



**Murdoch**  
UNIVERSITY

## Application for Study Abroad Semester

### 1. Agent Details

I hereby nominate the below Agent to submit this application to the Murdoch University on my behalf including all necessary documents, and to act as my representative for all future correspondence.

Name of agent	<b>GOstralia!</b>
Office	<input type="checkbox"/> Stuttgart <input type="checkbox"/> Hamburg <input type="checkbox"/> Berlin <input type="checkbox"/> Dortmund <input type="checkbox"/> Koeln

### 2. Personal Details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr. <input type="checkbox"/> Prof.
Family name	
Given name(s)	
Preferred given name	
Date of birth	___/___/_____ (dd/mm/yyyy)
Gender	<input type="checkbox"/> male <input type="checkbox"/> female
Email address	

### 3. Residency Details

Citizenship	
Passport number	
Passport expiry date	___/___/_____ (dd/mm/yyyy)
Country of birth	
Are you a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a valid Australian visa?	<input type="checkbox"/> No <input type="checkbox"/> Yes: Visa name: _____
Have you previously studied at Murdoch University?	<input type="checkbox"/> No <input type="checkbox"/> Yes: ID _____

### 4. Contact Details

Street name & number	
City	
State	
Country	
Postcode	
Contact phone	(+___)

### 5. Disability Information

Do you have any disabilities or chronic illnesses which require special consideration while studying at Murdoch?	<input type="checkbox"/> No <input type="checkbox"/> Yes: _____ _____
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## 6. Study Abroad Program information

Proposed study level	<input type="checkbox"/> Undergraduate/Bachelor	<input type="checkbox"/> Postgraduate/Master	
Proposed start date	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2	Year: 20_____
Proposed duration	<input type="checkbox"/> 1 Semester	<input type="checkbox"/> 2 Semesters	
How many CP do you plan to take?	<input type="checkbox"/> 9 CP	<input type="checkbox"/> 12 CP	(please complete the separate unit selection worksheet below, complete two if you are staying for two semesters)

## 7. Secondary Education (High School Studies)

In what country did you attend your last secondary school (high school)?	
Year of Completion	
Qualification (Abitur/ FH-Reife/ etc.)	
Name of school	
Final result	
Language of Instruction	

## 8. Tertiary Education (University, etc.)

Are you currently enrolled in a tertiary institution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Country			
Start date	___/____/____ (mm/yyyy)		
Proposed end date	___/____/____ (mm/yyyy)		
Name of institution			
Degree program (Bachelor/Master/etc.)			
Name of program/study area			
Language of instruction			
Have you already completed another tertiary program? (if yes, complete below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Country			
Start date	___/____/____ (mm/yyyy)	End date	___/____/____ (mm/yyyy)
Name of institution			
Degree program (Bachelor/Master/etc.)			
Name of program/study area			
Language of instruction			

## 9. English Language Qualification

All applicants are required to provide evidence of their proficiency in the English language.

Have you attended English language classes in the last two years in high school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No: complete below
Have you sat an English language test?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, which test?		
Test date	___/___/____ (dd/mm/yyyy)	
Test result		

## **10. INTERNATIONAL STUDENT DECLARATION**

### **TRUTH AND ACCURACY**

1. I declare that I am a genuine temporary entrant and genuine student.
2. I declare that all the information I have given in this application is true, correct and complete, and is not false or misleading. I understand giving false or misleading information is a serious offence under Australian law.
3. I agree that Murdoch University ("the University") can vary or reverse any decision made on the basis of any incorrect, incomplete, false or misleading information that I have provided. This may result in my enrolment being terminated.
4. I agree to tell the University immediately if there is any change to the information I have given in this application.

### **PRIVACY AND DISCLOSURE**

5. I understand that the University may obtain official records from my current or previous educational institution or employer.
6. If any organisation is named in documents provided by me as part of my application (e.g. as evidence of my qualifications or work experience) then I authorise that organisation to release any personal information that it holds about me to the University so that the University can verify the information I have provided.
7. I authorise the University to release any personal information that it may hold about me to any other educational institution that is seeking to verify my student conduct or academic record for the purpose of determining my eligibility for admission to, or enrolment at, that institution.
8. I authorise the University to release any personal information that it may hold about me or my application for admission to: a prospective education agent where required or a third party partner institution for the purpose of potential admission and/or offers of admission (including Murdoch Institute of Technology).
9. I understand that any information about me that is provided to, or maintained by, the University may be given to Australian government departments and agencies as required by law. This information includes, but is not limited to, changes to my enrolment and any breach of a student visa condition relating to attendance or satisfactory academic performance. The University may also provide relevant information about me to organisations at which I undertake a work placement or practicum as part of my course.
10. If the payment for my course is made by someone else ('sponsor'), I agree to the release of all information to my sponsor regarding my application and subsequent enrolment including my subject results, progress reports, and enrolment details (including contact details).
11. If I am under 18 years of age, I consent to the release of information regarding my academic performance and attendance to my parent(s) and/or guardian(s).

### **PREVIOUS DISCIPLINARY ACTION**

12. I declare that I have not been excluded or subject to disciplinary action at any tertiary institution.

### **TRANSFER FROM ANOTHER EDUCATION INSTITUTION IN AUSTRALIA**

13. I agree to advise the University of any studies that I am undertaking or will undertake with another provider at the same time that I plan to study at the University. I understand that, in these circumstances, the University cannot offer me enrolment. I understand that I must present any documents requested by the University to confirm my status.

## **CANCELLATION AND REFUNDS**

14. I agree that my application for admission and any subsequent offers and acceptances are subject to the University's 'Fee Rules' and refund policy.

15. I confirm that I have read and understand the University's Fees Policy (including refunds) at: [International Students Refund Policy](#).

## **FINANCIAL OBLIGATIONS**

16. I agree to provide any financial information requested by the University at any time for the purpose of the University assessing my financial ability to undertake a course of study.

17. I understand that the University will not act as a financial guarantor for me, and I am solely responsible for all expenses incurred by me and my dependents, including as the result of legal action, while I remain in Australia on a visa issued for the purposes of studying at the University, whether or not I have completed the course or remain enrolled at the University.

## **WHILE I AM ENROLLED AT THE UNIVERSITY**

18. While I am enrolled at the University:

a. I agree to be bound by all the rules, regulations, statutes, bylaws and any relevant policies of the University;

b. I must enrol in a study pattern that allows me to complete my course within the course duration set in my Confirmation of Enrolment (COE);

c. If I am not the holder of a student visa, I understand that it is my responsibility to ensure that the visa I hold permits me to undertake the course in which I enrol at the University.

d. I agree to update any changes to my personal details (Address, Phone Number) direct to the Murdoch University Student System within seven days of the change taking place.

## **APPLICABLE LAW**

19. This declaration and agreement, and the availability of complaints and appeals processes, does not remove my right as a student to take action under Australia's consumer protection laws.

20. This declaration and agreement is governed by Western Australian law. I agree to submit to the non-exclusive jurisdiction of the courts of Western Australia.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ (dd/mm/yyyy)

# Murdoch University Study Abroad & Exchange Unit Selection Worksheet



In preparation for your study abroad semester here at Murdoch University we need to know what units (courses/classes) you would like to enrol in.

You may have completed a similar worksheet at your home university that ensures that credit taken abroad at Murdoch will be awarded at your home university for your course progression. The classes listed on that worksheet (if you have one) should match the units listed here.

If you plan to complete a **Specialised Study Abroad Certificate**, please tick which certificate below before completing your unit selection.

- |   |  |
|---|--|
| <input type="checkbox"/> Communication and Media        | <input type="checkbox"/> Business and Marketing                  |
| <input type="checkbox"/> A Global Perspective           | <input type="checkbox"/> Environmental Sciences & Sustainability |
| <input type="checkbox"/> Information Technology         | <input type="checkbox"/> Psychology                              |
| <input type="checkbox"/> Sport & Health Sciences        | <input type="checkbox"/> Law & Criminology                       |
| <input type="checkbox"/> Conservation & Animal Sciences |  |

Your unit selection below must be listed in **PRIORITY ORDER** as you will be enrolled from the selection number 1 onwards. Please also advise below how many units to do you wish to be enrolled in.

- |   |   |
|---|---|
| <input type="checkbox"/> 9 Murdoch Credit Points (3 units)  | Semester applied for: <input type="checkbox"/> Semester 1 (Feb-Jun) 20_____ |
| <input type="checkbox"/> 12 Murdoch Credit Points (4 units) | <input type="checkbox"/> Semester 2 (Jul-Nov) 20_____                       |

Order of Preference	Unit Code <i>(e.g. BUS169)</i>	Unit Title <i>(e.g. Principles of Marketing)</i>
1		
2		
3		
4		
5		
6		
7		

Your Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home University: \_\_\_\_\_

### Student Statement of Understanding

I, \_\_\_\_\_, understand that this form is a selection worksheet, not a confirmation of enrolment into units. I understand that Murdoch University cannot guarantee that all unit selections will be available when this form is submitted.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Unit Selection FAQ's

### **How many units do I take?**

Most students take 3 or 4 different subjects (called "Units" at Murdoch). Each unit is worth 3 credit points each.

Full-time study load is between 9 and 12 credit points per semester. The maximum full-time study load for an academic semester is 12 points. If you wish to be enrolled in more than 12 credit points, this is called "over-enrolment" for which special approval and additional charges of tuition fees apply.

It is recommended you speak to your home university to see how many units you should complete and how this will be accredited back to your degree.

### **When do I select my units?**

You should discuss what units you should take in your semester abroad with your home institution as soon as possible. Be sure to ask your Academic Chair or Faculty Advisor if there are any credit approval/transfer forms at your home university which must be completed.

You can check out our unit options at any time from the Unit section of our online Handbook.

At any time, our Study Abroad Advisors can liaise with you regarding unit available, simply email [studyabroad@murdoch.edu.au](mailto:studyabroad@murdoch.edu.au)

### **How do I find units?**

To assist you in choosing your units, please reference our Online Handbook of units - <http://print.handbook.murdoch.edu.au/units/>

There are a few important points to note in using this website:

1. Units are listed in unit code order and organised under the different Schools of Study.
  - For example, all "Business" units are grouped under the prefix of "BUS"
2. Be sure to check the semester in which the units are offered. On the above link, in the "Enrolment Options" section you can filter by "Teaching Period"
  - Use "**S1**" for Semester 1 which is February to June
  - Use "**S2**" for Semester 2 which is July to November
3. Check the campus at which the unit is offered. The vast majority of units are offered at the main Perth campus. Also in the "Enrolment Options" section of the above link you can set the "Location" filter to "Murdoch".
4. Check the level of the unit.
  - 100 level units = 1st year units
  - 200 level units = 2nd year units
  - 300 level units = 3rd year units
  - 400 level units = 4th year units
  - 500 level units and onwards = Graduate units
5. Read the unit descriptions - do you meet the pre-requisites?
  - If the unit has pre-requisites you will need to demonstrate how you meet these requirements. While your academic record usually gives a good indication of this, in some cases you may have to supply descriptions of the units you have completed at your home university.

- If you do not meet Murdoch's prerequisites, you should choose an alternative unit.

### **How do I submit my selections?**

Study Abroad & Exchange students cannot enrol themselves. Your enrolment is handled manually by our International Student Mobility Officer (INbound).

It is preferred that you simply scan and attach this completed form to an email, sending it to [studyabroad@murdoch.edu.au](mailto:studyabroad@murdoch.edu.au)

Alternatively, you can send an email with the information on the front of this form in the body of the email to the same address.

### **When will I get confirmation of my selections?**

As soon as we receive your unit selection worksheet or information, we will immediately start to work on your enrolment. Our Student Mobility Officer will be in touch with you and confirm your enrolment via email.

Students cannot be officially enrolled into their selected units until they have formally accepted their Offer, and in the case of Study Abroad students, paid your tuition fees.

### **Can I change my selection?**

Yes, you may change your selection at any time, even after you arrive and later during Orientation Week and Week 1 of classes. Simply email [studyabroad@murdoch.edu.au](mailto:studyabroad@murdoch.edu.au) to amend your selections.



International Admissions

# GTE Stage 1 (Offshore) Form



# Murdoch UNIVERSITY



This form is only to be completed by international students residing outside of Australia at the time of an application to Murdoch University.

Family Name (As written on your passport):

Given Name(s) (As written on your passport):

Country of Citizenship:

Date of Birth:

/ /

## Previous Study

1. Have you previously commenced studies but failed to complete them (in any country)?

No Yes, please provide details below.

Qualification	Institution	Country	Date discontinued	Reason for incompletion

## Immigration History

2. Have you ever received a visa refusal or cancellation for any country (including Australia)?

No Yes, please provide details below.

Date	Country	Visa Type	Reason

3. Have any of your family members ever received a visa refusal for any country (including Australia)?

No Yes, please provide details below.

Date	Country	Visa Type	Reason





This form is only to be completed by international students residing outside of Australia at the time of an application to Murdoch University.

## Living and Family Arrangements

4. Are you married?      No      Yes

If yes, please also complete the following questions:

4.1. When did you get married?      /      /

4.2. Will your spouse be joining you in Australia during your studies?      No      Yes

5. Do you have any family members or relatives living in Australia?      No      Yes, please provide details below.

Relationship (Father, mother, sister, brother, uncle, aunty, cousin, niece etc)	City	Visa Type

## Financial Capacity

6. Are you aware of the financial capacity requirements as defined by the [Department of Home Affairs](#)?

No      Yes

7. How do you intend to fund your studies in Australia, including living expenses for you and any accompanying family members?  
Please only select your primary source of funding.

Bank loan

Sponsored by a family member

Self-funded

Sponsored by government, institution or corporation

Working in Australia

Other, namely

## Student Visa Obligations

8. Are you aware that as an International student on a student visa in Australia, you are required to have Overseas Student Health Cover (OSHC) for the entire duration of your student visa?

No      Yes

## Student Declaration

By submitting this document, I certify that the information provided is true and correct. I am aware that this document is in support of demonstrating the Genuine Temporary Entrant (GTE) requirements. I am aware that if any false and misleading information is found in my application, Murdoch University has the right to refuse my admission into the course. In addition, false and misleading information may also affect the outcome of my student visa application with the Department of Home Affairs.