

Application form for:

- Griffith international undergraduate students
- English language courses (GELI)
- Foundation or diploma courses (QIBT)
- Credit for previous studies



Office use only
Griffith ID:

Griffith University
CRICOS Provider Number: 00233E

- Please print in BLOCK LETTERS.
- A non-refundable fee of AU\$50 must be paid **(for degree programs only)** with this application.
- Do not use this form if you are a citizen of Australia or New Zealand or a permanent resident of Australia.
- If you apply through an approved Griffith University agent, all correspondence relating to your application will be forwarded to that agent.

1 Have you applied to Griffith before?

Yes No

If yes please quote your Griffith ID No.

2 Personal details as shown on your passport

Title: Mr Mrs Ms Miss

Family name:

Other names:

Date of birth: / / (day/month/year)

Gender: Male Female

Your citizenship/residential status:

Citizenship:

Country of birth:

Address for correspondence:



**Indo-Australian
Education Centre**

Suite - 908, Level - 9,
365 Lt Collins Street, Melbourne,
Victoria 3000, Australia.

Phone: +61 3 9670 1140

Fax: +61 3 9670 1142

Email: iaec@optusnet.com.au

Phone:

Country code:

Area code:

Local number:

Fax (if available):

Country code:

Area code:

Local number:

Email:

Permanent address in home country (if different from above):

Home number and street:

City:

State:

Country:

Post/zip code:

Undergraduate applicants – please note: if you are under 18 years of age at the date your undergraduate program commences and will not be accompanied by a parent/guardian, your parents must supply a letter nominating a relative residing in Australia who will accept responsibility for you. This person must be 21 years or older. Alternatively, you may apply for homestay through Griffith University.

3 Preferred program/commencement date

Please indicate in order of preference the programs for which you wish to be considered. You will receive an offer for your first eligible preference. For program details refer to this brochure or the University website at www.griffith.edu.au/programsandcourses

Preference	Semester (February or July)	Year	Program name (Undergraduate or Postgraduate)	Campus
1				
2				
3				

Majors / specialisations / instrument

Should students not be eligible for Griffith programs, they may automatically be considered for entry to Foundation studies at QIBT or English courses at GELI.



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Griffith University collects, stores and uses personal information only for the purposes of administering prospective, current and graduate student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at www.griffith.edu.au/ua/aa/vc/pp

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4 Educational studies/qualifications

Certified copies of all academic results must be attached. For High School studies certified copies of high school certificates and results are required; for tertiary studies certified copies of award certificates and full academic transcripts (with key/guide to grading system) must be included. All documents must be certified and in English; if not in English please include certified official English translations in addition to the certified original language copy.

a. Secondary/High School studies


List all High School studies, including any currently being undertaken.

High school award/examination:
Attendance period from: mm/yy to: mm/yy
Certified copies attached <input type="checkbox"/> Yes
School/college:
Country

b. Tertiary studies

List all programs, including any incomplete and/or current studies.

1 Program/award:
Attendance period from: mm/yy to: mm/yy
Certified copies attached <input type="checkbox"/> Yes



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5 Work experience

Students who have work experience can provide details in this section. Certified copies/originals of **dated** work experience statements from employers or other appropriate evidence are required to support this application. If there is insufficient space, please attach additional details on a separate sheet.

Dates	Full or part-time	Description of occupation and experience	Employer's name

6 Financial support

International students will need sufficient funds to meet the cost of their living expenses, tuition fees and Overseas Students Health Cover (OSHC) plus other fees.

Please indicate the type of financial support available to you.

- I am self-financed/have family support Yes
- I will be sponsored/on a scholarship Yes

Institution:
Country:
2 Program/award:
Attendance period from: mm/yy to: mm/yy

Certified copies attached Yes

Institution:
Country:

Are you currently studying at another institution in Australia?

- Yes No

Name of institution:
State:
Program:
Expected completion date:

Visa category:	Passport number:
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- Please attach copies of the relevant pages from your passport.
- A 'Letter of Release' from your current Australian institution will be required, if you will not be completing the program with them.

Have you ever been excluded from previous tertiary study? If YES, please attach details.

- Yes No

Name of organisation sponsoring me

Please attach an original or certified copy of letter of support from sponsor.

Request for disability support

If you have any disability which may affect your learning (e.g. vision, health, mobility) you should provide early advice so the University may assist you. Please attach additional information on a separate sheet.

For information about Disability Services at Griffith, please visit

www.griffith.edu.au/ins/disability



7 English proficiency

a. Is English your first language? Yes No

If NO, was English the medium of instruction in:

secondary school? Yes No

from: mm/yy to: mm/yy

tertiary education? Yes No

from: mm/yy to: mm/yy

If YES, you must supply a letter from the Principal or Registrar of the Institution at which you studied, confirming that you studied full-time, and that the medium of instruction was English for at least two years within the last five years.

b. Do you hold an IELTS or TOEFL certificate of English proficiency obtained within two years prior to commencement of your proposed study?

Yes No

If YES, please indicate score:

IELTS overall score Test date: dd/mm/yy
Academic Module only accepted

or

TOEFL score Test date: dd/mm/yy

+

TOEFL iBT score

A certified copy of official results must be attached to this application. (Griffith University's TOEFL code is 9619)

If NO, do you intend to sit for an English proficiency test in the near future? Yes No

If YES, when? Test date: dd/mm/yy

If you meet the academic entry requirements for a program but not those for English language proficiency, you may still be offered a conditional place in that program preceded by a separate course of English language tuition, to be undertaken before you commence your degree program. You must satisfy the English entry requirements before you commence your degree program.

8 Griffith University English Language Institute (GELI)

Complete this section to apply for GELI, refer page 162.

Please indicate which program you wish to apply for:

- General English English for Academic Purposes (EAP)
- Study Tour International University Studies (IUS)
- Cambridge First Certificate Preparation Course (FCE)
- Cambridge Certificate in Advanced English (CAE)
- Cambridge Business English Certificate Vantage (BEC Vantage)

Proposed commencement date:

Length of study:

Chosen centre: Brisbane Gold Coast
 South Bank (Subject to approval)

Do you require homestay whilst you are studying? Yes No

Do you wish to be met at Brisbane Airport? Yes No

9 Queensland Institute of Business and Technology (QIBT)

CRICOS provider number 01737F

Complete this section to apply to QIBT, refer page 166.

Foundation studies

- Certificate IV in University Foundation Studies
- Mixed English and Academic Program

University level

- Diploma of Biosciences
- Diploma of Commerce
- Diploma of Criminology & Criminal Justice
- Diploma of Engineering
- Diploma of Graphic Design (no October intake)
- Diploma of Information Technology
- Diploma of Hotel Management

QIBT program commencement:

Please indicate the year and semester you wish to begin your studies at QIBT

Year: February June October

10 Credit for previous studies

Complete this section to apply for credit for previous studies, refer page 160.

Do you wish to claim credit or exemptions on the basis of your previous tertiary studies :

→ Attach copies of your academic record.

Yes No

Code	Course previously studied	Year	Equivalent Griffith course

Attach another sheet if more space is required. Please do not send original documents. Academic transcripts, award certificates and English language test results must be certified photocopies of original documents.

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11 Payment of application fee (required for Griffith degree programs only – not GELI or QIBT)

Please tick your payment method. DO NOT send cash or personal cheques.

a. Credit card

Total AU\$50.00

MasterCard

Visa

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American Express

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Expiry Date

Month		Year	

Name on card:

Cardholder's signature:

Student name:

b. Bank cheque/draft

Total AU\$50.00

Payable to: Griffith University International Office

Personal cheques will not be accepted.

12 Declaration and signature

I DECLARE THAT the information I have supplied on this form is correct and complete, and the official academic records provided are a true record of my academic results.

I AGREE:

- to abide by the conditions of enrolment and admission at Griffith University;
- that I have read and understood the published course information in the relevant brochure and/or website applicable to the course, and that I have sufficient information to enrol;
- to permit Griffith University to obtain official records and results from previous institutions attended by me;
- if sponsored, to permit Griffith University to release details of my academic progress to my sponsoring body on request;
- to permit Griffith University to release my details to, or obtain details from, third parties as necessary in the usual course of University business, e.g. Government departments, DIAC and OSHC provider;
- that I am responsible for payment of all fees applicable to the course, and that I will abide by the applicable fee refund policy; and
- to notify the Griffith University International Office if there is any change to the information I have given in this application.

I UNDERSTAND THAT:

- the University may vary or cancel any decision it makes (including cancelling my enrollment) if the information I have given is incorrect or incomplete;
- it is my responsibility to provide all necessary documentary evidence of my qualifications and studies;
- I am fully responsible for my educational and living expenses while studying at Griffith University. I understand that fees may rise (usually not more than 5% annually), and that living expenses in Australia may be higher than in my own country. I confirm that I am able to meet these costs, and I understand that neither Griffith University nor the Australian Government is obliged or required to help me if I need financial assistance;
- if I have school-aged children who accompany me in Australia, I will be required to pay compulsory school fees; and
- the information provided by me may be available to Commonwealth and State agencies and the ESOS Assurance Fund Manager, pursuant to obligations under the ESOS Act 2000 and the National Code

Applicant's signature:

Date:

13 Checklist

Please tick each box to indicate that each item has been completed or enclosed, where appropriate.

- Certified copy or original of English language test results or mode of instruction letter (section 7)
- Certified copies of all education studies (section 4)
- Application fee AU\$50 (section 11)
- Have you signed this form? (section 12)
- Passport photocopy

14 Address for applications

If you are applying for study at the **Mt Gravatt, Nathan, or South Bank** campuses:

International Office, Griffith University,
Nathan campus, Queensland 4111 Australia
Phone: +61 (0)7 373 57200
Facsimile: +61 (0)7 373 55280

If you are applying for study at the **Gold Coast or Logan** campuses:

International Office, Griffith University,
Gold Coast campus
GRIFFITH UNIVERSITY QLD 4222 Australia
Phone: +61 (0)7 555 28819
Facsimile: +61 (0)7 555 28978



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365 Lt Collins Street, Melbourne,
Victoria 3000, Australia.
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