



## Application for Admission: International Coursework Students 2012

(For those holding or seeking to hold **any type of temporary visa**, and applying to enrol in undergraduate or postgraduate courses at Melbourne College of Divinity)

Office use only

MCD No:	RTI ID:
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### PART A – Personal Information

NB: You must advise your RTI of any changes to contact details.

Title:	Family name:	Given names:	Preferred name:	Suffix:
Postal address <i>Home Country</i> :		Town & State:	Postcode:	Country:
Australian postal address:		Town & State:	Postcode:	Country:
Home telephone:	Day telephone:		Mobile:	
Email address ( <b>compulsory</b> ):			Facsimile:	
Date of birth: ___ / ___ / _____		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> (tick one)		
Diocese / Congregation (CTC/YTU only)		Occupation:		
Optional - Denomination:		How did you hear about us?		
Emergency contact name:		Phone:	Mobile:	
Are you currently in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, intended month and year of arrival:				

### PART B – Intended Course of Study

<i>Diploma in Theology</i>	General <input type="checkbox"/>	Special <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Advanced Diploma in Theology</i>	General <input type="checkbox"/>	Special <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Bachelor of Theology</i> <input type="checkbox"/>	<i>Bachelor of Theology (Hons)</i> <input type="checkbox"/>								
<i>Bachelor of Ministry</i> <input type="checkbox"/>	<i>Bachelor of Theology/Bachelor of Arts (Monash)</i> <input type="checkbox"/>								
<i>Graduate Certificate in Theology</i>	General <input type="checkbox"/>	Special <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Graduate Diploma in Theology</i>	General <input type="checkbox"/>	Special <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Master of Divinity</i> <input type="checkbox"/>	<i>Master of Divinity (Honours)</i> <input type="checkbox"/>		<i>Master of Theological Studies</i> <input type="checkbox"/>						
<i>Master of Arts (Theology)</i>	General <input type="checkbox"/>	Special <input type="checkbox"/>	<i>Specialisation:</i>						
<i>Study load (tick one):</i> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>		<i>Study mode (tick one):</i> On campus <input type="checkbox"/> Online <input type="checkbox"/> Mixed mode <input type="checkbox"/>							
<i>Course commencement date:</i> ___ / ___ / _____		<i>Expected course completion date:</i> ___ / ___ / _____							
<i>Recognised Teaching Institution (circle one):</i>	ALC	Booth (SABC)	CTC	ICSPF	SACOTC (DipTheol only)	Stirling	UFT	Whitley	YTU

Complete, consult, sign & submit to your **Recognised Teaching Institution (RTI)**

## ***Instructions:***

1. Complete Parts A, B, C, D, G and H of this form, then contact the Coursework Coordinator at an MCD Recognised Teaching Institution (RTI). Contact details for RTI administration are found at <http://www.mcd.edu.au/information-about-rtis> Do not submit this form direct to the MCD.
2. Attach one certified copy of each of the following:
  - your birth certificate, the photo page of your passport or other documents **in your current name** verifying your citizenship status
  - your current visa, if you already have one
  - the transcripts, including units/subjects taken with grades, of all completed tertiary courses
  - either
    - results of an MCD-approved English Language test. (For details of approved tests, visit <http://www.mcd.edu.au/english-language-entry-requirements>); or
    - evidence of significant tertiary study with English as the medium of instruction and assessment, concluding in the two years preceding your application.

NB: 'certified' means a signed statement by an authorised person (including Registrars, Deans, Coursework Coordinators and academic records staff in your home RTI) that they have sighted the original. If you are sending documents from overseas an authorised person in your country will need to sign these documents.
3. If you are being sponsored, please ask your sponsor to complete the 'International Student Sponsor Statement' at <http://www.mcd.edu.au/coursework-forms> and attach to your application.
4. Sign and date the document at Part H, attach a cheque or money order or complete the enclosed credit card authorisation for the amount of the (non-refundable) Application Fee (\$180). This fee does not apply if:
  - you already have a Confirmation of Enrolment (CoE) for the course you are listing in Part C of this form; or
  - you are applying for an undergraduate course and do not intend to study on a student visa
5. After agreement has been reached with the RTI on your eligibility and course, including the units you plan to study, the Coursework Coordinator will fill in Parts E & F (*Part F may need to wait until you have arrived in Australia*). The RTI will submit the application to the MCD on your behalf.
6. If you are accepted into the course, the MCD will send you a letter of offer and a tax invoice. If you are seeking a student visa, the MCD will also forward an **Acceptance Contract**. When you have returned your contract and when invoiced fees have been paid, the MCD will forward your Confirmation of Enrolment (CoE). If you are not accepted, you will be notified in writing.
7. Your enrolment is complete when you have sent a copy of your visa or visa entitlement notice to the Quality & Compliance Officer, Melbourne College of Divinity, 21 Highbury Grove, Kew, Victoria 3101, Australia; [qcofficer@mcd.edu.au](mailto:qcofficer@mcd.edu.au).

**The information you include on this application form will remain confidential, and be used only for the purposes for which you have provided it. It will be kept securely.**

## PART C – Australian Government information

The Department of Education, Employment, & Workplace Relations (DEEWR) requires the following information:

<b>Country</b> in which you were born:					
<b>Year of arrival:</b>			<b>Language</b> spoken at your permanent residence:		
In what country is your permanent home residence? Please specify: _____ Which is your country of citizenship? Please specify: _____ What is your current Nationality? Please specify: _____			<b>Tick one box:</b> <input type="checkbox"/> Applicant for Overseas Student Visa <input type="checkbox"/> Hold current Overseas Student Visa <input type="checkbox"/> Applicant for Occupational Trainee Visa (subclass 442) <input type="checkbox"/> Hold current Occupational Trainee Visa (subclass 442) <input type="checkbox"/> Applicant for Religious Worker Visa (subclass 428) <input type="checkbox"/> Hold current Religious Worker Visa (subclass 428) <input type="checkbox"/> Other visa, please specify: _____		
Passport No.: _____ Expiry Date: ___ / ___ / ___		If current visa holder: Visa No.: _____ Expiry Date: ___ / ___ / ___		If current Confirmation of Enrolment (CoE) holder: CoE No.: _____	
Do you have any <b>disability</b> ? (tick one) Yes <input type="checkbox"/> No <input type="checkbox"/>			If <b>yes</b> , indicate below what kind – tick any which apply:		
<input type="checkbox"/> Hearing	<input type="checkbox"/> Learning difficulty	<input type="checkbox"/> Mobility	<input type="checkbox"/> Seeing	<input type="checkbox"/> Permanent Medical Condition	<input type="checkbox"/> Other:
If you have a disability, would you like to receive advice on support services, equipment or facilities?					Yes / No

## PART D – Previous Education / Qualifications (List in chronological order)

Include certified copies of all official results of units/subjects taken, including grades and percentages.

Highest Secondary Schooling attained	Institution (full name)	Year completed	Transcript provided?	What language?
			Yes / No	
Degree / Diploma / Certificate / Other	Institution (full name)	Year completed	Transcript provided?	What language?
			Yes / No	
			Yes / No	
			Yes / No	

Do you intend to apply for credit for your previous studies? Yes  No

If intending to do so, please discuss with your Coursework Coordinator.

Coursework Coordinator: Have you included a completed Credit Application form with this application? Yes  No

**Complete, consult, sign & submit to your Recognised Teaching Institution (RTI)**

Admission2012PGUGInternationalCoursework19Jan2012

**PART E – Proposed program of study for 2012:**

To be completed in conjunction with the RTI Course Coordinator. This section may be completed on the applicant’s arrival in Australia; the Coursework Coordinator must sign the form where indicated below.

Every unit code must clearly indicate one **Level** and one **Discipline**.

	Semester 1	Unit Code	Unit Name	RTI (Unit provider)	RTI comment (Office use only)
1					
2					
3					
4					
	Semester 2	Unit Code	Unit Name	RTI (Unit provider)	RTI comment (Office use only)
5					
6					
7					
8					
	Intensives (Specify Start Date)	Unit Code	Unit Name	RTI (Unit provider)	RTI comment (Office use only)
9					
10					
11					

Have you enrolled in a 12,000 word Research Essay or a Supervised Reading Unit? Yes  No

If yes:

What is the area/discipline of your essay: \_\_\_\_\_

Who is your proposed supervisor: \_\_\_\_\_

Have you contacted your proposed supervisor? Yes  No

Have you completed and included a 12,000 word Research Essay Application or Supervised Reading Unit Form? Yes  No

*Please direct all queries regarding Research Essays or Supervised Reading Units (including accessing appropriate paperwork) to your Recognised Teaching Institution.*

*Please advise your RTI Coursework Coordinator/Registrar of any changes regarding your Research Essay or Supervised Reading Unit.*

**Complete, consult, sign & submit to your Recognised Teaching Institution (RTI)**

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**Coursework Coordinator Approval** (Coursework Coordinator to complete)

Please tick *one* box only. This applicant –

- meets all criteria for admission
- may meet the criteria for admission, but advice is required (*please specify*)

\_\_\_\_\_

- approval given, English Language Requirements pending
- approval given, following the receipt of additional advice
- does not meet the criteria for admission because

\_\_\_\_\_

**Application Checklist** (tick each box below when the item has been checked)

I have checked this student's application for admission and proposed study program, and confirm that:

- evidence of citizenship status in current name is enclosed
- evidence of previous tertiary qualifications is enclosed
- unit codes and unit names listed on the form are correct
- all units are running in the time periods indicated
- the student has the correct prerequisites for each unit proposed
- the student has met MCD English requirements
- all listed units clearly show one level and one discipline
- the course progression is valid
- A Credit Application form is attached if the student is applying for credit

Coursework Coordinator/Academic Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Office Use Only**

Data entered in TAMS by .....(RTI data entry staff member) Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**RTI Office Use** (Registrar/Admin to complete)

Please ensure all of the following boxes are ticked and you have signed below before submitting to MCD Central Admin:

- A certified copy of transcripts for all completed tertiary courses is enclosed
- Certified copy of passport or birth certificate (in applicant's current name) is enclosed
- Certified copy of evidence of English language proficiency, or ELICOS placement is enclosed
- Sponsor statement attached (if applicant being sponsored)
- Application fee enclosed

RTI Administrator's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_