

# Study Abroad Application Form

SAMPLE FORM  
FALL 2014



THE UNIVERSITY OF  
SYDNEY

Application for Study Abroad and Exchange students

Please note: This form must be submitted with a completed Unit of Study Enrolment Form. For more details please visit: [sydney.edu.au/studyabroad](http://sydney.edu.au/studyabroad). This application form is for Study Abroad and Student Exchange only.

DEADLINES FOR APPLICATION: First Semester 30 November - Second Semester 30 April. Late applications may be considered.

## 1 Previous Enrolment

Have you applied to the University of Sydney before? No ☒ Yes ☐  
If yes, provide your Student Identification No.   
Do you currently hold an Australian visa? No ☒ Yes ☐  
If yes, which type?

## 2 Agent Details

Program applied for ☐ Study Abroad OR ☒ Student Exchange\*  
\*If you are applying for Student Exchange attach an official letter of nomination from your home institution.

### Start semester

☐ March semester OR ☒ July semester 2014 year

Length of study: ☒ One semester OR ☐ Two semesters

Type of study: ☒ Undergraduate Coursework OR

☐ Postgraduate Coursework OR ☐ Postgraduate Research\*\*

\*\* Research Proposal (Postgraduate Research applicants only)

If you are applying to undertake a research assignment as part of Exchange or Study Abroad, attach a statement which includes:

- your proposed research area, including a clearly defined topic
- a 100-word statement outlining your research plans
- name of your proposed supervisor at University of Sydney (please attach a copy of correspondence indicating their willingness to consider your application).
- details of your previous research experience, including details of theses completed elsewhere and papers published.

## 3 Personal Details

You MUST provide your personal details as they appear in your passport. Please write CLEARLY & IN CAPITAL LETTERS.

Title  Family/last name:

Personal/first names:

Date of birth:  /  /  Gender: Male ☐ Female ☐

Correspondence address: House number & street + Suburb/town

Postcode / zip:  Country:

Permanent home address: If same as Correspondence address, write "As above"

Postcode / zip:  Country:

Tel:  Fax:   
(Include Country code+Area code)

Mobile:   
(Include Country code+Area code)

Applicant's Email:   
(compulsory)

Country of citizenship:

## 4 Agent Details

If you appoint a University of Sydney authorised agent to manage your application, you authorise the University to release personal information and visa documentation relevant to your application to the agent. If you submit your application through an agent, please provide the following:

Agency name: N/A

Agent Number (code): N/A

Agent Stamp

## 5 English Requirements

Have you completed secondary / tertiary studies that were taught, examined and assessed entirely in English? Yes ☐ No ☐

If yes, which qualification? N/A

Country N/A Date completed N/A / N/A / N/A

Have you taken an English language proficiency test within the last 2 years?

Yes ☐ No ☐ If yes, which test? N/A

Test date N/A / N/A / N/A Score N/A \*Attach certified copy of your test report.

For more information on whether you need to provide evidence of English Language Proficiency please visit: [sydney.edu.au/future\\_students/study\\_abroad/admissions/language\\_requirements.shtml](http://sydney.edu.au/future_students/study_abroad/admissions/language_requirements.shtml)

## 6 Home Institution

Name of your home institution

BOSTON UNIVERSITY STUDY ABROAD

Address of your home institution

800 COMMONWEALTH AVE

City/town BOSTON State Postcode/zip MA 02215

Country USA

## 7 Current Studies

Name of current degree BACHELOR OF SCIENCE

Commenced N/A / N/A / N/A

Average mark/grade or Current Cumulative GPA:

Majors

Current year: ☐ 1st year ☐ 2nd year ☐ 3rd year ☐ 4th year

☐ Other (please explain):

Expected year of graduation: N/A / N/A / N/A Units of study you are enrolled in (current semester):

\* Attach an original or certified copy of an official transcript of study completed to date, listing each unit of study (subject) completed with results and marks achieved. Also attach an official certified English translation of any documents that are not in English.

fill out with your info

fill out as shown

enter your info

enter course names



## 8 Tertiary Studies

You must provide details of ALL university or college courses that you have completed or attempted (or that you expect to complete before commencing at the University of Sydney). Full certified details must be attached.

|   | Course 1 | Course 2 | Course 3 |
|---|----------|----------|----------|
| Course Name                                     |          |          |          |
| Institution:                                    |          |          |          |
| Country:  |          |          |          |
| Years of attendance (MM/YY to MM/YY)            |          |          |          |
| Have you completed this course?                 |          |          |          |
| Normal full-time program duration (eg. 3 years) |          |          |          |
| Class or grade of completed program             |          |          |          |

(see transcript)

write this

## 9 Scholarships

Do you hold a scholarship? No ☒ Yes ☐ Name

|  |
|--|
|  |
|  |

Attach documentation showing awards of scholarship or sponsorship. More information: [sydney.edu.au/future\\_students/scholarships.shtml](http://sydney.edu.au/future_students/scholarships.shtml)

## 10 Study Abroad Internships

☐ Are you interested in applying to the Study Abroad Internship Program?

☐ Please attach your most recent curriculum vitae and a cover letter outlining your area of interest.

The Study Abroad Internship program gives you the opportunity to complement your academic study with meaningful industry experience. The study abroad internship is worth 6 credit points. In general, students selected for the program will enrol in 3 classes plus the internship. In case your application to the study abroad internship program is unsuccessful, prospective students are advised to also enrol for an additional class. Placement will be finalised by the third week of classes.

Study abroad internships are allocated on a competitive basis. To be considered for this program you must:

- Have satisfied all the entry requirements to study abroad program;
- Have completed at least two years of tertiary study; and
- Sit an interview after your arrival in Sydney.

Please note: the International Office will make every effort to offer internships to all eligible students however placement cannot be guaranteed prior to interview.

### STUDENTS WITH DISABILITIES

If you have a disability you may be eligible to access services offered by the University of Sydney, through Disability Services. To access this assistance you must first register with Disability Services, preferably before you commence study. It is important to note that the assistance and services that you receive at your home institution may not be the same as those available in Australia.

[sydney.edu.au/disability](http://sydney.edu.au/disability) We recommend you contact a Disability Services Officer ([disserv@usyd.edu.au](mailto:disserv@usyd.edu.au)) prior to accepting your offer to ensure you are fully aware of the registration process requirements and the assistance available at the University of Sydney.

### PERSONAL INFORMATION AND PRIVACY PROTECTION STATEMENT

The University of Sydney is subject to the New South Wales Privacy and Personal Information Protection Act 1998 (the Act). The personal information you provide for this application will be protected in accordance with the University Privacy Policy. The information provided in the first instance will only be used by the University for assessing your application for a place in the program for which you have applied. If unsuccessful, the information will be retained in the records of the University of Sydney only for the University of Sydney's use for a period of 12 months and will not be disclosed except with your permission, in accordance with the University Privacy Policy. Under the Freedom of Information Act and the University Privacy Policy you have a right to access and correct any personal information concerning you held by the University in its current and financial databases. Routine corrections, changes and enquiries should, in the first instance, be directed to the International Office.

By signing this application it is understood that you have read this statement and agree to the use and disclosure of your personal information as outlined above. Full details: [sydney.edu.au/privacy.shtml](http://sydney.edu.au/privacy.shtml)

Note: The information provided on this application form may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code.

### UNIVERSITY REPRESENTATIVES

Exchange applicants must lodge applications via your home institutions. Study Abroad applicants may lodge applications through any of the University of Sydney's representatives or through your home institution, if a direct partnership exists with the University of Sydney. For full contact details of all our international representatives and partners, please visit [sydney.edu.au/internationaloffice/partners](http://sydney.edu.au/internationaloffice/partners). Study Abroad applicants may also lodge applications directly with the University of Sydney.

## 11 Document Checklist

Attach to your application

All these documents must be originals, or certified copies of original documents. Certifications must be done either by the institution issuing them or by an approved University of Sydney representative.

☐ All certificates, transcripts or marks sheets (giving a complete list of the subjects studied and the results obtained for any programs you have completed or are currently enrolled in). If incomplete, include official documentation stating when you will finish your study and the name of the qualification(s) you will be awarded. Official grading system must be provided with transcripts. Information on how marks are awarded is essential (eg numerical marks for distinction/first class, pass mark or fail mark).

☐ Documentary evidence of any professional qualifications

☐ Documentary evidence of any English language qualifications

☐ Official translations of any document not in English

☐ Official letter of nomination from home institution (exchange students only) (See Section 2)

☐ Research proposal documents (postgraduate research students only) (See Section 2)

☐ Documentation regarding any scholarship, funding or sponsorship I have been awarded for my study at the University of Sydney (See Section 4)

☐ Unit of Study Enrolment Form with supplementary documentation, as required. Download form at [sydney.edu.au/documents/future\\_students/USyd\\_UoS\\_Enrolment\\_Form.pdf](http://sydney.edu.au/documents/future_students/USyd_UoS_Enrolment_Form.pdf)

☐ Attach evidence of name change, if applicable.

See [sydney.edu.au/internationaloffice/agents](http://sydney.edu.au/internationaloffice/agents) for more information.

See [sydney.edu.au/future\\_students/study\\_abroad/](http://sydney.edu.au/future_students/study_abroad/) for more information.

## 12 Declaration

Please read these declarations carefully. By signing this declaration you declare that you understand and agree to these terms.

I understand that:

- any appointed representative will receive information about the status of my application, and may receive my transcript of studies at the end of my program at the University of Sydney
- the University of Sydney may vary or cancel any decision it makes if the information I have given is incorrect or incomplete
- the University of Sydney may obtain official records from any educational institution I have previously attended
- all documents submitted become the property of the University of Sydney and will not be returned
- I am fully responsible for my educational and living expenses while studying at the University of Sydney
- the University of Sydney or the Australian Government cannot help me if I run short of funds.

I agree:

- to comply with the rules on admission and enrolment of the University of Sydney
- to tell the International Office immediately if there is any change to the information I have given in this application.

I have read and I consent to the University's Privacy Statement The information I have given in this application is true and correct

|            |
|------------|
| Signature: |
|------------|

Date: / /

Unsigned applications will not be processed. Applications must be signed by the applicant personally. Third parties must not sign on the applicants behalf.

The University reserves the right to make alterations to any information contained within this publication without notice. CRICOS Provider Code: 00026A June 2010