

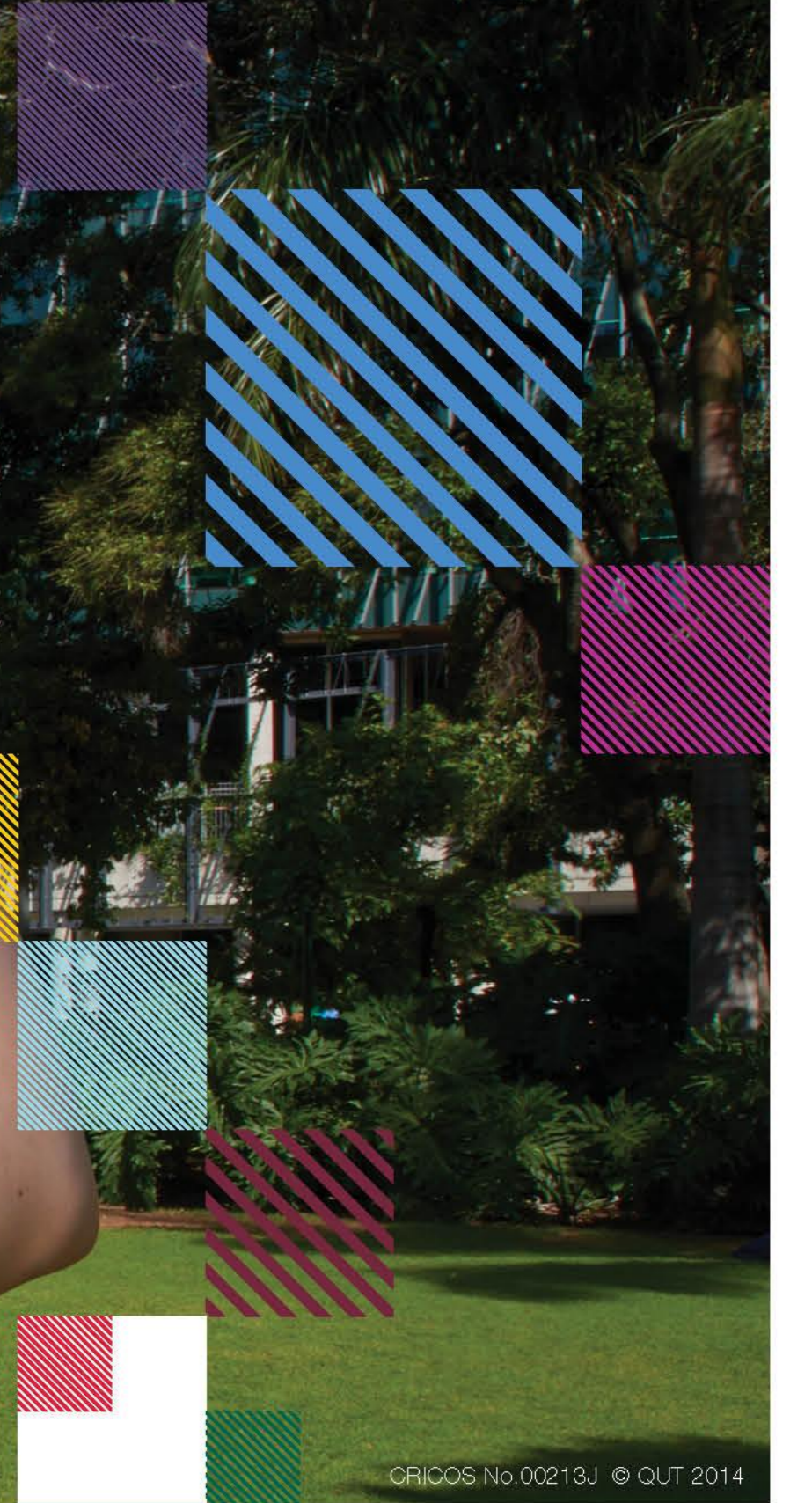


# ADMISSIONS & AGENT TRAINING

Version: 20170609

**INTERNAL USE ONLY**

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Engagement Manager – Taiwan  
QUT International  
Queensland University of Technology



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Queensland University of Technology  
Brisbane Australia

# When to apply

**Students should allow time for the process!**

- **For Feb intake**
  - **Start collecting documents in August**
  - **Apply by September when students receive the complete transcript**
- **For Jul intake**
  - **Start collecting documents in Feb**
  - **Apply by late March when students receive the result for the first semester of year 1**

# Step 1:

## Submit a “good application”

- **Identify that student is genuine and has financial capacity to fund their studies and living costs**
- **Complete all fields on the F form including Student Declaration**
- **Clearly indicate preferred major (where applicable) and intake**
- **Use the Application Progress Check List**
- **Scan all certified documents (one PDF file per student, in the order of:)**
  1. **F Form**
  2. **Photocopy of passport**
  3. **IELTS or TOFEL result**
  4. **Academic transcript**
  5. **Awards certificates (if any)**
- **Send the applications to QUT Admissions [teama@qut.edu.au](mailto:teama@qut.edu.au) and cc to Virginia Hung [virgina.hung@qut.edu.au](mailto:virgina.hung@qut.edu.au)**

# Note on Step 1: Submit a “good application” – F Form

- Please download the form here: [https://cms.qut.edu.au/data/assets/pdf\\_file/0016/10159/f-form.pdf](https://cms.qut.edu.au/data/assets/pdf_file/0016/10159/f-form.pdf)
- Application fee is automatically waived under current agreement.
- Please ask student sign the form before lodging the application.

**QUT** Queensland University of Technology  
Student Business Services  
Mubarta Park Road  
Kallangur QLD 4509  
Phone +61 7 3138 0513  
Fax +61 7 3138 3023  
www.qut.edu.au/international  
CRICOS No. 002131/ ABN 83 791 724 822

Reproduction of icons and contact details

**F**

### Application for Admission to QUT as an International Student

**Using this form**

1. Please complete all sections and print neatly in BLOCK LETTERS, scan and submit to [admission@qut.edu.au](mailto:admission@qut.edu.au)
2. Do not use this form if you are a citizen of Australia or New Zealand or a permanent resident of Australia or the holder of an Australian permanent humanitarian visa.
3. Original academic records or portfolio proofed will not be returned.
4. You will need to pay a non-refundable application fee of AUD\$100 (GST Inclusive) when you submit this form and complete section 10 'Payment of application fee'.

Have you applied to QUT before? No  Yes  If yes, please quote your QUT student ID number:

#### 1. Personal details

Title (Mr, Mrs, Ms, etc.)  Surname or family name  Given names

Male  Female  Other  Date of birth  /  /  Current age

Citizenship  Country of birth

Current country of residence  Years residing in current country of residence

Are you married? Yes  No  Date of Marriage  /  /

How many dependents\* do you have?  How many people\* will accompany you to Australia?

Do you have any family and/or relatives in Australia? No  OR Yes  Please provide details below

Permanent address in home country  Current address

Telephone  Telephone

Cell/mobile  Cell/mobile

Personal email

Statement of Purpose (outline the reason you wish to study at QUT)

#### 2. Degree program

Course code	Name of course	Major (if applicable)	Start month	Start year
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Where I am not eligible for direct entry to a degree program, please make me a pathway offer. If you wish to request a specific pathway, please complete the next section (Pathway program).

I do not wish to be considered for Advanced Standing.

QUT will automatically assess your relevant post-secondary studies for advanced standing. If you are granted advanced standing you will not have to complete all the units listed in your course structure, and you may be able to graduate sooner.

#### 3. Pathway program (complete only if you are requesting a pathway)

QUT's International College offers a range of English language and academic pathway programs. Please only complete this section if you wish to study for a pathway program with your nominated QUT degree program.

English  Foundation  Diploma  Month and year of commencement at QUT  /  /

You must nominate a degree program in Section 2.

Pathway start month  Pathway start year

#### 4. Passport and visa information

Do you have a current passport? Yes  → Include copy of passport or No  →  /  /  (Date passport will be available (dd/mm/yyyy))

Are you currently in Australia? No

If yes, you must include a copy of your current and any future eCoE's

Yes  → What type of visa do you hold?

Student → Details of the institution where you are studying

Other visa → What visa type?

Have you ever had an Australian visa refused or cancelled? No  or Yes  → Visa type  Please provide the reason below, and include a copy of the Decision Record letter.

Reason

#### 5. Educational qualifications: current and prior study

##### Current study

Are you currently studying? No  Please provide a detailed curriculum vitae outlining activities since your last studies.

or Yes  Please provide details of any course you are currently studying including English studies. You must attach certified copies of your academic results to date including your current enrolment statement.

Name of qualification you are currently studying	Country where you are currently studying	Study Mode (on-campus, online or external)	Name of institution or school	Start date	Expected completion date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

##### Prior study

Please provide details of all prior secondary and post-secondary courses that you have enrolled in. You must attach certified copies of your academic results, including English translations where necessary.

Name of qualification (e.g. school, school of science, Technical School or College)	Country where studied	Study Mode (on-campus, online or external)	Name of school or institution	Course completed? (previously, currently, studying)	Start (dd/mm/yyyy)	Finish (dd/mm/yyyy) or equivalent completion date/year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you ever been excluded, dismissed or prevented from continuing previous studies either in Australia or overseas? No  or Yes  If yes, please provide details below

#### 6. English proficiency

I will take a test on  /  /

or I have completed the following test:  IELTS (academic) test  Pearson Test of English (PTE academic)

TOEFL iBT (Internet based)  Cambridge English Advanced test (CAE)

Cambridge English Proficiency (CPE)  Other

TRF registration number:

Please refer to English language requirements at [www.qut.edu.au/international](http://www.qut.edu.au/international) for further information about the minimum level of English proficiency requirements for admission to QUT courses.

#### 7. Work experience and professional registration

Some courses require evidence of work experience and/or professional registration licences. Please check your intended course entry requirements at [www.qut.edu.au/international](http://www.qut.edu.au/international). If required, please provide certified copies of work experience statements from your employers, and professional registration papers.

I have attached evidence of work experience and/or professional recognition.

#### 8. Financial details

Circumstances while in Australia

International students are required to have access to sufficient funds to cover the full cost of your stay in Australia for the duration of your studies. Full cost includes tuition fees, study costs, and living expenses (including departmental). Please refer to the following address for further information: [www.qut.edu.au/students/financial](http://www.qut.edu.au/students/financial)

How will you be funding your studies in Australia?

QUT reserves the right to request additional information and/or evidence supporting financial details.

#### 9. Support Services

Do you have a disability, impairment or long term medical condition which may affect your studies? No  Yes  If yes, please attach additional information including details of support services required.

#### 10. Payment of application fee

Application fee: AUD\$100.00 To pay application fee visit [www.qut.edu.au](http://www.qut.edu.au) and select 'New International Student Payments'. Please quote your QUTPay transaction number:  Do not send cash or personal cheques to QUT.

#### 11. Declaration (all applicants must sign)

The information contained on this admission form is used to determine whether you may be offered admission to the University. If you enrol as a student of QUT, the information you have provided on this admission form will be used to administer your enrolment, to offer other services to you, and to provide statistical information to the Commonwealth Government as required by law. For full details of QUT's practices regarding student information and privacy, please visit [www.qut.edu.au/privacy](http://www.qut.edu.au/privacy)

QUT shall not be liable for any failure to provide services (including lectures, tutorials or assessment results) or any teaching or other materials to students where such failure is due to circumstances beyond QUT's control. Such circumstances include, but are not limited to, natural disasters, malicious damage, outbreaks of pandemic disease, industrial action or strikes, acts of war or acts of God.

By submitting this application, I agree to comply with the rules of Queensland University of Technology that apply to me and as documented on the QUT website available at [www.qut.edu.au/academic](http://www.qut.edu.au/academic). I further agree that I am subject to and must comply with any policies or procedures of the University governing my conduct as a student and academic register during my studies, including but not limited to, the QUT Student Code of Conduct [www.qut.edu.au/academic](http://www.qut.edu.au/academic) and the procedures for management of student discipline [www.qut.edu.au/academic](http://www.qut.edu.au/academic).

I declare that to the best of my knowledge the information supplied by me is true, correct and complete in every respect.

I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in delays in processing my application being rejected and cancellation of my enrolment. I authorise QUT to verify any records related to this application and grant my consent for other educational institutions, admissions centres, government bodies or employers to disclose information in this regard.

I understand that any information provided to QUT may be made available to Commonwealth and State Government agencies, and to the Director of the Tertiary Education Scheme, pursuant to obligations under the ESOS Act 2000 and the National Code.

I have read and understand the University's admission procedures at [www.qut.edu.au/international/admission](http://www.qut.edu.au/international/admission), privacy statement, and the international tuition fee and refund policy and its conditions at [www.qut.edu.au/international/admission](http://www.qut.edu.au/international/admission).

I am aware of the likely costs of my stay in Australia, which includes tuition fees and associated study costs, living costs and dependent expenses (if applicable), and I understand that neither QUT nor the Australian Government is obliged to help me if I require financial assistance. I understand that if I have children between the ages of 6 to 15 who will accompany me in Australia, I will be required to pay compulsory school fees. I declare that I have access to sufficient funds to cover the full costs of my study in Australia for the duration of my studies.

Applicant signature  Date  /  /

Parent / Guardian signature (if applicant under 18)







Print a copy of your completed form. Please sign before lodging.

# Note on Step 1: Submit a “good application” – how to certify documents

As QUT Admission collect electronic documents, we need you to certify it is a true copy. Please see the examples of correct and incorrect certifications.

Make sure to include:

1. Your name
2. Your signature
3. Date
4. Position title, department, university

Correct certification	Incorrect certification
	
<p>I certify this to be a true copy of the document shown and reported to me as the original Dated: 4/4/2016  John A Citizen</p>	<p>I certify this to be a true copy of the document shown and reported to me as the original Dated: / /</p>
	
<p>I certify this is a true copy of the original. An Li  4/4/2016</p>	<p>I certify this is a copy of the original</p>

# Note on Step 1:

## Submit a “good application” – sending applications

### When email the applications please

- Separate student applications into: 1 student 1 email
- Email subject: **New Application-UNIVERSITY NAME Cohort Taiwan-STUDENT NAME-Date of Birth-INTAKE**  
Example: **New Application – YOUR UNIVERSITY Cohort Taiwan – John Doe – 19900205 – Jul 2017**
- If you need to submit additional documents later on please make email subject:  
Example: **Additional Doc – YOUR UNIVERSITY Cohort Taiwan – John Doe – 19900205 – Jul 2017**
- Please state your name, department and Tamkang University so our colleague know who is representing the students

# Step 2:

## Offer Letter and Acceptance

- **It will take 10 ~ 15 working days for Admission to review student applications**
  - **If any detail missing, it will take longer**
- **When students receive an offer from Admission, please –**
  - **Make sure all details are correct**
  - **Activate QUT access and email account**
    - **Students' QUT login and passwords are included in offer letter**  
**More detail check: <http://www.itservices.qut.edu.au/student/email/>**
  - **Send the following to the QUT address listed on your Acceptance of Offer letter:**
    - **Acceptance of Offer form - fully completed and signed by student**
    - **Your first fee payment (the amount on your offer letter)**
      - **Pay via QUTPay. Instructions can be found on Agent Portal or see:**  
**<https://www.qut.edu.au/international/applying/step-9-pay-your-fees>**
    - **Any outstanding documentation required to meet the conditions of your offer**

# OSHC

- **QUT offer letters quote OSHC for the QUT course as a single rate and is calculated to:**
  - **start 2 weeks prior to the start of classes**
  - **ends according to DIBP visa rules ie the last semester at QUT and then to 15 March or 31 August**
- **QUT's preferred provider is Medibank**
- **Students organising their own OSHC should indicate this on the QUT Acceptance of Offer form, and they will be required to show OSHC evidence as part of their visa application**



# Step 3:

## QUT will Confirm Your Acceptance

**QUT sends the partners:**

- **Electronic Confirmation of Enrolment form (eCOE) for student visa application**
- **Information on accommodation, airport reception and orientation**

***Please check email inbox for any important information sent by QUT.***

# Note on Step 3: Conditional eCOEs

- **To apply for a Conditional COE please email [teama@qut.edu.au](mailto:teama@qut.edu.au) and specify the exact date that your office will submit the students final official transcript and award certificate (if applicable) to international Admissions. NOTE: Conditional eCOES should only be requested when the student already meets the English condition on the offer letter.**
- **QUT will review the request and email to confirm if a conditional eCOE is approved and request any other outstanding documents eg the acceptance payment, English language documents to meet the requirement, acceptance forms etc.**

# Step 4:

## Predeparture Orientation

- **QUT is able to conduct a predeparture seminar after students obtain their visas**
- **The seminar will include the following information**
  - Study at QUT**
  - Living in Brisbane**
  - Transportation**
  - Accommodation**
  - International Student Services**
- **Please contact Virginia Hung to set a date**

# Information to be provided to students

- **QUT calendar:**  
<http://www.qut.edu.au/about/key-dates-and-academic-calendar/academic-calendar>
- **Maps of the two campuses**  
[http://www.fmd.qut.edu.au/operations/information\\_systems/campus\\_maplots.jsp](http://www.fmd.qut.edu.au/operations/information_systems/campus_maplots.jsp)
- **Live in Brisbane – accommodation, airport reception**  
<https://www.qut.edu.au/international/live-in-brisbane>
- **Get Support at QUT**  
<https://www.qut.edu.au/international/get-support-at-qut>

# Internal Information for Tamkang Staff Only

- **Agent Portal**

<https://external-apps.qut.edu.au/international/representatives/>

**Username: representative**

**Password: marketing**

# Contact

**Virginia Hung**

**Engagement Manager – Taiwan**

**QUT International**

**Queensland University of Technology**

**+886 952 779 488**

**[virginia.hung@qut.edu.au](mailto:virginia.hung@qut.edu.au)**

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