



GRADUATE RESEARCH SCHOOL

ACCEPTANCE PROCEDURES FOR INTERNATIONAL STUDENTS

ACCEPTANCE PROCEDURES – Research Programs

Payment Details

Congratulations on being offered a place at the University of New South Wales (UNSW) as an international fee-paying student.

You can accept your offer by:

1. **Online acceptance** – <https://my.unsw.edu.au>
You can accept, defer or decline your offer online. Simply follow and complete the online acceptance procedures and make your tuition fee deposit by CREDIT CARD, where appropriate; **OR**
2. **Completing the Reply Form** and returning it to the Graduate Research School together with payment to cover:
 - i) the course fee deposit, (\$4000.00)

You should not send any further money until you have viewed your fee statement on <https://my.unsw.edu.au> Please note that the University is not a registered financial institution and cannot operate as a bank for payments received above those required by tuition fee and OSHC payments. Any payments made above the required fees will be credited towards fees in future sessions.

Payments may be made in one of the following ways:

- i) Directly to a UNSW or IDP office overseas
- ii) By bank draft (in Australian Dollars) made out to “The University of New South Wales” and mailed to the Graduate Research School.
- iii) By Australian bank cheque – only if you are currently resident in Australia – made out to “The University of New South Wales” and mailed to the Graduate Research School
- iv) By credit card. Please complete the credit card section of the reply form and fax it to
Graduate Research School
Fax: 61 (2) 9385 6238
- v) By electronic funds transfer (in Australian dollars) to:

Bank: ANZ Banking Group Ltd.
Branch: Randwick NSW Australia
Branch Number: 012 390
SWIFT Code: ANZ BAU 3MXXX
Account Number: 837312268
Account Name: The University of New South Wales
Please include your Student ID Number

To ensure the bank transfer is correctly matched to your student fee record you must also fax:

- i) a copy of the bank receipt, plus
- ii) a copy of your Reply form (or a note of your Student ID number), to:
Treasury Office
UNSW
Fax: +61 (2) 9662 6501 or +61 (2) 9385 2781

It is very important you fax the details to the Treasury office as well as faxing your reply form to the Graduate Research School. If we cannot identify your payment, there are likely to be lengthy delays in processing your e-COE.

Payment Deadline

In order to secure your place, you should pay your deposit as soon as possible and preferably no later than 4 weeks after receipt of your offer. It is recommended that you should make the payment as soon as you decide to accept the university offer and far enough in advance to allow for your Student Visa to be processed. Please note that whilst every effort is made to process fee payments as quickly as possible, it might be 15-30 working days between the payment being sent and the eCOE being issued.

TUITION FEES

It is a requirement of admission to UNSW that international students make an initial payment, called a deposit. Following enrolment, fee statements indicating the balance of tuition and activity fees will be available on <https://my.unsw.edu.au>. These fees are payable per semester.

Please refer to the “UNSW Fee Policy: International Students” on the following website <https://my.unsw.edu.au/student/fees/FeePolicyInternational.html> for information on the calculation of tuition fees.

OVERSEAS STUDENT HEALTH COVER / OSHC

As an International Student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. Students must have OSHC as part of their student visa (Please note: there are exceptions to this rule for example some Norwegian and Swedish students).

The OSHC fee for your expected program duration was listed in your offer letter. The University’s preferred provider regularly reviews their rates and increases occur every 12 months. Students must be aware that the quoted charges in the offer letter are subject to change.

The University’s preferred provider is Worldcare. You can obtain OSHC with Worldcare or with another provider of OSHC. If you decide to choose another provider of OSHC, you will not be disadvantaged by UNSW. If you decide to obtain OSHC with Worldcare, the University will receive a commission - this is used to improve services to students.

Further information including links to listings of OSHC providers can be found on the relevant of the Future International Students website [<http://www.international.unsw.edu.au/future/futureoshc.html>].

If you are already studying in Australia you should inform the Graduate Research School of your OSHC membership number and the expiry date of your cover. Please send a photocopy of your membership card to provide evidence that you have cover for at least the first 12 months of your program.

STUDENT VISA AUTHORITY FORM (e-COE)

To obtain a Student Visa you require an Electronic Confirmation of Enrolment (e-COE) form. An e-COE will be emailed to you upon receipt of your payment for the deposit and if appropriate, medical insurance. The e-COE is also sent electronically to your nearest Australian Diplomatic Post. **Please ensure the details of where you will be applying for your student visa are included with your reply form.**

If you are intending to apply for your visa at a DIMA office in Australia you will need to provide your passport and visa number to UNSW. Please note that it may not be possible to change from a tourist or other type of visa to a Student Visa once you are in Australia. Contact your nearest DIMA office in Australia.

ADDRESS NOTIFICATION

It is a condition of your student visa that you maintain current address and telephone contact details with the University of New South Wales. You must notify the University within 7 days of any change of address and/or telephone number.

REFUNDS

If you pay your deposit and then decide to withdraw, you will be eligible for a fee refund less an administrative charge. Please refer to the "UNSW Fee Policy: International Students" for details of the refund for the tuition fee and OSHC fee.

You must advise the Graduate Research School in writing of your intention to withdraw. If you are eligible for a refund of the tuition fee component it should reach you within four weeks following clearance of your original payment.

DEFERMENT

In most programs it is possible to request deferment until the next available semester. You can request deferment online or by completing and returning the relevant section of the Reply Form to the Graduate Research School by the deadline stipulated in the offer letter. If your deferment is approved you will be sent a new letter of offer.

If you decide to defer the offer to another year, you will be liable for the program fees applicable for the year in which you enrol. If you decide to defer after having paid a deposit, the University will hold your deposit until the deferred semester, when you will be required to pay the balance of the fees at the time of enrolment.

PERMANENT RESIDENCY

This offer of admission is made to you as an International fee-paying student. If you obtain Australian permanent residency before enrolling in the program, or prior to the Census Date of the semester of your first enrolment in that program, your offer of a place (or your enrolment) as an international student will lapse. Your application for admission as a local student will then be assessed. If you obtain permanent residency before you enrol, you must notify the Graduate Research School in writing as soon as possible, enclosing certified documentary evidence of your residency status.

PRE-DEPARTURE & ENROLMENT INFORMATION

Pre-departure and enrolment information will be emailed to you approximately one month prior to the start of semester. It is recommended that students arrive in Australia at least two weeks prior to the start of semester, to allow adequate time to find accommodation and to participate in orientation programs.

ACADEMIC LOAD

Students holding a student visa are required to undertake their studies on a full-time basis. UNSW defines a standard normal full-time enrolment as 24 Units of Credit (UoC) per session. A minimum load of 18 UoC will satisfy the full time requirement. The University expects that students will undertake their studies on a full-time basis and complete the program in the minimum time

CONTACT NUMBERS – RESEARCH PROGRAMS

If, after reading this leaflet, you have any further enquiries please contact the Graduate Research School.
Please quote your student number in all correspondence.

Office location:

Graduate Research School
Ground Floor, South Wing
Rupert Myers Building

Postal Address:

Graduate Research School
UNSW Sydney
NSW 2052
Australia

Facsimile: +61 (2) 9385 6238

Email:

Faculty of Engineering
Faculty of Science
Faculty of Arts and Social Sciences
Faculty of Law
Faculty of Built Environment
Faculty of Medicine/COFA
Faculty of Business

engineering.grs@unsw.edu.au
science.grs@unsw.edu.au
arts.grs@unsw.edu.au
law.grs@unsw.edu.au
fbe.grs@unsw.edu.au
medicine.grs@unsw.edu.au
business.grs@unsw.edu.au

DISCLOSURE OF INFORMATION

The information provided by the student may be made available to Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.