ANU Agent Manager (Apply Online) for Graduate Research
This is not an application form and must not be sent to the University as a paper-based application. It is a form to be used only by ANU agents to register application details that should then be entered into the ANU Apply Online system. Soft-copies of this form can be obtained at: http://students.anu.edu.au/for/agents/

- The University will not process or consider your application until all sections have been satisfactorily completed and all specified documentation has been provided Visual Arts and Music Programs: These programs have specific application and selection requirements. Contact the ANU College of Arts and Social Sciences enquiries.arts@anu.edu.au for a Prospectus.

1. Program of Study

If you are applying for both PhD and Master by Research programs, please indicate so in the Preference fields:

Program – Preference 1:

<table>
<thead>
<tr>
<th>Program/Plan Name:</th>
<th>Plan Code</th>
<th>Graduate Research Field</th>
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</table>

Program - Preference 2:

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<tr>
<th>Program/Plan Name:</th>
<th>Plan Code</th>
<th>Graduate Research Field</th>
</tr>
</thead>
</table>

Mode of Study: (Tick one.)

- Full Time
- Part Time

Expected Commencement Year and Session:

Field of Research/Discipline:

e.g. Australian History/Japanese: __________________________________________________________________________

Briefly describe the particular area of research in which you are interested. (If you wish to undertake research in Music, please include any instrument details). Please attach a research proposal discussing the field/topic that you would like to pursue. This should be a maximum length of one page.

______________________________________________________________________________________________________________________________________________________

Supporting Documentation: List details of Written Work relevant to this application that you have completed or to which you have contributed, e.g. theses (published or unpublished), essays or papers. (Copies of written work for consideration must be attached or sent to the Admissions Office immediately. If unsuccessful, this material will not be returned to you). Your application will not be considered until all relevant documentation is received.

______________________________________________________________________________________________________________________________________________________

Provide details of Academic Prizes or Awards that are relevant to this application: (If insufficient space is provided, please attach or send a list to the Admissions Office).

______________________________________________________________________________________________________________________________________________________

Provide details of ANU Staff consulted about this application: (It is strongly recommended that you contact the relevant Graduate Studies Convener and an academic staff member in the College in which you wish to be located).

______________________________________________________________________________________________________________________________________________________

Provide details of your Proposed Supervisor: (if discussed or identified)

______________________________________________________________________________________________________________________________________________________
2. Scholarships
For closing dates and other important scholarship information go to http://www.anu.edu.au/sas/scholarships/app_info.php

Current and Previous Australian Government and/or other Postgraduate Scholarships

<table>
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<tr>
<th>Name of Award</th>
<th>From</th>
<th>To</th>
<th>Value (if currently held)</th>
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</table>

I wish to apply for the following scholarships: (Please tick ✓.)

- ANU Graduate Research Scholarship ✓
- ANU PhD Scholarship
- Australian Postgraduate Award (PhD only) ✓
- ANU Master Scholarship
- Indigenous Australian Graduate Scholarship ✓
- Endeavour International Postgraduate Research Scholarship
- Re-entry Scholarship ✓
- ANU Graduate Research Mid Year Entry Scholarship

* Available to Domestic applicants only
^Available to International applicants only

Other Scholarship/s: (Please specify) __________________________

If eligible, do you wish to apply for a part time award? (strict conditions apply)

Yes ☐ No ☐

Are you applying for any other scholarships or sponsorships external to ANU? (e.g. Government, Australian Leadership Awards)

________________________________________________________

3. Personal Details: Please enter your details as they appear on official documents (i.e. your passport or birth certificate)

Are you currently or have you previously studied at the ANU? If so, please specify your student number (if known):

University ID: ___________________________

Family Name: ___________________________

Given Names: ___________________________

Previous Family Name (if any): ______________

Title: ___________________________

Date of Birth: D D M M Y Y

Email: ___________________________

Gender  M  /  F

Mailing Address: (The address where official documentation mailed to, do not use a PO Box address)

Phone: ( ) ___________________________

Mobile: ( ) ___________________________

Fax: ( ) ___________________________

State: ___________________________

Postcode: ___________________________

Country: ___________________________

Home Address: (This is your permanent home address)

State: ___________________________

Postcode: __________________________

Country: ___________________________

4. ATSI, Citizenship & Visa Details

Are you an Australian citizen, Permanent Resident or hold an Australian Humanitarian Visa?

☐ Yes ☐ No

Are you an Aboriginal or Torres Strait Islander?

☐ Yes ☐ No

If you were born outside Australia, the date of your first arrival:

Country of Citizenship: ___________________________

Country of Birth (if born outside Australia): ___________________________

Have you applied for permanent resident status in Australia?  (Evidence will be required upon enrolment)

Yes ☑ No ☐

Date: D D M M Y Y
5. **English Language Proficiency**


- Is English your first language? **Yes** [ ] **No** [ ]
- Have you already studied in English? **Yes** [ ] **No** [ ]
- If yes, at what level? (Only include studies that are taught and examined in English, evidence is required)

  Test Name: (eg. TOEFL, IELTS) [ ]

  Date taken: [ ]

  Overall Score: [ ]

  Band Score – Reading: [ ]

  Band Score – Writing: [ ]

  Band Score – Speaking: [ ]

  Band Score - Listening: [ ]

  **Attach** a copy of your English Language Test results.

6. **Educational Details:** *(ANU students must list studies at ANU and any other institutions)*

Please provide details of your secondary school studies and/or special tertiary admission schemes:

- **Type of Studies/Scheme:** [ ]

- **Name of the Institution where the studies have been undertaken:** [ ]

- **State/Country where the studies have been taught/examined:** [ ]

- **Attended from:** Month [ ] Year [ ] **Attended to:** Month [ ] Year [ ]

- **Has the qualification been completed?** **Yes** [ ] **No** [ ]

- **What is the Language of Instruction and Examination for this award?** [ ]

Please attach a copy of your results.

List all attempts at final Secondary School Examinations:

- **Type of Study:** (ie. College, tertiary) [ ]

- **Name of Examination (e.g. GCE ‘A’ Levels, HSC, STPM):** [ ]

- **Name of the Institution where the studies have been undertaken:** [ ]

- **State/Country where the studies have been taught/examined:** [ ]

- **Attended from:** Month [ ] Year [ ] **Attended to:** Month [ ] Year [ ]

- **What stage has been reached or has the degree been Awarded?** [ ]

Please attach a copy of your results.

**Post-Secondary Studies:**

- **Have you undertaken Post-Secondary studies that you are enrolled in or have completed. Eg. Diploma/Degree?** **Yes** [ ] **No** [ ]

- **Details of Study:** (i.e. Master of Arts) [ ]

- **Name of the Institution where the studies have been undertaken:** [ ]

- **Country where the studies have been taught/examined:** [ ]

- **Attended from:** Month [ ] Year [ ] **Attended to:** Month [ ] Year [ ]

- **What stage has been reached or has the degree been Awarded?** [ ]

- **What is the Language of Instruction and Examination for this award?** [ ]

Please attach a copy of your results.

**Provide details of any other previous study information that is relevant to this application**

- **Details of Study:** (i.e. Master of Arts) [ ]
<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Name of the Institution where the studies have been undertaken:</td>
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<tr>
<td>Country where the studies have been taught/examined:</td>
<td></td>
</tr>
<tr>
<td>Attended from: Month</td>
<td>Year</td>
</tr>
<tr>
<td>What is the Language of Instruction and Examination for this award?</td>
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</tr>
<tr>
<td>Attach a copy of your results:</td>
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</tr>
<tr>
<td>Do you expect to obtain a qualification this year (outside of ANU)?</td>
<td>Yes</td>
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<tr>
<td>If yes, name of qualification:</td>
<td></td>
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<tr>
<td>Have you ever been excluded (or are you facing exclusion) from a program/course on academic or other grounds?</td>
<td>Yes</td>
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<tr>
<td>If yes, attach details on a separate sheet</td>
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</tbody>
</table>
7. Relevant Employment/Training

Please attach your CV or resume.

Please detail your current employment.

<table>
<thead>
<tr>
<th>Name of current Employer</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Business address of current Employer</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Fax</td>
</tr>
<tr>
<td>Postcode</td>
<td>State</td>
</tr>
<tr>
<td>Country if outside Australia</td>
<td>Email</td>
</tr>
</tbody>
</table>

Please detail your previous employment history if you believe it is relevant to your application

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Position</th>
<th>Date Commenced</th>
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Please describe details of your employment or training that you consider relevant to your intended study

8. Referees

Please provide the details of three referees. The University will not request reports on your behalf.

- Referees must be qualified to speak with knowledge about your work during the qualification most relevant to this application and on your capacity for research.
- If you are also basing this application on relevant work experience/training, at least one of your referees must be able to comment on your relevant experience.
- You must also provide contact details of your referees on this application form and ask them to submit their written reports directly to the University with a “Referee’s Questionnaire” form which can be found at [http://anu.edu.au/sas/forms/referee-form-research.pdf](http://anu.edu.au/sas/forms/referee-form-research.pdf)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Position</th>
<th>Date report requested</th>
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</table>

1. [Add details]

Email: [Add email]

<table>
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<tr>
<th>Name</th>
<th>Address</th>
<th>Position</th>
<th>Date report requested</th>
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</table>

2. [Add details]

Email: [Add email]

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<th>Date report requested</th>
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</tbody>
</table>

3. [Add details]

Email: [Add email]
9. Finance for Study *(Please indicate how you intend to finance your studies)*

Are you applying for any scholarship or sponsorship (if yes please provide details and evidence of the funding)  

Yes  [ ]  No  [ ]

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Are you relying on private finance (if yes please provide details and evidence of the funding)  

Yes  [ ]  No  [ ]

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10. Agent Details *(if applicable)*

*Note:* The ANU only allows certain government or educational organisations to act on behalf of applicants. Your agent should know whether they are permitted to act as an ANU agent. Refer to [http://info.anu.edu.au/studyat/International_Office/getting_in/agents/index.asp](http://info.anu.edu.au/studyat/International_Office/getting_in/agents/index.asp) for a list of recognised agents.

ANU Agent ID:  
Agent Name:  
Agent Email:  

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11. How did you learn about ANU? *(Please tick ☑ the relevant box/es.)*

<table>
<thead>
<tr>
<th>List of Options:</th>
<th>☑</th>
<th><em>(Please provide details)</em>.</th>
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<tbody>
<tr>
<td>Australian Diplomatic Mission</td>
<td>☐</td>
<td></td>
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<tr>
<td>Australian Education Centre</td>
<td>☐</td>
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<tr>
<td>Agent</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Student or alumni of ANU</td>
<td>☐</td>
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<tr>
<td>College or university</td>
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<tr>
<td>Employer</td>
<td>☐</td>
<td></td>
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<tr>
<td>Education exhibition</td>
<td>☐</td>
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<tr>
<td>International Education Office (IEO)</td>
<td>☐</td>
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<tr>
<td>Friend/relative familiar within Canberra/Australia</td>
<td>☐</td>
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<tr>
<td>Newspaper or magazine advertisement</td>
<td>☐</td>
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<tr>
<td>Visit to ANU campus</td>
<td>☐</td>
<td></td>
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<tr>
<td>ANU academic staff member</td>
<td>☐</td>
<td></td>
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<tr>
<td>The ANU website</td>
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<tr>
<td>Summer Research Scholarship</td>
<td>☐</td>
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<tr>
<td>Other</td>
<td>☐</td>
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</tbody>
</table>
12. Declaration and Signature (all applicants to complete)

- I certify that I have read the instructions and understood the questions on this form and that the answers are true and correct.
- I authorise the University to audit my application by obtaining official records from any institution I have attended or conducting any other enquiries to otherwise verify documents presented with my application including but not limited to evidence of English language proficiency and referee reports and enquiries to determine whether I have any undeclared study. Accordingly I consent to the University providing my personal information to any relevant third party for these purposes. If requested, I will provide original documents to support my application.
- I acknowledge and accept that the University may vary or cancel any decision made or reject this application on the basis of incorrect, incomplete or fraudulent information provided by me or by my referees.
- I recognise that it is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to the University. Where fraudulent documents are detected, I understand that my application will be rejected or if an offer has been made, it will be withdrawn or if I have already enrolled, my enrolment will be cancelled. Further, if a visa has been issued, the Department of Immigration and Citizenship (DIAC) will be notified. All matters concerning fraudulent documentation may be reported to the relevant Government and statutory authorities.
- If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to any relevant authority which may include the Department of Immigration and Citizenship (DIAC).
- I understand that ANU may disclose the personal information I have given in this application to the Department of Immigration and Citizenship (DIAC) (International Students only) and the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) and that DIISRTE will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS) or the Provider Registration and International Students Management System (PRISMS). DIISRTE may also disclose the information to the Australian Taxation Office (ATO).
- I understand that I am responsible for payment of all tuition fees by the due dates and for my living expenses unless I have been awarded a scholarship or sponsorship which covers these costs. I am able to make appropriate arrangements to fund my studies. I have read and understood the tuition fee refund policy available at [http://www.anu.edu.au/sas/fees/#refunds](http://www.anu.edu.au/sas/fees/#refunds).
- I understand that international students who are made an offer of admission will be required to provide passport details upon acceptance of offer and that the University may provide information, personal and academic to any authority legally entitled to request it.

**Applicant’s Signature:**  

**Date:**  

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**Documentation to Accompany your application**

Please attach copies of transcripts of Academic Records and evidence of completion of all qualifications. If you send original documents they will not be returned to you. Do not delay in submitting an application if you are waiting for results of current study. Forward your results or transcripts as soon as they become available.

Current or previous ANU students should list all studies attempted, but need not provide a transcript from the ANU.

**Acknowledgement of Application**

All Applications are acknowledged once submitted online. You do not need to contact the University to confirm receipt. Any change of address or details must be notified in writing to the Admissions Office.
Read this form carefully, sign it and return it with your application documents.

You must submit a transcript for each academic qualification you have attempted. You must submit a transcript and testamur for each academic qualification you have completed. All documents must be scanned in colour with no alterations (including the size of documents).

The preferred method for receipt of documents is below (See reverse for requirements for translated documents):

**Testamurs (Graduation Certificate):** Scan original document and attach to your application. Scan must be in colour.

**Transcripts:** Request original transcripts to be sent directly from your institution to the Admissions Office at ANU. Transcripts can be scanned in colour and attached to your application or emailed to the Admissions Office (admissions@anu.edu.au). However, this may delay the processing of your application as it is not the preferred method for that documentation.

**Letters or supporting statements:** Originals to be sent directly from the issuing body to the Admissions Office. Letters forwarded via the applicant cannot be accepted.

**Referee Reports:** Must be sent directly from the referee to the Admissions Office. Referee reports forwarded via the applicant cannot be accepted. See [http://www.anu.edu.au/sas/forms/referee-form-research.pdf](http://www.anu.edu.au/sas/forms/referee-form-research.pdf) for form.

### Auditing of Documents

The Australian National University does not require certified copies of documents to be provided during the application process. Instead, applications for admission are audited by contacting the issuing body and requesting confirmation of the documents presented. Information on the audit processes we may undertake are outlined in the declaration on the application form and repeated below:

- I authorise the University to audit my application by obtaining official records from any institution I have attended or conducting any other enquiries to otherwise verify documents presented with my application including but not limited to evidence of English language proficiency and referee reports and enquiries to determine whether I have any undeclared study. Accordingly I consent to the University providing my personal information to any relevant third party for these purposes. If requested, I will provide original documents to support my application.
- I acknowledge and accept that the University may vary or cancel any decision made or reject this application on the basis of incorrect, incomplete or fraudulent information provided by me or by my referees.
- I recognise that it is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to the University. Where fraudulent documents are detected, I understand that my application will be rejected or if an offer has been made, it will be withdrawn or if I have already enrolled, my enrolment will be cancelled. Further, if a visa has been issued, the Department of Immigration and Citizenship (DIAC) will be notified. All matters concerning fraudulent documentation may be reported to the relevant Government and statutory authorities.
- If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to any relevant authority which may include the Department of Immigration and Citizenship (DIAC).

I hereby authorise The Australian National University to audit my qualifications as specified below: (Please complete a separate line for each qualification attempted or completed)

<table>
<thead>
<tr>
<th>Name of Award</th>
<th>Issuing Institution</th>
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**Applicant name (print):** ____________________________ **Date of Birth:** ____________

**ANU ID:** ____________________________

**Applicant Signature:** ____________________________ **Date:** ____________
DOCUMENTS SUBMITTED WITH APPLICATIONS FOR ADMISSION

TRANSLATION OF DOCUMENTS

If official qualification documents related to an Application for Admission are not in English, the applicant must supply the following documents (scan and attach to application):

- the original language transcript of studies showing subjects and results
- the original language award certificate
- an English translation of these documents
- a copy of the grading scale

The translation must be from one of the following organisations:

- Community Relations Commission for Multicultural New South Wales
- Interstate office of either the Ethnic Affairs Commission or the Department of Immigration and Citizenship (DIAC)
- Australian diplomatic missions
- A translator accredited by National Accreditation Authority for Translators & Interpreters (NAATI)
- A Government or other recognised translation authority. Please contact the ANU Admissions Office to determine if the authority is approved to provide translations.

Copies translated by any other sources will not be accepted. Self-translated documents are not acceptable.