and complete. If any information is considered to be untrue or misleading in any respect, I consent to the collection, storage and disclosure by BU, the AVCC, or any AVCC member institution of a record of any such information or any other irregular activity. I understand that any record stored or disclosed according to this system may contain personal details about me from which I may be identifiable.

I understand that BU reserves the right at any stage to withdraw a place which has been offered on the basis of incomplete or incorrect information.

\_\_\_\_\_  
Signature of applicant (or guardian if under 18 years old) / /  
Date

I consent to BU providing information relating to the processing of my application to the agent whose details appear on the front of this form and/or my nominated next of kin.

\_\_\_\_\_  
Signature of applicant (or guardian if under 18 years old) / /  
Date

## Information for applicants

### Applications

Your application will not be processed unless it is accompanied by all relevant documentation. Certified photocopies of original documents are preferred to originals. Applications may be made at any stage during the year, however, applicants who wish to be considered for a scholarship must lodge their application by the closing dates listed on the application form. To allow time for student visa processing, international applicants should ensure that their application is lodged at least two months prior to the date you plan to commence your studies.

### Offers

Both minimum academic and English entry requirements must be met in order to gain entry to Bond University's courses. Please ensure that you include certified copies of both academic transcripts and English proficiency tests (either IELTS or TOEFL with TWE) when you submit your application form.

If your academic qualifications do not satisfy the entry requirements for an undergraduate degree, you may be offered a non-degree program. Students who successfully complete a non-degree program may be able to enter the degree program of their choice.

If your English language level is not sufficient for direct entry to a degree program, you may be made an offer of admission conditional upon you meeting our English language requirements prior to beginning your degree. Should you require further studies in English, you can choose to enrol in BUELI's government accredited ELICOS programs.

If you meet the University's entry requirements you will normally receive a formal letter of offer within two weeks of your application arriving at the Office of Recruitment and Admissions. Your letter of offer will include a unique student identification number (SID). Please use this in any subsequent dealings with the University.

### Acceptance procedure - Australian citizens and permanent residents

To accept your offer of a place at Bond University, you must return the response to offer form which accompanies your letter of offer, together with your deposit or a completed Request for FEE-HELP form. Payment must be in the form of a cheque or bank draft, direct deposit, Bpay, via credit card (excluding Diners Club) made payable to Bond University. The tuition deposit will be deducted from your first semester's tuition fees upon enrolment.

### Acceptance procedure - International applicants

To accept your offer of a place at Bond University, you must return the response to offer form which accompanies your letter of offer, together with payment of your first semester's tuition fees, plus proof of Health Care Cover and any other fees specified on your response to offer. Payment must be in the form of a bank draft, telegraphic transfer, via credit card or cheque made payable to Bond University, in Australian dollars, and drawn on an Australian bank. When the Office of Recruitment and Admissions receives the specified fees you will be sent a Confirmation of Enrolment, which you will require for your student visa application.

Successful applicants who hold a current Australian Student Visa may accept an offer by returning their response to offer form with a bank draft to cover the non-refundable tuition deposit. The tuition deposit will be deducted from your first semester's tuition fees upon enrolment. Your confirmation of enrolment, which you will require for your student visa extension, will be issued when you pay the balance of the fees specified on your response to offer.

### Registration and enrolment

Students who accept their offers may access detailed instructions concerning registration procedures approximately one month prior to the commencement of their course, via the Bond website. Students should plan to arrive on campus one week prior to the commencement of classes to participate in orientation.

### Deferment

In certain circumstances, Bond University will permit deferment of an offered place for up to one year. Applicants will only be permitted to defer if they have paid the non-refundable tuition deposit.

### Special Requirements

Students who have a disability and who require BU to adjust a process or procedure or wish BU to provide equipment or other physical aids, must disclose the nature and extent of the disability to BU. As part of the application process students with a disability must contact the University's Disability Support Officer on telephone +61 7 5595 4002, to confidentially discuss their requirements.

## IMPORTANT: Checklist for applicants

**You must include the following to ensure your application is assessed promptly:**

- a certified copy of your university/TAFE college transcript and testamur (if you have undertaken higher education studies)\*
- a certified copy of your IELTS or TOEFL result (if required)
- a detailed resume (if you are a mature-age applicant)
- scholarship supporting documentation (if applying for scholarship)
- detailed course outlines (if applying for credit)
- official translations of all documents must also be provided and certified as true copies

**... and you must have**

- distributed your referees' report forms (if required)
- outlined your proposal program (research applicants only)

\*Not required for Bond University graduates

**Return this form to: Recruitment & Admissions, Bond University, Qld 4229 Australia**

#### Regional Queensland

Emma Woodley  
Office of Admissions  
Bond University QLD 4229  
Tel: (07) 5595 1068  
Fax: (07) 5595 1015  
Mobile: 0417 757 724  
Email: emma\_woodley@staff.bond.edu.au

#### Brisbane, Beenleigh & Ipswich

Ms Jennifer Morton  
GPO Box 176  
BRISBANE QLD 4001  
Tel: (07) 3003 1707  
Fax: (07) 3003 1704  
Mobile: 0408 951 122  
Email: jmorton@staff.bond.edu.au

#### Gold Coast/Northern NSW

Mr Tom Betts  
BOND UNIVERSITY QLD 4229  
Tel: (07) 5576 7504  
Fax: (07) 5595 5037  
Mobile: 0438 732 539  
Email: tbetts@staff.bond.edu.au

#### New South Wales & ACT

Ms Cassandra Moore  
Suite 301, Level 3  
250 Pitt Street  
SYDNEY NSW 2000  
Tel: (02) 9279 4133  
Fax: (02) 9279 4133  
Mobile: 0419 483 340  
Email: cmoore@staff.bond.edu.au

#### Victoria & Tasmania

Mr Jason Watts  
The Block Arcade  
Suite 208, 282 Collins St  
MELBOURNE VIC 3000  
Tel: (03) 9650 5028  
Fax: (03) 9650 5028  
Mobile: 0419 561 927  
Email: jwatts@staff.bond.edu.au

#### South Australia, Western Australia & Northern Territory

Emma Woodley  
Office of Admissions  
Bond University QLD 4229  
Tel: (07) 5595 1068  
Fax: (07) 5595 1015  
Mobile: 0417 757 724  
Email: emma\_woodley@staff.bond.edu.au

#### Postgraduate and International Onshore

Ms Elise Beck  
BOND UNIVERSITY QLD 4229  
Tel: (07) 5595 1017  
Fax: (07) 5595 4062  
Mobile: 0419 757 261  
Email: elbeck@staff.bond.edu.au

If you have any questions regarding your application please visit [www.bond.edu.au](http://www.bond.edu.au) or contact:  
Office of Recruitment & Admissions, Bond University, Queensland 4229, AUSTRALIA • Tel: (07) 5595 1024 • Int: +61 7 5595 1024