

# UNDERGRADUATE APPLICATION GUIDE

## 1. Course selection

Before completing the enclosed undergraduate application form you should visit the University website at: [www.international.newcastle.edu.au/03studyoptions/undergraduate.html](http://www.international.newcastle.edu.au/03studyoptions/undergraduate.html) and decide on your program of study.

When deciding on your program of study and commencement semester consider whether you may need to undertake English language tuition or the University's International Foundation program. You can note your preferences for start dates and semesters in section 2 (question 5) of the application form.

## 2. Admission requirements

Assessment for admission to the University is based on your academic qualifications and English proficiency. Some of the qualifications accepted by the University and the relevant scores are listed in the Admission Requirements table in this guide and will give you an indication of your academic eligibility.

Score calculations for the qualifications listed in the table are below:

**A-Levels'** score calculation applies to GCE A-levels, Singapore A-Levels, Hong Kong A-Levels and the Malaysian STPM.

A-Levels	Advanced
Levels	Supplementary
A = 5 points	A = 2.5 points
B = 4 points	B = 2 points
C = 3 points	C = 1.5 points
D = 2 points	D = 1 point
E = 1 point	E = 0.5 points

### Canada – Ontario Grade 13

Calculation is based on the grade average of six Ontario Academic Courses if the examination is taken between 1988 and 2002 or the grade average of six University Preparation Courses if taken from 2003 onwards.

### International Baccalaureate

Students must have been awarded the Diploma and obtain a minimum of 24 points to be considered for entry.

### Malaysian Independent Chinese Secondary Schools – Unified Examination Certificate

The score calculation is a grade average based on the best five academic subjects attempted with no grade lower than a B5 to be included. The average should not include Chinese or Malay language.

A1	=	1 point
A2	=	2 points
B3	=	3 points
B4	=	4 points
B5	=	5 points

### SAT

The Scholastic Aptitude Test score (the total result of the SAT 1: Verbal and SAT 1: Mathematical test scores), will only be considered as a basis for admission when accompanied by a final high school transcript.

### Singapore

Polytechnic Diploma holders can be considered for entry to the University and advanced standing. Calculation of the GPA for Diploma holders is as follows:

Dist	=	7
A	=	7
B	=	6
C	=	5
D	=	4
E	=	3
F	=	0

When all the grades have been counted, the total number of each grade is multiplied by the allocated number value. The totals are added together and divided by the total number of subjects to arrive at the GPA.

### Swedish Secondary School Leaving Certificate after 1997

Calculation of grade average is based on:

MVG	=	4
VG	=	3
G	=	2
IG	=	1

When all grades have been counted, the total number of each grade is multiplied by the allocated number value. The totals are added together and divided by the total number of subjects to arrive at the GPA.

### 3. English proficiency

A list of qualifications that meet the University's English proficiency requirements follow and a more comprehensive list can be found on the University website at: [www.international.newcastle.edu.au/03studyoptions/academic\\_requirements.html](http://www.international.newcastle.edu.au/03studyoptions/academic_requirements.html)

#### IELTS

International English Language Testing score of 6.5 or higher with no individual subtest score less than 6.0.

**Note:** Bachelor of Laws score 7.0 (min 6.0 in each subtest); Bachelor of Medicine score 7.0 (min 6.0 in each subtest).

#### TOEFL

American Test of English as a Foreign Language (TOEFL) score of 550 or more (minimum score of 4.5 in the TWE) – paper based test. Computer based test requires a score of 213 or more (minimum score of 4.5 Essay Rating). Internet-based test (I-TOEFL) requires an overall score of 90, with no subset score below 20.

**Note:** Bachelor of Laws 600 (TWE 4.5) paper based. Computer based 250 (min 4.5 Essay Rating); Bachelor of Medicine 600 (TWE 4.5) paper based. Computer based 250 (min 4.5 Essay Rating).

#### Language of Instruction

Late applications may not be considered for entry until the next semester. Two years of successful tertiary study in an overseas tertiary institution, in a non-English speaking country, where the medium of instruction is English; or Successful completion of one year of full-time, or equivalent, higher education level study in an English speaking country. To be considered, this study must have been undertaken within the previous two years.

### 4. Completing the application form

When you have decided on your program of study, complete the enclosed application form. Ensure that your personal details are clear. The Australian Government does require us to keep your home country address on file so make sure these details are included even if you are using an education agent. If you are applying through an agent all correspondence will be sent via your agent.

#### 5. Certified documents

All academic transcripts and certificates of completion attached to your application should be certified as true copies of the original. If your documents are not in English we will need officially translated versions as well as certified copies in the original language. If you are submitting an IELTS result as evidence of English proficiency the University must sight your original Test Report Form before enrolment.

#### 6. Advanced standing/credit

Consideration of applicants seeking advanced standing is on a case-by-case basis. In the event that advanced standing is granted, the number of units required to complete the degree requirements will be reduced and, consequently, students will need less time to complete their preferred program.

If you are seeking advanced standing in your nominated program you should include with your application the course outline, subject descriptions, methods of assessment, contact hours, duration of the program and a list of text books should be from official educational institution publications or hand-outs.

### 7. Letter of offer

#### ▪ Unconditional Offer

If you have provided all relevant certified documents, and met the University's academic and English proficiency requirements, the University will send you a letter of offer without any conditions for the next available session.

#### ▪ Conditional Offer

The University may send you a conditional offer if you have not provided certified documents or evidence of English proficiency or are yet to complete your current course of study. Once you have met the requirements stipulated under "Conditions" in your offer letter, an unconditional offer will be forwarded to you.

#### ▪ An offer that includes International Foundation (IF)

You may receive an offer that includes International Foundation even though you did not request it. Students who do not meet the requirements for direct entry to an undergraduate degree program are offered the IF as a pathway to their chosen program of study.

#### ▪ English Language Programs

If you do not meet the University's English Language requirements you will be offered an English language program at the University prior to commencement of your main program of study.





**8. Credit**

Applicants for advanced standing (credit) may be considered prior to your admission into a degree program if you have completed, or partially completed, a diploma or degree recognised for such purposes.

1. I wish to apply for advanced standing.  Yes  No

2. Attach the following information: program outline; course outline; method(s) of assessment; contact hours; duration of the program; and a list of the text books used.

3. All program and course information should be from official educational institution publications or hand-outs.

**9. Employment history (attach a more detailed statement if applicable)**

Name of company	Country where employed	Years of service from                      to	Position held and brief description of responsibilities

**SECTION FOUR – OTHER INFORMATION**

**10. Country of birth**

Please Specify

**11. Country of citizenship**

Please Specify

**12. Name of Agent/Recruiter**

Please Specify

Note: If this question is left blank, then The University of Newcastle will be assigned as the recruiter.

**13. Disabilities**

The information provided below will assist the University in monitoring and improving services to assist students with special needs.

Do you have a disability or long-term medical condition which may affect your studies?  Yes  No

If Yes, please indicate the type of disability that applies:

Hearing     Vision     Learning     Medical     Mobility     Other

Do you require Support Services?  Yes  No

If **Yes**, please indicate the type of support services you require:

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## SECTION FIVE – CHECKLIST

### Important checklist to ensure a quick response to your application.

Complete all sections of this application.

- Ensure you attach certified copies of all previous qualifications including award certificates (if applicable), and academic transcripts with grading systems' descriptions. Qualifications and transcripts **must** be certified by a University of Newcastle representative or agent, a Notary Public, Commissioner for Declarations, Justice of the Peace or Academic Registrar of the institute which issued the transcript. Where qualifications have been obtained under a different name, evidence of change of name must be provided (ie Marriage Certificate)
- If your academic transcripts are in a language other than English, enclose **certified English translations**.
- Enclose **certified** copies of your English language qualification or details of English proficiency.
- Enclose a photocopy of the personal details page of your passport and visa if applicable.
- Attach **certified copies** of any licence or registration you hold which is relevant to your application
- If you are an overseas registered nurse, attach a certified true copy in English of your licence.
- Attach a copy of your CV/resume
- Make a copy of your application for your records.

### 14. Declaration

I declare that the information I have supplied in this application is correct and complete. I understand that the University may vary or cancel any decision it makes if the information I have supplied is found to be incorrect or incomplete. I recognise that it is my responsibility to provide all documentary evidence requested in this application. I authorise the University to obtain further information where deemed necessary. I agree to comply with the rules governing admission and enrolment of the University. I understand that I am responsible for the prompt payment of any fees related to the program to which I am applying for admission.

I understand that the University may be required to release the information supplied to Commonwealth and State agencies, pursuant to obligations under the Education Services for Overseas Students Act 2007 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students and I hereby authorise the release of information contained in the Application Form to such agencies.

I understand that the University is required by law to inform the Department of Education, Science and Training of changes to my enrolment and any breach of a student visa condition relating to satisfactory academic performance.

I agree to comply with the rules, policies and by-laws of the University of Newcastle.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Send your completed application form to:

International Admissions  
International Division  
The University of Newcastle  
Callaghan NSW 2308 Australia  
T +61 2 4921 6595  
F +61 2 4960 1766  
E Admissions.International@newcastle.edu.au  
W www.international.newcastle.edu.au