How to apply

- All Graduate Access Melbourne applicants must complete this application form.
- Ensure that you check the eligibility criteria and requirements for each category before applying (see www.gradaccess.unimelb.edu.au for details), complete the application, and sign and date the declaration in Part C of this form.
- Supporting documentation may be required for the category(ies) that you are applying for, and this must be submitted with the application form. Copies of documentation must be certified.
- The completed application form should be uploaded in support of your online course application(s), or printed and submitted along with your hardcopy course application(s), as appropriate.
- If you are applying to more than one course please upload or print and submit a copy of this application form, together with certified copies of all supporting documentation, in support of each application.

PART A: Personal details

Family name: .................................................................................................................................................................................................
First name: ........................................................................................................... Middle name: .............................................................................................
Preferred name: ...................................................................................................................... Gender: Male ☐ Female ☐
Date of birth (day/month/year): ..........................................................................................................................
Telephone: ......................................................................................................................... Email: ..........................................................................................................................

Graduate Access Melbourne is available to applicants of many graduate coursework degrees. A full list of the programs that accept Graduate Access Melbourne applications can be viewed at: www.gradaccess.unimelb.edu.au

Course(s) applied for: .................................................................................................................................................................................................
..........................................................................................................................................................................................................................
ID number if known (as used in course application): ...........................................................................................................................................
VTAC number (as used in course application)*: .................................................................................................................................................
* for Master of Teaching applicants only

PART B: Category(ies) applying for

You may apply under one or more of the following categories:

Recognition as an Indigenous Australian

Are you of Australian Aboriginal and/or Torres Strait Islander descent? ☐ Yes ☐ No
Do you belong to and identify with an Australian Aboriginal and/or Torres Strait Islander community? ☐ Yes ☐ No

Please state the name of your community: ...............................................................................................................................................

Documentation required for this category

No documentation is required but your status will be verified by staff from Murrup Barak, the Melbourne Institute for Indigenous Development or by staff from the Wilin Centre (for Faculty of the VCA and MCM courses).
Previous status as a refugee or current holder of a humanitarian visa

Have you previously held an Australian temporary protection visa? □ Yes □ No
Do you currently hold a permanent humanitarian visa? □ Yes □ No

Please provide an outline of the circumstances you have experienced and describe how they have had a sustained adverse effect on your academic achievement in tertiary study (if applicable). An additional sheet may be attached to the application form and/or uploaded with the application form if required. The statement should not exceed 500 words.

Rural or isolated background

Did you reside in a rural area* for at least five years (consecutive or cumulative) from the commencement of primary school? □ Yes □ No

Please provide the following details of the school(s) you attended in a rural or isolated area of Australia* (attach further details if more than three schools are relevant):

School 1:
Name of school: .................................................................................................................................
Location of school: ..............................................................................................................................
Town: ...................................................................................................................................................
Postcode: .............................. State: ..............................................................................................
Years attended: (e.g. 1995 — 2000) .................................................................................................

School 2:
Name of school: .................................................................................................................................
Location of school: ..............................................................................................................................
Town: ...................................................................................................................................................
Postcode: .............................. State: ..............................................................................................
Years attended: (e.g. 1995 — 2000) .................................................................................................

School 3:
Name of school: .................................................................................................................................
Location of school: ..............................................................................................................................
Town: ...................................................................................................................................................
Postcode: .............................. State: ..............................................................................................
Years attended: (e.g. 1995 — 2000) .................................................................................................


Documentation required for this category

Please provide a certified copy of your Australian temporary protection visa and a certified copy of your passport photograph page; or a certified copy of your permanent humanitarian visa and a certified copy of your passport photograph page.

Please provide documentary evidence that you lived in a rural or isolated area of Australia. Acceptable supporting documents include: school reports; transcripts from a regional university; supporting letters from a school, university or workplace (signed originals on letterhead; documents such as invoices for a telephone, rates or utilities, or bank statements showing your residential address.
### Disadvantaged socioeconomic circumstances

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you experienced financial hardship during your tertiary study?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you currently in receipt of a Centrelink benefit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you experience disadvantaged socioeconomic circumstances prior to or have you experienced disadvantage since your tertiary study?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** If you are submitting a course application for the Melbourne Juris Doctor (JD), for a Faculty of Business and Economics course, or a Faculty of the VCA and MCM course, and you are eligible under this category please do not record your details here. Please complete the Disadvantaged Socioeconomic Circumstances - Supplementary form and submit this together with this Graduate Access Melbourne application.

Please describe your socioeconomic circumstances, including how they have had a sustained adverse effect on your academic achievement in tertiary study (if applicable). An additional sheet may be attached to the application form and/or uploaded with the application form if required. The statement should not exceed 500 words.

### Disability or chronic medical condition

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you experienced a disability or chronic medical condition during your tertiary study?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a disability (physical, sensory, intellectual, acquired brain injury or neurological impairment) that you experienced prior to or have experienced since your tertiary study?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide details of the disability or chronic medical condition, including how it has had a sustained adverse effect on your academic achievement in tertiary study (if applicable). An additional sheet may be attached to the application form and/or uploaded with the application form if required. The statement should not exceed 500 words.

### Documentation required for this category

If you are currently in receipt of a Centrelink benefit please provide certified notification of your Centrelink benefit (this must be no more than three months old).

If you are not currently in receipt of a Centrelink benefit please provide a certified copy of a statement of support outlining the details of any financial circumstances which adversely affected you and/or your family. The statement of support must be completed by a responsible independent source (who is not related to you) with knowledge of your socioeconomic disadvantage. Examples of suitable sources may include: doctor, lawyer, accountant, social worker, counsellor, religious or community leader, teacher.

Please provide a certified copy of a statement of support from a relevant health care professional involved in the care/maintenance of the condition.
Personal difficulties

Has your academic achievement during your tertiary study been adversely affected by difficult personal circumstances?

☐ Yes  ☐ No

Examples of personal difficulties may include (but are not limited to): immediate family members who have suffered long-term illness; abusive living environment; divorce/separation of parents.

Please provide details of the personal difficulties you have experienced and describe how they have had a sustained adverse effect on your academic achievement in tertiary study (if applicable). An additional sheet may be attached to the application form if required. The statement should not exceed 500 words.

Documentation required for this category

Please provide a certified copy of a statement of support that outlines the details of the personal difficulties. The statement of support must be completed by a responsible independent source (who is not related to you) with knowledge of your personal difficulties. Examples of suitable sources may include: doctor, lawyer, accountant, social worker, counsellor, religious or community leader, teacher.

Women in engineering

Are you a female applicant to Melbourne School of Engineering’s Master of Engineering program?

☐ Yes  ☐ No

Documentation required for this category

No documentation is required. Female applicants eligible for entry to a Commonwealth supported place in the Master of Engineering will automatically be considered. You will also be automatically considered for a Master of Engineering Access Scholarship.

PART C: Declaration and signature

• I declare that all information I have provided in this application form is true and complete.
• I declare that all supporting documentation is provided complete and unaltered.
• I acknowledge that the University of Melbourne reserves the right to reverse or vary any decision regarding admission made on the basis of false information.
• I understand that in investigating the veracity of the information I have provided, the University of Melbourne may require me to repeat the biometric component of any English language proficiency test I have undertaken.
• If I have misrepresented my past and/or present circumstances I acknowledge that the University may terminate my studies and that the University may terminate my studies at any stage during the course undertaken.
• I understand that if I am awarded a scholarship from the University I must not hold another equivalent award at the same time from the University or any other organisation. If I am awarded a scholarship from the University which is based on false or misleading information I have provided in my application (or subsequently), I will be required to repay to the University any scholarship(s) that I have received. Scholarship benefits include living allowances, fee remission and travel allowances.
• I understand that the personal information that I have provided in my application (or subsequently) may be released:
  • To Australian Commonwealth and State agencies under the Education Services for Overseas Students (ESOS) Act 2000;
  • To the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information in the Higher Education Information Management System; or
  • As required to be disclosed by law.
• I acknowledge that all documents submitted become the property of the University of Melbourne and will not be returned.

Name of applicant: ..............................................................................................................................................................................................................................

Signature: ................................................................................................................................................................................................................................................................... Day............ Month .......... Year..........................

Submit your application

The completed application form should be uploaded in support of your online course application(s), or printed and submitted along with your hardcopy course application(s), as appropriate. If you are applying to more than one course please upload or submit a copy of this application form, together with certified copies of all supporting documentation, in support of each application.
Privacy legislation
The University of Melbourne has a statutory obligation to comply with the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic) when collecting, using or handling personal information or health information (“information”).

What we collect and why
The University collects information about a student for a number of purposes. In the main, such purposes relate to the proper administration of an individual’s course of study at the University, the University’s internal planning requirements, and the organisation of relevant health and welfare programs. Student information is also collected for the purposes of fostering alumni relations and promoting University activities and under Commonwealth or State Government legislation for the purposes of government reporting and for the administration of, but not limited to, the Higher Education Loan Programme (HELP) and the Youth Allowance (Austudy and Abstudy).

The University will collect information directly from the student him or herself wherever possible.

Accuracy, security and storage of information
The University holds information in both computer and paper based records. It takes all reasonable steps to ensure that the information it holds is accurate and complete and that it is protected from misuse, loss, unauthorised access or disclosure.

Use and disclosure of information
The Office of the Provost is responsible for maintaining the information of currently enrolled students. The University will not use or disclose your information for purposes other than that for which it was collected, or for related purposes which you might reasonably expect, without your permission, unless it is permitted or required to do so by law.

The University will not release any information it holds about you, including results, addresses or other information, to your relatives (including parents or spouse), without your consent. The University will not confirm that you are or have been a student of the University, except as outlined in this statement, unless you have a record of graduation, as that is a public document.

The following are examples of instances where the University may be required by law or permitted to disclose your information:

- providing information to Centrelink;
- releasing statistical information to relevant government bodies such as the Department of Education, Employment and Workplace Relations (DEEWR) and the Office of Training and Tertiary Education;
- releasing relevant information to the Department of Immigration and Citizenship (DIAC), the Department of Education, Employment and Workplace Relations (DEEWR) and the Australian Taxation Office;
- providing information to the police where required by law;
- releasing your academic details to another tertiary institution or tertiary admission centre if you apply to transfer studies;
- providing a list of enrolled students to the returning officer or other appointed electoral bodies to enable students who wish to vote at elections for student organisations or student representatives to Council to be able to do so (but not for the purpose of contacting students for marketing or promotional purposes);
- releasing the names of recipients of prizes, scholarships or similar awards to the respective official student sponsors or scholarship providers;
- providing information in response to a subpoena or summons or a written demand from a government authority with the power to demand the information;
- protecting a student or someone else from a serious and imminent threat to their life or health
- releasing examination results, academic and administrative information, to another institution where the student is enrolled under an official student exchange, cross-institutional study, dual degree, shared teaching, industry or clinical experience or multi-institutional arrangement with that institution to facilitate the collaboration or arrangement;
- publishing examination results; and
- releasing to another tertiary institution or a tertiary admissions centre, information about a student’s academic progress at this University and Research Training Scheme entitlement where relevant if a student applies to transfer to that other tertiary institution.

On graduation from the University, students become University Alumni. The University (or external parties appointed by the University) will contact alumni for purposes which include alumni networking, providing graduates with services and event information through the University’s Advancement Office.

Access to personal information
Access to and correction of your information are handled in accordance with the Freedom of Information Act 1982 (Vic). Data obtained via the Enrolment Questionnaire that is reported to the Commonwealth Government can be viewed (and, if necessary, corrected) at http://sis.unimelb.edu.au.

University Privacy Officer/Privacy policy
The University’s Privacy Officer is the University Secretary, Dr Christopher Stewardson. The Privacy Officer’s website, www.unimelb.edu.au/unisec/privacy/, contains the University’s Privacy Policy and provides detailed information about the contact details, complaints procedures and other aspects of the University’s privacy regime.

Questions
If you have an enquiry about your privacy rights in relation to the collection of information from students, please contact the University’s Privacy Officer.

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