

### ANU Agent Manager (Apply Online) for Undergraduate

*This is not an application form and must not be sent to the University as a paper-based application. It is a form to be used only by ANU agents to register application details that should then be entered into the ANU Apply Online system. Soft-copies of this form can be obtained at: <http://students.anu.edu.au/for/agents/>*

**1. Program of Study** You can indicate your preferences for up to three coursework programs.

First Preference:

Program/Plan Name	Code

Second Preference:

Program/Plan Name	Code

Third Preference:

Program/Plan Name	Code

Proposed Honours Enrolment? Yes  No

Reason for late application (if applicable)

Expected Commencement Year and Session:  (Semester 1 2013, Semester 2 2013 etc)

**2. Personal Details** Please enter your details as they appear on official documents (e.g. Your passport or birth certificate)

Are you currently or have you previously studied at ANU? If so, please specify your student number (if known):

University ID: (Numeric Only)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Family Name:

Title:

Date of Birth: 

D	D	M	M	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Given Names:

Email:

Previous Family Name (if any):

Gender:  M /  F

**Mailing Address:** (The address where you would like official documentation mailed to, do not use a PO Box address) Failure to provide a day telephone, fax or email contact could delay processing of your application.

<input type="text"/>	 <b>ACIC</b> Level 5, HSBC Centre, 580 George Street, Sydney PO Box K34, Haymarket, NSW 2000 Tel: 02 9286 3799, Fax: 02 9286 3788 Email: <a href="mailto:admissions@acic.com.au">admissions@acic.com.au</a>	<input type="text"/>
<input type="text"/>		<input type="text"/>
State		<input type="text"/>
Country		<input type="text"/>

Phone:   
 Mobile:   
 Fax:

**Home Address:** (This is your permanent home address)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	Postcode <input type="text"/>
Country	<input type="text"/>	<input type="text"/>

**3. ATSI, Citizenship & Visa Details**

Are you an Australian citizen, Permanent Resident or hold an Australian Humanitarian Visa?

Are you an Aboriginal or Torres Strait Islander?

If you were born outside Australia, the date of your first arrival: 

D	D	M	M	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Country of Citizenship:

Country of Birth (if born outside Australia):

Have you applied for permanent resident status in Australia? Yes^  No

(Evidence will be required upon enrolment)

^Date: 

D	D	M	M	Y	Y
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Passport Number:

Are you already in Australia? Yes  No

If yes, Visa Category:

If you hold a visa with a category other than a student visa you should attach a certified copy of your visa

Visa Expiry Date: 

D	D	M	M	Y	Y
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#### 4. English Language Proficiency (International Applicants only)

The University's English Language Proficiency will not be waived under any circumstances. All requirements must be met. Please refer to the following link for more information: [http://info.anu.edu.au/studyat/International\\_Office/getting\\_in/englishreqmts.asp](http://info.anu.edu.au/studyat/International_Office/getting_in/englishreqmts.asp) . For advice on the Australian Government's requirements to receive a visa, please see [www.immi.gov.au](http://www.immi.gov.au)

Is English your first language? Yes  No

Have you already studied in English? Yes  No

If yes, at what level? (Only include studies that are taught and examined in English, evidence is required)

Test Name: (e.g. TOEFL, IELTS)

Date taken: 

D	D	M	M	Y	Y
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Overall Score:

Band Score - Reading:

Band Score - Writing:

Band Score - Speaking:

Band Score - Listening:

Attach a copy of your English Language Test results.

#### Other English Language Test If you have made other attempts for an English Language Test please provide details

Test Name:

Date taken: 

D	D	M	M	Y	Y
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Overall Score:

Band Score - Reading:

Band Score - Writing:

Band Score - Speaking:

Band Score - Listening:

Attach a copy of your English Language Test results.

#### 5. Educational Details: (ANU students must list studies at ANU and any other institutions)

##### Please provide details of your secondary school studies and/or special tertiary admission schemes:

Type of Studies/Scheme:

Name of the Institution where the studies have been undertaken:

State/Country where the studies have been taught/examined:

Attended from: Month  Year

Attended to: Month  Year

Has the qualification been completed? Yes  No

What is the Language of Instruction and Examination for this award?  
(if other than English, evidence required if taught overseas)

Attach a certified copy of your results

List all attempts at final Secondary School Examinations:

Type of Study: (e.g. College, tertiary)

Name of Examination (e.g. GCE 'A' Levels, HSC, STPM):

Name of the Institution where the studies have been undertaken:

State/Country where the studies have been taught/examined:

Attended from:

Month

Year

Attended to:

Month

Year

What stage has been reached or has the degree been Awarded?:

Please attach a copy of your results

### Post-Secondary Studies:

Have you undertaken Post-Secondary studies that you are enrolled in or have completed. e.g. Diploma/Degree?

Yes

No

Details of Study: (e.g. Master of Arts)

Name of the Institution where the studies have been undertaken:

State/Country where the studies have been taught/examined:

Attended from:

Month

Year

Attended to:

Month

Year

What stage has been reached or has the degree been Awarded?:

What is the Language of Instruction and Examination for this award?  
(if other than English, evidence required if taught overseas):

Please attach a copy of your results

### Provide details of any other previous study information that is relevant to this application

Details of Study: (e.g. Master of Arts)

Name of the Institution where the studies have been undertaken:

State/Country where the studies have been taught/examined:

Attended from:

Month

Year

Attended to:

Month

Year

What stage has been reached or has the degree been Awarded?:

What is the Language of Instruction and Examination for this award?  
(if other than English, evidence required if taught overseas):

Please attach a copy of your results

Do you expect to obtain a qualification this year (outside of ANU)?

Yes

No

If yes, name of qualification:

Have you ever been excluded (or are you facing exclusion) from a program/course on academic or other grounds?

Yes

No

If yes, attach details on a separate sheet

### 6. Agent Details (if applicable)

Note: The Australian National University only allows certain government or educational organisations to act on behalf of applicants. Your agent should know whether they are permitted to act as an ANU agent. Refer to [http://info.anu.edu.au/studyat/International\\_Office/getting\\_in/agents/index.asp](http://info.anu.edu.au/studyat/International_Office/getting_in/agents/index.asp) for a list of recognised agents.

ANU Agent ID :

Agent Name :

ACIC

Agent Email:

admissions@acic.com.au

**7. How did you learn about ANU?** (Please tick  the relevant box/es.)

List of Options:	<input checked="" type="checkbox"/>	(Please provide details).
Australian Diplomatic Mission	<input type="checkbox"/>	
Australian Education Centre	<input type="checkbox"/>	
Agent	<input checked="" type="checkbox"/>	
Student or alumni of ANU	<input type="checkbox"/>	
College or university	<input type="checkbox"/>	
Employer	<input type="checkbox"/>	
Education exhibition	<input type="checkbox"/>	
International Education Office (IEO)	<input type="checkbox"/>	
Friend/relative familiar within Canberra/Australia	<input type="checkbox"/>	
Newspaper or magazine advertisement	<input type="checkbox"/>	
Visit to ANU campus	<input type="checkbox"/>	
ANU academic staff member	<input type="checkbox"/>	
ANU website	<input type="checkbox"/>	
Summer Research Scholarship	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

**8. Declaration and Signature** (all applicants to complete)

- I certify that I have read the instructions and understood the questions on this form and that the answers are true and correct.
- I authorise the University to audit my application by obtaining official records from any institution I have attended or 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. 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.
- 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. Further, if a visa has been issued, the Department of Immigration and Citizenship (DIAC) will be notified. All matters concerning fraudulent documentation may be reported to the relevant Government and statutory authorities.
- If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to any relevant authority which may include the Department of Immigration and Citizenship (DIAC).
- I understand that ANU may disclose the personal information I have given in this application to the Department of Immigration and Citizenship (DIAC) (International Students only) and the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) and that DIISRTE will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS) or the Provider Registration and International Students Management System (PRISMS). DIISRTE may also disclose the information to the Australian Taxation Office (ATO).
- I understand that I am responsible for payment of all tuition fees by the due dates and for my living expenses unless I have been awarded a scholarship or sponsorship which covers these costs. *I am able to make appropriate arrangements to fund my studies.* I have read and understood the tuition fee refund policy available at <http://www.anu.edu.au/sas/fees/#refunds>
- I understand that international students who are made an offer of admission will be required to provide passport details upon acceptance of offer and that the University may provide information, personal and academic to any authority legally entitled to request it.

Applicant's Signature:

Date:

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**Documentation to Accompany your application**

Please attach copies of transcripts of Academic Records and evidence of completion of all qualifications. If you send original documents they will not be returned to you. Do not delay in submitting an application if you are waiting for results of current study. Forward your results or transcripts as soon as they become available.

Current or previous ANU students should list all studies attempted, but need not provide a transcript from the ANU.

**Acknowledgement of Application**

All Applications are acknowledged once submitted online. You do not need to contact the University to confirm receipt. Any change of address or details must be notified in writing to the Admissions Office.

**Read this form carefully, sign it and return it with your application documents.**

**You must submit a transcript for each academic qualification you have attempted. You must submit a transcript and testamur for each academic qualification you have completed. All documents must be scanned in colour with no alterations (including the size of documents).**

The preferred method for receipt of documents is below (See reverse for requirements for translated documents):

*Testamurs (Graduation Certificate):* Scan original document and attach to your application. Scan must be in colour.

*Transcripts:* Request original transcripts to be sent directly from your institution to the Admissions Office at ANU. Transcripts can be scanned in colour and attached to your application or emailed to the Admissions Office ([admissions@anu.edu.au](mailto:admissions@anu.edu.au)). However, this may delay the processing of your application as it is not the preferred method for that documentation.

*Letters or supporting statements:* Originals to be sent directly from the issuing body to the Admissions Office. Letters forwarded via the applicant cannot be accepted.

*Referee Reports:* Must be sent directly from the referee to the Admissions Office. Referee reports forwarded via the applicant cannot be accepted. See <http://www.anu.edu.au/sas/forms/referee-form-research.pdf> for form.

### Auditing of Documents

The Australian National University does not require certified copies of documents to be provided during the application process. Instead, applications for admission are audited by contacting the issuing body and requesting confirmation of the documents presented. Information on the audit processes we may undertake are outlined in the declaration on the application form and repeated below:

- I authorise the University to audit my application by obtaining official records from any institution I have attended or 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. 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.
- 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. Further, if a visa has been issued, the Department of Immigration and Citizenship (DIAC) will be notified. All matters concerning fraudulent documentation may be reported to the relevant Government and statutory authorities.
- If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to any relevant authority which may include the Department of Immigration and Citizenship (DIAC).

**I hereby authorise The Australian National University to audit my qualifications as specified below:  
(Please complete a separate line for each qualification attempted or completed)**

Name of Award: \_\_\_\_\_ Issuing Institution: \_\_\_\_\_  
 Name of Award: \_\_\_\_\_ Issuing Institution: \_\_\_\_\_  
 Name of Award: \_\_\_\_\_ Issuing Institution: \_\_\_\_\_

Applicant name (print): \_\_\_\_\_

Date of Birth:

D	D	M	M	Y	Y
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ANU ID: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date:

D	D	M	M	Y	Y
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## DOCUMENTS SUBMITTED WITH APPLICATIONS FOR ADMISSION

### TRANSLATION OF DOCUMENTS

If official qualification documents related to an Application for Admission are not in English, the applicant must supply the following documents (scan and attach to application):

- the original language transcript of studies showing subjects and results
- the original language award certificate
- an English translation of these documents
- a copy of the grading scale

The translation must be from one of the following organisations:

- [Community Relations Commission for Multicultural New South Wales](#)
- Interstate office of either the Ethnic Affairs Commission or the Department of Immigration and Citizenship (DIAC)
- Australian diplomatic missions
- A translator accredited by [National Accreditation Authority for Translators & Interpreters \(NAATI\)](#)
- A Government or other recognised translation authority. Please contact the ANU Admissions Office to determine if the authority is approved to provide translations.

**Copies translated by any other sources will not be accepted. Self-translated documents are not acceptable.**