

Application form for:

- > Griffith international postgraduate coursework
- > English language courses (GELI)
- > Postgraduate Qualifying Program
- > 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 \$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 or hold an Australian permanent residence visa.

Address for correspondence:

Home number and street:

City: State:

Country: Post/zip code:

Phone:

Country code: Area code:
Local number:

Mobile:

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:

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 Other:

Family name:

Other names:

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

Gender: Male Female

Your citizenship/residential status:

Citizenship:

Country of birth:

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/programs-courses

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

Majors/specialisations

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

Agent's details or agent's stamp

Agent's name: **AUSTRALIAN EDUCATION CONSULTANTS**

Agent's address: **AEC - Ground Flr, Centro Hse, Westlands. P.O. Box 39669 - 00623 Nairobi. +254 (0) 20 4448742**

Country: **KENYA**

Contact person: **Geet Chana - info@aec-australia.com**

If you are using an approved Griffith University Agent to process your application, all communication about your application will occur with that agent unless you advise otherwise in writing.

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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P.O. Box 39669-00623, Nairobi,
Kenya. Dialing Code:+255(0)20
T: 444 87 42 F: 444 87 43
M: (0)722 859 578
e-mail: info@aec-australia.com

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4 Educational studies/qualifications

Certified notarised 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 notarised 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
Institution:
Country:

2 Program/award:
Attendance period from: mm/yy to: mm/yy
Certified copies attached <input type="checkbox"/> Yes
Institution:
Country:
Are you currently studying at another institution in Australia?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of institution:
State:
Program:
Expected completion date:
Visa category: Passport number:

- > 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

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

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 a disability which may affect your learning (eg. vision, hearing impairment, health, mobility) please provide official supporting documentation (in English) about the nature of your disability and any impact it will have for your education in Australia. It is important that this information is provided as early as possible, especially if you have a disability which requires complex support. For information on documentation required and services see www.griffith.edu.au/ua/aa/ss/equity/

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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
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tertiary education? Yes No

from:	mm/yy to:	mm/yy
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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 (Academic) 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 (Academic) overall score	Test date:	dd/mm/yy
TRF (Test Report Form Number)		

or

TOEFL score	Test date:	dd/mm/yy
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+

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
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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.**

10 Credit for previous studies

Complete this section to apply for credit for previous studies.

> **Attach copies of your academic record.**

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.

8 Griffith University English Language Institute (GELI)

Complete this section to apply for GELI.

Please indicate which program you wish to apply for:

- Direct Entry Program (DEP)
- 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: Gold Coast
 Mt Gravatt
 Nathan
 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.

- Postgraduate Qualifying Program

QIBT program commencement:

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

Year: February June October

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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 AUD50.00

MasterCard Visa

American Express

Expiry Date

Month Year

Name on card:

Cardholder's signature:

Student name:

b. Bank cheque/draft Total AUD50.00

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 program information in the relevant brochure and/or website applicable to the program, and that I have sufficient information to enrol
- > to permit Griffith University to obtain official records and results from previous institutions attended by me, including verification by QualSearch (QTAC) for prior Australian degree study, and/or provide original copies of my academic results and transcripts if requested
- > 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 eg. Government departments (DIAC, DEEWR), Worldcare Assist (OSHC provider)
- > that I am responsible for payment of all fees applicable to the program, and that I will abide by the applicable fee refund policy
- > 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
- > 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:

If applicant below the age of 18 years, parent/guardian 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 AUD50 (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, QLD 4222, Australia
Phone: +61 (0)7 555 28819
Facsimile: +61 (0)7 555 28978

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