# Admission Form – Domestic Higher Degree by Research Students

This form is for students in Australia and New Zealand beginning a full course of study through a College/School of the University of Divinity, is to be completed in accordance with the [Guide to Completing and Submitting Enrolment Forms](http://divinity.edu.au/documents/guide-completing-enrolment-forms/), [Apply for Admission into a Course](https://divinity.edu.au/study/future-research-students/apply/).

**Master of Philosophy (MPH) and** **Doctor of Philosophy (PhD) Applicants:** You are required to complete parts A–L and Q–R of this form. MPH and PhD Applicants, please note that the School of Graduate Research Committee meets monthly from February to March. Admission Forms received after 15 November will not be considered until the following February. (See more information at <https://divinity.edu.au/university/school-of-graduate-research/>). MPH and PhD applications are open throughout the year for May, August and November intakes.

***Doctor of Professional Practice (DPP) Applicants:*** *You are required to complete parts A–G and M–R of this form. DPP Applicants, please note that there are two intakes per year (February and July). Admission Forms must be received by 15 December to be considered for the following February intake. DPP applications are open throughout the year.*

**Email your completed application form to the School of Graduate Research (SGR) at****sgr-admissions@divinity.edu.au**. Once your application is received, it is checked to ensure that all relevant documents are provided. An incomplete application will delay processing.

## Personal Information

|  |
| --- |
| Personal details |
| Title |       | Suffix (if applies) |       | Family name |       |
| First given name |       | Other given name/s (middle) |       |
| Preferred name |       | Previous family name |       |
| Unique Student Identifier (USI)[*Refer to the Australian Government USI website*](https://www.usi.gov.au/) [ ]  I permit my College/School and University of Divinity staff to verify and view my USI details. |       |
| Have you previously been a University of Divinity or Melbourne College of Divinity student or applicant? | [ ]  | Yes | *Which?* |       |
| [ ]  | No |
| Residential address - *Current ‘in semester’ address where you reside or will be residing when undertaking your study. No PO Box.* |
| Address line 1 |       |
| Address line 2 |       | Town/Suburb |       |
| State |       | Postcode |       | Country |       |
| Permanent address - Residential where you permanently reside, i.e., where you come from & not a temporary semester address. Can be the same as above. No PO Box. If your permanent address is the same as above, please indicate by marking this box [ ]  |
| Address line 1 |       |
| Address line 2 |       | Town/Suburb |       |
| State |       | Postcode |       | Country |       |
| **Postal address** *- Where you would like hardcopy mail sent. Can be a PO Box.**If the postal address same as either of the above mark the following – same as Residential* [ ]  *or same as Permanent* [ ]  |
| Address line 1 |       |
| Address line 2 |       | Town/Suburb |       |
| State |       | Postcode |       | Country |       |
| Contact details |
| Email (\*required) |       |
| Mobile phone |       | Day phone |       |
| Home phone |       |
| Additional personal details |
| Gender | [ ]  | Male | [ ]  | Female | [ ]  | Indeterminate/Intersex/Unspecified |
| Date of birth |       (dd/mm/yyyy) | Occupation (optional) |       |
| Denomination (optional) |       | Diocese/Congregation |       |
| Feedback |
| How did you hear about us? | [ ]  | Friend/relative |
| [ ]  | Pastor/church | [ ]  | Website |
| [ ]  | Advertisement | [ ]  | UD College or School |
| [ ]  | Employer or workplace  | [ ]  | Other (please specify)       |
| Emergency contact |
| Full name |       | Relationship to you |       |
| Day phone |       | Mobile phone |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Office Use Only*** | UD ID: |       | College/School ID: |       |

## Course and College/School

|  |
| --- |
| **Course of study** |
| [ ]  | Master of Philosophy (MPH) |
| [ ]  | Doctor of Philosophy (PhD) |
| [ ]  | Doctor of Professional Practice (DPP) |

|  |
| --- |
| **Home College/School** |
| [ ]  | College/School choose from the list\_ |  |
| Note: College/School abbreviations are to be used in the unit selection section |

|  |
| --- |
| **Course dates, study load and attendance** |
| Course commencement date |       *(dd/mm/yyyy)* | Course expected end date**(Office Use)** |       *(dd/mm/yyyy)* |
| Study load | [ ]  | Full-time | [ ]  | Part-time |
| How do you intend to undertake your proposed course of study?  | [ ]  | Face to Face (attending on-campus only) | [ ]  | Online (independent, self-paced only) | [ ]  | Multi-Modal (includes live-stream lectures) |
| Will you be studying this course onshore or offshore?  | [ ]  | Onshore in Australia | [ ]  | Offshore overseas | [ ]  | Combined  |

## Previous Education

|  |
| --- |
| List in chronological order. NB: Evidence must be supplied for all qualifications claimed. Provide certified copies of all official results of units/subjects taken, including grades and percentages. Transcripts are not required for University of Divinity/MCD results. |
| **Secondary school education** |
| Highest secondary schooling level attained (Level left school) | Full name of the institution | Town/ suburb | State/country | Year highest secondary schooling was attained(yyyy) | What language? | Transcript provided? |
|  |       |       |       |      |       | [ ]  |
| **Tertiary education** |
| Award name  | Full name of the institution | Country | Year completed | What language? | Transcript provided? |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |
|       |       |       |      |       | [ ]  |

## English Language Proficiency

Applicants must meet the University’s English language course prerequisites (see [Admissions Policy](https://divinity.edu.au/documents/admissions-policy/), including English Language Proficiency Requirements).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is English your first language? | [ ]  | Yes | [ ]  | No |
| Applicants whose first language is not English, please complete the following section |
| Have you already studied in English? | [ ]  | Yes | [ ]  | Evidence attached |
| [ ]  | No |
| Have you taken an English language proficiency test? (Eg. IELTS, TOEFL, Cambridge English, PTE and OET) | [ ]  | Yes | [ ]  | Evidence attached |
| [ ]  | No | [ ]  | I intend to take an English proficiency test in Australia (proof of enrolment attached) |

## Australian Government Information

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| --- |
| The Commonwealth Government requires this information from all students. |
| Are you of Australian Aboriginal descent? | [ ]  | Yes | [ ]  | No |
| Are you of Torres Strait Islander descent? | [ ]  | Yes | [ ]  | No |
| In what country are you living this semester? | [ ]  | Australia | Postcode: |      |
| [ ]  | Other: |       |
| Country in which you were born |       | If not born in Australia, year of arrival |      |
| Language/s spoken at your permanent residence |       |
| What is your citizenship and residency status this semester? *\*Eligible for FEE-HELP**\*\* Eligibility for FEE-HELP varies depending on circumstances*. *Information regarding eligibility can viewed on the Government Study Assist website:* [*FEE-HELP Eligibility*](https://www.studyassist.gov.au/help-loans/fee-help) | [ ]  | \*Australian citizen in Australia |
| [ ]  | \*\*Australian citizen living and studying overseas *(includes online study or travel back to Australia to undertake intensive units or other study with UD).* ***Note:******If applying for FEE-HELP, I understand I am required to undertake part of my course in Australia*** |
| [ ]  | \*\*New Zealand citizen in Australia |
| [ ]  | New Zealand citizen living and studying overseas *(includes online study or travel back to Australia to undertake intensive units or other study with UD)*  |
| [ ]  | \*Permanent Humanitarian visa holder *(permitted to remain in Australia indefinitely)* |
| [ ]  | Permanent Resident of Australia visa holder*(permitted to remain in Australia indefinitely)* |
| *If other than these options, please check with your Home College/School to find out if you are considered a Domestic student* |
| **Permanent Humanitarian or Permanent Resident of Australia Visa holders ONLY** *(provide passport and visa details)* |
| Current Visa title or description  |       |
| Current Visa subclass number |       | Visa Expiry Date |       (*dd/mm/yyyy)* |
| Current Passport number |       | Passport Expiry Date |       (*dd/mm/yyyy)* |
| Current nationality |       |
| Education level of your parents or guardians |
| Please provide the highest level of education completed by your parents or guardians. Please answer about the people (up to two) who, during all or most of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.  |
| Parent/guardian 1 choose from the list\_ |  |
| Parent/guardian 2 choose from the list\_ |  |

## Medical and/or Disability Needs

If you have a disability and/or medical condition which means that you may require additional help during your study, it is important to provide the following information. This information will be kept confidential and will not affect your admission to the University.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a disability, impairment and/or long-term health condition that may affect your studies? | [ ]  | Yes | [ ]  | No |
| If you answered ‘Yes’ to the above question, please indicate the area/s. |
| [ ]  | Hearing | [ ]  | Mobility/Physical | [ ]  | Intellectual | [ ]  | Learning |
| [ ]  | Mental Health | [ ]  | Brain injury | [ ]  | Vision | [ ]  | Medical |
| [ ]  | Neurological | [ ]  | Other: |       |
| Would you like to receive information on medical/disability support services, equipment or facilities available that may assist you? If yes, please complete [Student Support Plan](https://divinity.edu.au/documents/student-support-plan/) and submit together with this Admission Form to your Course Advisor. | [ ]  | Yes | [ ]  | No |

## Tuition Fees

### 2024 Tuition fees

Refer to [www.divinity.edu.au/study/fees/](http://www.divinity.edu.au/study/fees/) for tuition fees and fees for other services.

All tuition fees are to be paid prior to the commencement of the unit. Please note that tuition fees will normally vary from year to year.

**FEE-HELP**

Australian citizens, permanent humanitarian visa holders and other students eligible to participate in a FEE-HELP Loan Scheme, are able to defer the payment of fees, with repayment through the taxation system once your repayment income is above the compulsory repayment threshold. When your enrolment has been entered into the University of Divinity student system, the Government will email you with directions to apply online for FEE-HELP. This may take several days. See [www.studyassist.gov.au](http://www.studyassist.gov.au/). Students should be aware of the lifetime limit on HELP debt. Students are responsible for ensuring they do not exceed their limit. Australian citizens residing overseas are to complete part of their study in Australia to be eligible for FEE-HELP.

If you begin your enrolment with the University of Divinity on or after 1st January 2022, and applied for FEE-HELP, the 50% pass rate will apply. This means that once you have undertaken 4 or more units in a sub-bachelor level course, or 8 or more units in bachelor and above level courses, you must have passed at least 50% of your total attempted units in order to remain eligible for a FEE-HELP

**Upfront payment**

The tuition fees are usually paid on a semester basis. Unit fees must be paid in full prior to the commencement of each semester (or units if enrolling in intensives). Studentswith unpaid fees will not be permitted to attend classes, use libraries, receive supervision, receive results or re-enrol. Tax invoices may be downloaded from the University of Divinity database at the end of each semester.

### Research Training Program (RTP)

*The University of Divinity receives RTP funding from the Commonwealth Government. Eligible doctoral candidates may be allocated an RTP place by applying* [*https://divinity.edu.au/documents/research-scholarship-application-form/*](https://divinity.edu.au/documents/research-scholarship-application-form/) *by 15 November each year. An RTP place will pay all tuition fees. Applicants who are not granted an RTP place are required to pay upfront.*

### Method of payment

*How will you pay your tuition fees?*

|  |  |
| --- | --- |
| [ ]  | **FEE-HELP** |
|  | Approved students receive a Government email with a URL to apply online. Students must complete the online application **BEFORE** they start study. |
| **[ ]**  | **Upfront payment** |
|  | [ ]  | **BPAY payment**  |
|  |  | *When units are entered into the University of Divinity database, your College/School will send you a ‘Statement of Fees’ which provides the relevant biller code and a unique reference number.* ***You cannot pay BPAY by credit card.*** |
|  | **[ ]**  | **Credit card payment** |
|  |  | *Credit Card payment options (VISA / Mastercard) are available via our online payment facility.**A ‘Statement of Fees’ will be sent by your College/School once this application is approved.**Please go to the link:* [*https://pay.divinity.edu.au/tuition-fee*](https://pay.divinity.edu.au/tuition-fee) *and follow the prompts to make secure online credit card payments or contact the Finance Office on +61 3 9853 3177. A non-refundable surcharge fee of 1.80% applies for all card payments.* |
|  | [ ]  | A **third party** is paying for my tuition fees. |
|  |  | **[ ]**  | I include with this application a [*Domestic Student Sponsor Statement*](https://divinity.edu.au/documents/domestic-student-sponsor-statement/), letter or official confirmation from the third party accepting responsibility for payment of my fees. |
|  |  |  | Name of third party/ sponsor |       |
|  |  |  | Address of third party/ sponsor |       |
|  |  |  | Contact name |       |
|  |  |  | Contact email |       |
|  | **[ ]**  | **Cheque/money order** enclosed | Amount | $       (payable to: University of Divinity) |
| [ ]  | **Mixed FEE-HELP and upfront**  |
|  | This option requires online application for FEE-HELP via the URL sent by the Government, relevant upfront payment details on this form, as well as completion of the University’s [Mixed Payment Form](https://divinity.edu.au/documents/mixed-payment-form/) to provide specific details of the mixed funding arrangement.  |
| [ ]  | **Mixed upfront** |
|  | This option requires relevant upfront payment details on this form, as well as completion of the University’s [Mixed Payment Form](https://divinity.edu.au/documents/mixed-payment-form/) to provide specific details of the mixed funding arrangement. |
| [ ]  | **Doctoral applicant for RTP place**  |
|  | Complete and send Research Scholarship application form by applying <https://divinity.edu.au/documents/research-scholarship-application-form/>  |

**Master of Philosophy (MPH) and Doctor of Philosophy (PhD) Applicants Only**

## Professional Experience *(MPH & PhD Applicants only)*

Please note: This section is only necessary if you are applying for study based on your prior professional experience. If that is

your intention, then please offer a brief explanation.

|  |
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|       |

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| Credit (CRD) & Recognition of prior learning (RPL)  |
| If intending to apply for Credit, Recognition of Prior Learning & Competency, please discuss with your Course Advisor. |
| Do you intend to apply for CRD for your previous studies? | [ ]  | Yes | [ ]  | No |
| Do you intend to apply for RPL for your previous studies? | [ ]  | Yes | [ ]  | No |
| If yes, please complete [Credit Application Form](https://divinity.edu.au/documents/credit-application-form/) and submit together with this Admission Form. For more information, please refer to the [Credit Policy.](https://divinity.edu.au/documents/credit-policy/) |

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| Research training experience |
| List all research experience gained in study or employment. Include brief titles of research projects/theses. |
|       |

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| Awards or scholarships |
| List any awards or scholarships received (with dates), including any currently being received or to be received next year. |
| Award title | Monetary value | Institution or sponsor | Date & Year |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Research publications |
| List any publications of your research (attach a separate sheet if necessary) |
| Type of publication | Title | Journal or publisher | Year |
|       |       |       |      |
|       |       |       |      |
|       |       |       |      |
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## Proposed Research *(MPH & PhD Applicants only)*

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| --- | --- |
| [ ]  | Field A: Humanities |
| [ ]  | Field B: Biblical Studies |
| [ ]  | Field C: Christian Thought and History |
| [ ]  | Field D: Theology: Mission and Ministry |

**Provide on separate A4 pages the following information:**

1. *Thesis title (provisional)*
2. *An outline of your proposed project (2000 words), including:*
	1. *Statement of its originality and significance*
	2. *Description of the proposed methodology*
	3. *Statement of the anticipated benefits of the research*
3. *Indicative bibliography*
4. *Brief description of resources needed for the project (e.g. library, field work, interviews, software)*
5. *Skills needed to complete the thesis and your level of qualification in them (e.g. biblical languages)*
6. *Any other information.*

## Proposed Supervisors *(MPH & PhD Applicants only)*

Every candidate for UD HDR awards must have two supervisors appointed in accordance with the determinations of the Academic Board. You must secure potential supervisors in the area in which you plan to study before your application can be processed. For more information refer to <https://divinity.edu.au/documents/supervisors-policy/>

**\*\* *Enclose the proposed HDR supervisors CV in form as per the link*** [*https://divinity.edu.au/documents/proposed-hdr-supervisor-form/*](https://divinity.edu.au/documents/proposed-hdr-supervisor-form/)

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| Proposed Principal Supervisor\*\* |
| Full name |       |
| Academic qualifications |       |
| College/School |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Principal Supervisor, to indicate availability and willingness |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://divinity.edu.au/documents/supervisors-policy/), please advise your relevant research expertise. |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |

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| Workload share |
| To be completed by the nominated Principal Supervisor, to indicate the workload |
| Percentage split between primary and associate supervisors |       % | Primary supervisor |
|       % | Associate supervisor 1 |
|       % | Associate supervisor 2 |
|       % | Associate supervisor 3 |

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| Proposed Associate Supervisor 1\*\* |
| Full name |       |
| Academic qualifications |       |
| College/School |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Associate Supervisor, to indicate availability and willingness |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://divinity.edu.au/documents/supervisors-policy/),, please advise your relevant research expertise: |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |

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| Proposed Associate Supervisor 2\*\* |
| Full name |       |
| Academic qualifications |       |
| College/School |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Associate Supervisor, to indicate availability and willingness |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://divinity.edu.au/documents/supervisors-policy/),, please advise your relevant research expertise: |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |

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| Proposed Associate Supervisor 3\*\* |
| Full name |       |
| Academic qualifications |       |
| College/School |       | Position held |       |
| Postal address |       |
| Day phone |       |
| Email |       |
| To be completed by the nominated Associate Supervisor, to indicate availability and willingness |
| Signature |       | Date |       |
| As per the requirement of the [Supervisors policy](https://divinity.edu.au/documents/supervisors-policy/),, please advise your relevant research expertise: |
| Research active | [ ]  | Yes | [ ]  | No | Comment |       |

## Academic Referees\* *(MPH & PhD Applicants only)*

List two people who know your academic ability and who may be contacted by the University of Divinity.

\* *Applicants must arrange for the referees to provide confidential reports to the College/School Research Coordinator using the* [*Confidential Academic Referee Report*](https://divinity.edu.au/documents/confidential-academic-referee-report/)*, by the closing date of application.*

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| --- |
| First referee |
| Name |       |
| Postal address |       |
| Day phone |       | Mobile |       |
| Email |       |

|  |
| --- |
| Second referee |
| Name |       |
| Postal address |       |
| Day phone |       | Mobile |       |
| Email |       |

## Proposed Unit(s) of Study *(MPH & PhD Applicants only)*

Complete this section after consultation and in collaboration with your Research Coordinator.

|  |
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| Unit selection |
| **Unit code** | **Unit name** | **College teaching the unit** | **Intended year/** **semester** |
|       |       |  |       |
|       |       |  |       |
|       |       |  |       |
| **Research** |
|       |
|       |
|       |

**Doctor of Professional Practice (DPP) Applicants Only**

## Professional Experience *(DPP Applicants only)*

*If you are an DPP applicant, you must submit a statement, portfolio and CV, as described below, which will be used to assess your ability to deal with complex ideas, communicate clearly and think creatively and innovatively, at a level appropriate to the award*.

**Provide on separate A4 pages the following information:**

1. ***A statement*** *(1000-1500 words) outlining:*
	1. *your professional experience, including a description of your existing role*
	2. *your general area of research interest and your response to the following questions: What gap in knowledge and/or practice do you want to address? What impact do you imagine it might have on your field of work and/or sector?*
	3. *how the DPP might help you develop your career and make an impactful contribution to knowledge and practice in your field.*
2. ***A portfolio of 3 substantial pieces of your work*** *(from the last 5 years). Your portfolio must include at least one written piece (e.g. project report, conference presentation, written assessment submitted in most recent previous study, grant application, etc.). It may also include other kinds of examples of your work that offer insight into your professional practice (e.g. practice framework, website, original creative work, public exhibition or event, blog, etc.).*
3. ***CV*** *(no more than 5 pages).*

## Referees\* *(DPP Applicants only)*

List two people who know your professional and/or academic ability and who may be contacted by the University of Divinity. Where relevant/appropriate, also **attach a Letter of Support from your employer**. (If you are unsure, contact the DPP Program Director.)

|  |
| --- |
| First referee |
| Name |       |
| Postal address |       |
| Day phone |       | Mobile |       |
| Email |       |

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| --- |
| Second referee |
| Name |       |
| Postal address |       |
| Day phone |       | Mobile |       |
| Email |       |

## Proposed Unit(s) of Study *(DPP Applicants only)*

Complete this section after consultation and in collaboration with the DPP Program Director.

|  |
| --- |
| Unit selection |
| **Unit code** | **Unit name** | **School/College teaching the unit** | **Intended year/** **semester** |
| [ ]  | PPX101Z | Frameworks for Critical Praxis in Professional Contexts |  |       |
| [ ]  | PPX102Z | Research Methodologies for Professional Practice |  |       |
| [ ]  | PPX103Z | Critical Engagement with Scholarship |  |       |
| [ ]  | PPX104Z | The Integrated Practitioner |  |       |
| [ ]  | PPX105Z | Writing a Project Proposal |  |       |
| [ ]  | PPX106Z | Communicating and Embedding Research |  |       |
| [ ]  | PPX107Z | Specialised Focus in a Professional Context A |  |       |
| [ ]  | PPX108Z | Specialised Focus in a Professional Context B |  |       |
| **Other** *(if applicable)* |
| [ ]  |       |
| [ ]  |       |
| [ ]  |       |

## Credit (CRD) & Recognition of Prior Learning (RPL) *(DPP Applicants Only)*

|  |
| --- |
| Credit (CRD) & Recognition of prior learning (RPL)  |
| If intending to apply for Credit, Recognition of Prior Learning & Competency, please discuss with your Course Advisor. |
| Do you intend to apply for CRD for your previous studies? | [ ]  | Yes | [ ]  | No |
| Do you intend to apply for RPL for your previous studies? | [ ]  | Yes | [ ]  | No |
| If yes, please complete [Credit Application Form](https://divinity.edu.au/documents/credit-application-form/) and submit together with this Admission Form. For more information, please refer to the [Credit Policy.](https://divinity.edu.au/documents/credit-policy/) |

**Checklist** *(All Applicants)*

## Your Checklist

*To avoid delays in processing your application, please complete this checklist. Ensure you have:*

|  |
| --- |
| ***All Applicants:*** |
| [ ]  | provided **certified** copies of official academic transcripts of all relevant tertiary courses |
| [ ]  | provided **certified** copies of your birth certificate, current passport or other official documents verifying your citizenship status **in your current name** |
| [ ]  | enclosed **certified copies** of your English language qualifications or details of English language proficiency (if your previous studies do not meet the University’s standard English requirements) |
| [ ]  | if you are an Australian Permanent Resident or New Zealand citizen, included **certified proof of residency status**(e.g. include copy of current Visa) |
| [ ]  | completed **payment details** in the Tuition Fees section *(G)* |
| [ ]  | included a third-party sponsor statement *(if applicable)* |
| [ ]  | sent completed research scholarship application form *(doctoral research scholarship applicants only)* |
| [ ]  | made a copy of your application for your records |
| ***MPH & PhD Applicants only:*** |
| [ ]  | provided **certified** copies of your professional experience *(if applicable)* |
| [ ]  | completed research training experience, publication and scholarship details |
| [ ]  | provided a research proposal |
| [ ]  | arranged a Confidential Academic Referee Report from your two listed referees to be sent to the College/School Research Coordinator separately *(*[*https://divinity.edu.au/documents/confidential-academic-referee-report/*](https://divinity.edu.au/documents/confidential-academic-referee-report/)*)* |
| [ ]  | enclosed proposed supervisors’ CV in form as per link[*https://divinity.edu.au/documents/proposed-hdr-supervisor-form/*](https://divinity.edu.au/documents/proposed-hdr-supervisor-form/) |
| [ ]  | read and signed the declaration |
| ***DPP Applicants only:*** |
| [ ]  | enclosed a statement (1000-1500 words) |
| [ ]  | enclosed a portfolio of 3 substantial pieces of your work (from the last 5 years) |
| [ ]  | enclosed a CV (no more than 5 A4 pages) |
| [ ]  | provided the details of two referees |
| [ ]  | attached a Letter of Support from your employer (*where relevant/appropriate)* |
| [ ]  | Read and signed the declaration |

## Terms and Conditions of Enrolment and Declaration

### Privacy statement

The information on this form is collected for the primary purpose of assessing your application or re-enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you, and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University of Divinity to assess your application or re-enrolment. All sensitive and personal information will be handled in accordance with the University’s Privacy Policy. Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003. For details of the privacy and collection statement that applies to this form, please go to <https://divinity.edu.au/privacy>.

You have a right to access personal information that the University of Divinity holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the University of Divinity at enquiries@divinity.edu.au.

### Declaration and signature (Please ensure the following section is completed)

|  |  |
| --- | --- |
| [ ]  | I declare that I have read the [*Guide to Completing and Submitting Enrolment Forms*](https://divinity.edu.au/documents/guide-completing-enrolment-forms/)and that the information provided by me is true and correct in every particular. I understand that if I have misrepresented my details in any way, then the University of Divinity may terminate any candidacy offered to me that arises as a result of this application.  |
| [ ]  | I accept responsibility for notifying my Home College/School and the University of Divinity office of any change of address or email.  |
| [ ]  | I accept responsibility for ensuring that the tuition fees for all the University of Divinity units and courses in which I enrol are paid on time, or met through FEE-HELP, in which case I agree to receive my Commonwealth Assistance Notice of my FEE-HELP debt for each semester. |
| [ ]  | I agree to abide by the University of Divinity’s Code of Conduct published at <https://divinity.edu.au/code-of-conduct/>. |
| [ ]  | I agree to abide by the Regulation and Schedule for the course for which I am applying, as regulated by the University of Divinity. |
| [ ]  | I consent to receiving information electronically from the University. |
| [ ]  | I consent to my data being used by the University in accordance with the Information Privacy Principles (IPPs) in the Privacy and Data Protection Act 2014 (Vic) and Privacy Act 1988.  |
| [ ]  | I read and accept all the Admission, Enrolment, and Fee Policies available on <https://divinity.edu.au/about/governance/policies-and-procedures/> |
| [ ]  | I consent the University of Divinity to use my photo or video for the university’s media and promotional materials |
| [ ]  | I would like to receive a University ID card as per the [University of Divinity Act 1910.](https://divinity.edu.au/documents/university-act/) *(Please provide a coloured copy of your passport size photo to the Registrar)* |
| [ ]  | I understand that I will be required to have regular access to a computer that supports video and other standard computing software during my studies, and that multi-modal learning implies travel at my own expense.  |
| Applicant’s signature |       | Date |       |
| Type name for electronic submission | (dd/mm/yyyy) |

## Research Coordinator/Program Director Checking and Approval *College/School office use only*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Application checklist*** I have checked this student’s application for admission and proposed study program, and confirm that:***for All Applicants:*****[ ]**  the nominated College/School is accredited to offer this course (check the College/School course list in [*Regulation 3 Colleges*](https://divinity.edu.au/documents/regulation-3-colleges/) and/or [*Regulation 18 Centres & Schools*](https://divinity.edu.au/documents/regulation-18-centres-and-schools/)*,* if unsure)[ ]  interview was conducted with the applicant **[ ]**  certified evidence of previous tertiary qualifications is enclosed**[ ]**  certified evidence of citizenship status in the current name is enclosed**[ ]**  certified evidence of visa and passport details enclosed, and current details entered or updated in Paradigm (if applicable)[ ]  certified evidence of English language proficiency is enclosed (if applicable)[ ]  the applicant has met the University of Divinity English requirements [ ]  the course progression is valid – units can be counted towards the applicant’s course**[ ]**  unit codes and unit names listed on the form are correct **[ ]**  all units are running in the time periods indicated [ ]  a statement or official confirmation from the third party/sponsor accepting responsibility for payment of fees attached (if applicable) **[ ]**  fee payment method is clearly indicated & additional fee-related forms are attached *(if applicable)***[ ]** research scholarship application for the doctoral applicant if applying for fee/stipend scholarship are enclosed***for MPH & PhD Applicants only:*****[ ]** research proposal is enclosed**[ ]** proposed HDR supervisors’ CV in form as per link[*https://divinity.edu.au/documents/proposed-hdr-supervisor-form/*](https://divinity.edu.au/documents/proposed-hdr-supervisor-form/)**[ ]** two academic referees have sent in their reports as per the [*https://divinity.edu.au/documents/confidential-academic-referee-report/*](https://divinity.edu.au/documents/confidential-academic-referee-report/)***for DPP Applicants only:*****[ ]** a statement (1000-1500 words) is enclosed**[ ]** a portfolio of 3 substantial pieces of your work (from the last 5 years) is enclosed**[ ]** a CV (no more than 5 A4 pages) is enclosed**[ ]** the details of two referees have been provided**[ ]** a Letter of Support from the applicant’s employer is attached *(if relevant/appropriate)****Supervisor/s*** *(MPH & PhD Applicants only)*The Proposed Principal Supervisor is recommended to the Academic Board: **[ ]**  Yes**[ ]**  NoReason:

|  |
| --- |
|       |

The Proposed Associate Supervisor is recommended to the Academic Board: **[ ]**  Yes**[ ]**  NoReason:

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***Approval*** *(All Applicants)*This applicant:**[ ]**  meets all criteria for admission**[ ]**  may meet the criteria for admission, but the following advice is required:

|  |
| --- |
|       |

**[ ]**  does not meet the criteria for admission because:

|  |
| --- |
|       |

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| Research Coordinator/ Program Director |       | Signature |       | Date |       |
| **Office of the Vice-Chancellor – School of Graduate Research Office**[ ]  Form checked, data is complete and matches evidence **[ ]**  Data entered in Paradigm (Including TCSI Edit section)[ ]  Staff Advised *(if applicable, e.g., Student has a Student Support Plan)***[ ]**  A ‘Statement of Fees’ has been provided to the student, Date:    /    /     [ ]  ‘REQUEST eCAF’ in Paradigm if method of payment includes FEE-HELP, Date:    /    /      |
| Name |       | Signature |       | Date |       |