

# How to complete the application form

## NOTRE DAME APPLICATION FORM – PART 1

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### 1 PERSONAL DATA

- 1.1 Indicate whether you have previously studied at The University of Notre Dame Australia and provide your student number if applicable.
- 1.2 Please indicate if you are applying as a Safe Haven/Humanitarian visa holder or Seminarian.
- 1.3 Please provide your personal details as listed. Print your name clearly in block letters. If your name differs from that on any of your supporting documentation, you are required to provide proof of the change (for example, marriage certificate or change of name certificate).

Applicants under the age of 18 at the time of offer should be aware that an electronic Confirmation of Enrolment will not be issued until the applicant turns 18, except in the case of packaged offers made in conjunction with an approved provider.

- 1.4 If you are utilising the service of an education agency, please provide your agent's details. If applicable, the specified agency/agent will be authorised to access and discuss your application for admission and your academic record to The University of Notre Dame Australia with University staff. This authorisation will be applicable for the duration of the application process and, if applicable, the duration of your studies at Notre Dame unless otherwise directed by the applicant.
- 1.5 Please provide the details of your address and contact details in your home country and notification address for ongoing correspondence (in Australia or your home country).
- 1.6 Please provide your current passport and citizenship details.
- 1.7 Please state your religion. This information is required for statistical purposes only. While Catholic in its tradition, Notre Dame accepts all persons who support the Objects of the University, regardless of their faith [see page 7].

- 1.8 Please indicate languages spoken at home in order of use.
- 1.9 Please indicate whether you have any medical or special needs. Disclosing this information will not affect your admission to the University.

If relevant, successful applicants will be informed of services and support available through the University's Disability Support Officer. Your privacy and confidentiality will be respected and your personal information will be managed in line with the University's Privacy Policy. While disclosure is voluntary, if you do not advise the University of your requirements before commencing your studies, there may be a delay in making arrangements to meet your needs.

- 1.10 Please provide your emergency contact details. The University requires that all students nominate an emergency contact person. This is usually someone who is a close relative and/or someone in a position to respond to any action which the University deems appropriate in relation to your welfare. Under the provisions of the Privacy Act, the University will not reveal any personal information to any third party, unless required by law or expressly authorised by you.

### 2 APPLICATION TO STUDY

- 2.1 Please indicate the program and program code (ND Code) that you wish to apply for. You can include up to three program preferences, with your most preferred program as preference 1. Please indicate the Campus, commencement year and semester for which you are applying, taking into consideration the application due dates and commencement dates for each semester see: [notredame.edu.au/international/how-to-apply](https://notredame.edu.au/international/how-to-apply).
- 2.2 Please provide details of any current and/or previous education, including high school, vocational, college and/or university. These details will be used to assess your eligibility for your preferred program of study.

- 2.3 If you are applying for a Research program (i.e. Master of Philosophy, Master's by Research, Doctor of Philosophy or Professional Doctorate), please refer to research instructions on website: [https://www.notredame.edu.au/\\_\\_data/assets/pdf\\_file/0017/45305/How-to-Apply-for-Admission-to-a-Higher-Degree-by-Research.pdf](https://www.notredame.edu.au/__data/assets/pdf_file/0017/45305/How-to-Apply-for-Admission-to-a-Higher-Degree-by-Research.pdf).

If your employment has involved significant research experience, you will need to include two written references (one page) to verify this experience. Please include the name, professional position, email address and telephone number of each referee and indicate their relationship to you.

Please prepare an initial research proposal, of approximately one page in length, outlining your planned area of research. This should include how you plan to undertake the project, and analyse your findings. Where possible, list potential supervisors and indicate if you have had contact with them. Additionally, please include a description of any research projects you have undertaken in academic or professional contexts, and details of any resulting publications.

- 2.4 Where relevant, please provide details of any sponsorship or scholarships you have obtained or for which you intend to apply.
- 2.5 Please select the means by which you will demonstrate a sufficient level of English to study in your preferred program. Please attach a certified copy of results from an approved English test or transcripts from relevant study. Further information on recognised English proficiency tests, minimum scores, and study that can be used to demonstrate English proficiency can be found at [notredame.edu.au/international/how-to-apply](https://notredame.edu.au/international/how-to-apply).

**3. VISA AND OSHC**

- 3.1 Please indicate if you are currently completing Year 12 in Australia, or if you are enrolled in any Australian Educational institutions (including TAFE, language schools or university). If so, provide details and copies of any currently held electronic Confirmations of Enrolment.
- 3.2 Please indicate if you currently hold an Australian visa and, if so, provide details. Indicate if you or your dependants have ever breached a condition of a visa, been refused a visa, had a visa cancelled or been removed or deported from any country including Australia for any reason and, if so, provide details.
- 3.3 Please indicate your relationship status and whether you will be accompanied by your spouse and/or any school children. For further information on schooling for dependants, see [notredame.edu.au/international/moving-to-australia](http://notredame.edu.au/international/moving-to-australia).
- 3.4 Please indicate whether you have existing OSHC (Australian Health Insurance). If yes, please indicate the provider, the policy number and the expiry date of the cover. If applicable, attach a certified copy of your OSHC card with the application.
- If you do not have existing OSHC, please indicate the type of cover required.

**4. PERSONAL STATEMENT**

The University of Notre Dame's unique admissions process is focused on the whole person. The personal statement is designed to ascertain your reasons for seeking admission to Notre Dame: why you selected to come to this University; in what ways you think the University will meet your needs; and your reasons for wishing to pursue the program of study you have selected, outlining your interests and academic qualities relevant to the program.

Additionally, provide details of your future plans and how studying at the University will assist you in achieving your goals. Finally, the personal statement allows you to outline your contribution to school, church or community life.

For further information on the purpose of the Genuine Temporary Entrant Assessment visit: [homeaffairs.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant](http://homeaffairs.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant).

**5. CHOICE OF EDUCATION PROVIDER/ FUTURE BENEFITS**

- › Please indicate if you have read the Notre Dame International Program Guide or website.
- › Please indicate if there is a program similar to the one you are applying to study at Notre Dame which is available to study in your home country. If so, please explain why you have chosen to study in Australia at Notre Dame rather than in your home country.
- › Please explain why you have chosen to study at Notre Dame, rather than at another university either in your home country, another country or Australia. Explain why you have chosen the Sydney or Fremantle Campus.
- › Please indicate how many years have passed since you last studied (at high school, vocational training or university). If there is a gap (one or more years) in between your studies, please explain why there has been a gap in your studies (e.g. employment, family commitments, etc) and why you wish to study again now.
- › Please outline your future career plans and the employment opportunities in your home country for someone with the qualification you are seeking to undertake at Notre Dame.

**6. FUNDING YOUR STUDIES**

- › Please indicate if you are aware of living costs (e.g. accommodation, food, transport, study materials) for you and your dependants, associated with your studies in Australia. Specify your expected tuition fees for your studies for the entire duration of the program (i.e. annual tuition fee multiplied by the duration of the program).
  - › Please indicate whether you have access to sufficient funds to support yourself and any dependants for the duration of your studies in Australia and whether you are aware of the working restrictions for student visa holders in Australia.
  - › Outline who will be funding your studies in Australia and whether you are the recipient of any scholarships. Evidence of payee's income, employment, financial sponsorship and/or any scholarships will need to be provided.
- 7. CONNECTION TO AUSTRALIA**
- › If you have any relatives in Australia, please provide details.
  - › Please indicate where you intend to live when you are in Australia.
  - › Outline any ties you have to your home country (e.g. family living at home, employment, business opportunities, etc).

**DECLARATIONS & DOCUMENTATION CHECKLIST — PART 3****8. CHARACTER DECLARATION**

Please indicate whether you have been convicted of a criminal offence. This information will be treated in the strictest confidence.

**9. DOCUMENTATION CHECKLIST**

Please tick the checklist to ensure your application form and documents are complete. If the listed documentation is not applicable to your application, tick the N/A (Not Applicable) column.

You may obtain certification of documents by presenting both the original documents and photocopies of these documents to a certifying agent. Overseas, certifying agents include: Australian Consular official, High Commission or Trade official, or Public Notary. Documents can also be certified by one of Notre Dame's contracted agent

partners (see [notredame.edu.au/international/agents](http://notredame.edu.au/international/agents)).

Certified translations completed by a National Accreditation Authority for Translators and Interpreters (NAATI) translator should be provided for qualifications written in a language other than English. Both the certified translation and a certified copy of the original document should be attached to the application.

**10. APPLICANT DECLARATION**

Please complete the declaration, having read all information on the form. Applications will not be processed without a signature.

Please use BLOCK/CAPITAL letters, indicate with "N/A" where questions are not applicable and tick boxes  where appropriate.

**Application type**  Pathway program (Academic English Bridging)  Undergraduate Postgraduate:  Coursework  Research

## 1. PERSONAL INFORMATION

1.1 **PREVIOUS NOTRE DAME STUDY** Have you been a student previously at Notre Dame?  Yes  No

If yes, what was your student number?

1.2 Are you applying as a:  Safe Haven/Humanitarian visa holder **or**  Seminarian Seminary name:

### 1.3 PERSONAL DETAILS

Title  Surname/Family name  First name  Second/Middle name

Given name as shown in your passport (if different to above)

Have you been known by another name?  Yes  No If so, what was your previous name?

Date of birth   •   •     Gender  Male  Female

1.4 **AGENCY ASSISTANCE** – This section is to be completed ONLY if you have utilised the service of a registered education agency or authorised representative of Notre Dame.

Agency name  Agent's name

Agency email  Agency telephone number

The specified Agency or authorised representative will be permitted to access and discuss your application for admission and your academic record to The University of Notre Dame Australia with University staff. This authorisation will be valid for the duration of the application process and, if successful for an offer, the duration of your studies at Notre Dame unless otherwise directed by the applicant.

### 1.5 CONTACT INFORMATION

**Home address – international students must provide their overseas home address.**

Address

Town/suburb

State/country  Postcode

Telephone (include country code)   Mobile/cell

Email

**Notification address** – this address is for all correspondence during the application process. Print 'as above' if the same as home address.

Address

Town/suburb

State/country  Postcode

Telephone (include country code)   Mobile/cell

1.6 **PASSPORT DETAILS** (If you are a Safe Haven/Humanitarian visa holder, please provide a copy of your ImmiCard).

Passport number  Expiry date

Country of citizenship  Country of birth

### 1.7 RELIGION

Anglican (Church of England)  Baptist  Buddhist  Catholic (incl. Maronite, Melkite & other Eastern Catholics)  Hindu  Jewish  
 Lutheran  Muslim  Orthodox  Presbyterian  Uniting Church  No religion Other

Notre Dame Australia welcomes and accepts applications from people of all faiths or none at all who understand and respect the Objects of the University.

1.8 **LANGUAGES** – Please list all languages spoken at home in order of use.

1.  2.  3.  4.

1.9 **MEDICAL OR SPECIAL NEEDS** – Disclosing this information will not affect your admission to the University.

Do you require medical/disability support?  Yes  No If yes, please describe

Would you like to receive information on medical/disability support services, equipment and facilities available that may assist you?  Yes  No



## 2.4 SPONSORSHIP INFORMATION (Sponsored applicants only)

Do you already have a sponsor/scholarship from an organisation or government?  Yes  NoIf you do not have a sponsor/scholarship, do you intend to apply for a scholarship?  Yes  NoSponsor/scholarship name Country Email 

**NB: If your sponsor fails to fulfil its financial obligations, you will be liable for any outstanding fees, charges, debts or any other specified amount properly incurred. Please attach copies of letter of guarantee documents from your sponsor (if available) and/or copies of any scholarship letters.**

2.5 ENGLISH PROFICIENCY – is English your first language?  Yes  No

Students must demonstrate evidence of having a level of English sufficient to succeed in their chosen program of study. Further information regarding recognised English proficiency tests, minimum scores, and study that can be used to demonstrate English proficiency see [notredame.edu.au/international/how-to-apply](http://notredame.edu.au/international/how-to-apply).

**Please select one of the following:** I have taken a recognised English proficiency testName of test Score 

Date of test

 /  /  I will take a recognised English proficiency test on /  /  I have undertaken relevant secondary or tertiary study which demonstrates English proficiency (see [notredame.edu.au/international/how-to-apply](http://notredame.edu.au/international/how-to-apply))

## 3. VISA AND OSHC

## 3.1 CURRENT STUDY

Are you currently studying at another institution in Australia or have you been recently issued with any electronic Confirmations of Enrolment?  Yes  No

If yes, please complete the details below and provide a copy of all currently held electronic Confirmations of Enrolment.

Institution name	Program name	Date started	Anticipated end date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3.2 AUSTRALIAN VISA DETAILS

Do you currently hold an Australian visa?  Yes  No – If yes, please provide the following information:

Date granted

 /  / 

Expiry date

 /  / 

Visa subclass

If yes, did you lodge your student visa application in Australia?  Yes  No**Please note: You are required to provide copies of your current visa with this application.**Have you or have any of your dependants breached a condition of a visa, been refused a visa, had a visa cancelled or been removed or deported from any country including Australia for any reason?  Yes  No

If so, which country, when and for what reason? Please attach refusal/cancellation letter/s.

## 3.3 DEPENDANTS

What is your relationship status?  Single  Engaged  Married/De Facto  DivorcedIf in a relationship, what is your spouse's occupation? What is your spouse's highest level of education? Do you have any dependants?  Yes  No – If yes, how many? Will you be accompanied to Australia by: i. School children (aged 5-16 years)  Yes  No – If yes, how many? ii. Spouse  Yes  No

Student dependants cannot enrol in a government school unless they meet the criteria set by the Department of Education in your State. You must otherwise enrol your dependants in a registered non-government school. For more information see [notredame.edu.au/international/moving-to-australia](http://notredame.edu.au/international/moving-to-australia). Please contact the International Office if you will be accompanied by any school-aged children.

3.4 OVERSEAS STUDENT HEALTH COVER (OSHC) – Do you have existing Overseas Student Health Cover?  Yes  NoIf yes: Name of insurance provider Insurance policy number 

Valid from

 /  / 

to

 /  / If no: Type of cover required:  Single  Couple  Family

**Please note:** if you do not have existing OSHC with an existing provider for the duration of your program The University of Notre Dame Australia will organise this on your behalf after payment has been received.

**4. PERSONAL STATEMENT**

This section aims to assess your reasons for applying to Notre Dame and motivations for pursuing your program of interest.

**4.1 CHOOSING NOTRE DAME**

How did you find out about Notre Dame?

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Do you know anyone who is currently or has previously studied, worked, or had affiliation with Notre Dame?

Name	Years of involvement with Notre Dame	Type of involvement (e.g. staff member, alumni, current student)

What appeals to you about studying at Notre Dame?

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Why have you chosen to study the program you are applying for?

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**4.2 FUTURE PLANS**

How will studying your chosen program help you with your future goals?

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What are your plans for employment after you finish your studies?

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**4.3 COMMUNITY INVOLVEMENT**

What is your current employment status?  Employed  Self-employed  Unemployed  Student

If currently working, what is your current position?

Please outline any of your current or previous **community involvement** (e.g. volunteer work, community groups, school participation, sports, etc).

Period involved	Organisation	Involvement

Please outline any **leadership experiences** you have held previously or currently (e.g. in school, university, work, community or sporting groups).

Period involved	Organisation	Involvement

# Genuine Temporary Entrant (GTE) Assessment **PART 2**

This form is a tool intended to assist international students and their agents to demonstrate that the applicant meets the Australian Government's Genuine Temporary Entrant (GTE) criteria. It is designed to manage the immigration risk of the University's students and prospective students, and based on information published by the Australian Department of Home Affairs.

The form should be completed correctly by the applicant as well as the education agent (if the student is using an agent) and all required documentation should be attached. For further information visit: [www.homeaffairs.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant](http://www.homeaffairs.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant).

If you intend to commence at Notre Dame as a non-subclass 500 visa holder please continue to **PART 3** of the application.

## 5. CHOICE OF EDUCATION PROVIDER/FUTURE BENEFITS

Have you read Notre Dame's International Program Guide or looked at the Notre Dame website [notredame.edu.au](http://notredame.edu.au)?  Yes  No

Is there a similar program available to study in your home country?  Yes  No

Why did you choose Notre Dame over other education providers in Australia or overseas?

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Why have you chosen to study in Sydney or Fremantle?

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How many years since you last studied?

If there is a gap (one or more years) in between your studies, please explain what you were doing in this time.

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What employment opportunities are available in your home country for someone with the qualifications you are seeking?

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## 6. FUNDING YOUR STUDIES

Are you aware of the living costs (see page 25) associated with your studies in Australia?  Yes  No

What are the expected expenses for tuition fees for the entire duration of your program?

Do you have access to sufficient funds to support you (and your dependants, if applicable) for your total time studying in Australia?  Yes  No

Are you aware of the working restrictions whilst studying full-time in Australia?  Yes  No

Who will be paying for your studies and living expenses while in Australia? (Please provide evidence of the payee's income or approved bank loan.)

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## 7. CONNECTION TO AUSTRALIA

If you have any relatives in Australia, please complete the following:

Name

Relationship to you (e.g. brother)

Immigration status

Address

Town/suburb

State

Postcode

What type of accommodation do you intend to live in while studying at Notre Dame? (See pages 24–25 for accommodation information).

Homestay  With a relative  With a friend  On-Campus accommodation (Fremantle only)  External student accommodation  
 Shared accommodation  Other (please specify)

If you have pre-arranged accommodation, please list the address.

Address

Town/suburb

State

Postcode

Do you have any family or business obligations in your home country (e.g. family, business, etc)?  Yes  No If yes, please provide details.

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## Declarations and checklist **PART 3**

### 8. CHARACTER DECLARATION

Have you ever been convicted of a criminal offence?  Yes  No The disclosure of previous criminal offences will be treated in strict confidence.

### 9. DOCUMENTATION CHECKLIST

Please attach the following documentation in support of your application. Where the documentation is not applicable to your situation, mark N/A.

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|---|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Certified/notarised transcripts and certificates of completion together with certified/notarised English translations of all academic studies undertaken (including studies not completed).   |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Certified/notarised documentary evidence of English language proficiency applicable to your chosen program of study (see <a href="http://notredame.edu.au/international/how-to-apply">notredame.edu.au/international/how-to-apply</a> )   |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Certified copies of electronic Confirmations of Enrolment issued from other Australian educational institutions.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Certified copies of personal details and photo pages of passport.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Certified copy of Australian Visa page of passport or Visa Grant Notice.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Certified copy of existing overseas student health cover (OSHC).  |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Curriculum vitae.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Any previous visa refusal or cancellation letters.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Evidence of your ability to pay tuition fees and living expenses while in Australia, such as payee's income or approved bank loan, which may include: <ul style="list-style-type: none"> <li>› Bank statements from the past six months. The source of any recent lump sum deposits needs to be explained and documented.</li> <li>› Employment certificate with salary information</li> <li>› Business registration certificate (if applicable).</li> <li>› Bank loan – the loan letter must state the source and owner of the collateral used to secure the loan plus the length of loan and monthly repayments.</li> <li>› Financial sponsorship declaration</li> <li>› Proof of relationship with the sponsor.</li> </ul> |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Copy of any scholarship letter(s).  |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <b>If your name differs from that on any of your supporting documentation:</b> Proof of your change of name (e.g. marriage certificate, change of name certificate, etc.).  |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <b>Research applicants only:</b> An initial research proposal (see point 2.3 of How to complete the application form).  |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <b>If applicable;</b> at least two written references from your employment verifying any significant research work completed as part of your work experience, including the contact details of the person writing the reference.  |

### 10. APPLICANT DECLARATION – I declare that:

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|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> I have completed all sections of this application form.</li> <li><input type="checkbox"/> I have included all documentation relevant to my application.</li> <li><input type="checkbox"/> To the best of my knowledge, the information I have supplied in this application and the documentation supporting it is true, correct and complete.</li> <li><input type="checkbox"/> I understand that if I have provided false information in my application, that the University reserves the right to provide details of the false information to other universities or educational institutions or any other authority which the University considers is appropriate to inform.</li> <li><input type="checkbox"/> I have sufficiently read and understood the information provided by Notre Dame in the International Program Guide and/or Notre Dame website <a href="http://notredame.edu.au">notredame.edu.au</a> relating to the program I have selected, application procedures, fees, Overseas Student Health Cover and Refund Policy.</li> <li><input type="checkbox"/> I am aware of the likely costs of my stay in Australia and have the necessary financial capacity to meet such costs for the duration of my program. I undertake to make timely payments of any fees or associated costs for which I am liable.</li> <li><input type="checkbox"/> I authorise the University to audit my application by: <ul style="list-style-type: none"> <li>› obtaining official records from any institution I have attended; or</li> <li>› conducting any other enquiries to otherwise verify documents presented with my application including, but not limited to, evidence of English language proficiency and referee reports and enquiries to determine whether I have any undeclared study.</li> </ul> </li> </ul> <p>Accordingly, I consent to the University providing my personal information to any relevant third party for these purposes. If requested, I will provide original documents to support my application.</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> I authorise the specified agency/agent to be permitted to access and discuss my application for admission and my academic record at The University of Notre Dame Australia with University staff.</li> </ul> <p><b>This authorisation will be valid for the duration of the application process and, if successful for an offer, the duration of your studies at Notre Dame.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I understand that any disclosure of previous criminal offences will be treated in strict confidence.</li> </ul> <p><b>Please note that obtaining a current approved police clearance is a prerequisite for some programs.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I understand that the Department of Home Affairs will undertake their own determination of any criterion for visa purposes and that any information relating to my application may be provided to the Department.</li> <li><input type="checkbox"/> I understand that if I accept an offer of admission from The University of Notre Dame Australia that I am required to complete a minimum of six months study in my principal program.</li> <li><input type="checkbox"/> I acknowledge and accept that the University may vary or cancel any decision made or reject this application on the basis of incorrect, incomplete or fraudulent information provided by me or by my referees. I recognise that it is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to the University. Where fraudulent documents are detected, I understand that my application will be rejected or if an offer has been made, it will be withdrawn or if I have already enrolled, my enrolment will be cancelled. All matters concerning fraudulent documentation may be reported to the relevant Government and statutory authorities, including the Department of Home Affairs (DHA).</li> </ul> |
|--|---|

Signature

Date

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