



# John Paul II Institute

for Marriage and Family, Melbourne

## INTERNATIONAL STUDENTS' APPLICATION FOR ADMISSION 2016

For admission to courses for full-fee paying international students

- ◆ Please use BLOCK/CAPITAL letters, indicate with "N/A" where questions are not applicable and tick boxes  where appropriate
- ◆ Include **certified/notarised** evidence of academic qualifications and English language proficiency.
- ◆ Return this form and attachments to:  
The Registrar  
C/- John Paul II Institute for Marriage and Family  
PO Box 146  
EAST MELBOURNE VIC 8002 AUSTRALIA,  
Telephone 61 3 9417 4349, Fax 61 3 9417 2107  
Email: info@jp2institute.org Web www.jp2institute.org

Student Photo Here  
(+one additional photo)

### SECTION I – PERSONAL DETAILS OF APPLICANT

Family Name

Former Name

(if applicable)

Christian Names

Title

Name as shown in your passport

Male/Female

Date of Birth   /   /    
Day Month Year

Marital Status

No. of Children

#### ADDRESS DETAILS ( Whilst in Victoria, AUSTRALIA if known)

Street Address / PO Box

Town/Suburb

State/Country

Postcode

Telephone: Business Hours ( )

After Hours ( )

#### Residential Address (in your home country) International students must provide their overseas home address

Street Address

Town/Suburb

State/Country

Postcode

Telephone: Business Hours ( )

After Hours ( )

Mobile:

Email:

**CONTACT PERSON** (in case of emergency):

This person will usually be a close relative and in a position to respond to any action the JPII Institute deems appropriate in relation to your welfare.

Name of Contact Person Relationship to Applicant

Telephone: Business Hours ( ) Mobile After Hours ( )

Address: P/Code:

**PASSPORT DETAILS**

Passport number Expiry date Nationality

Country of birth (as shown on passport)

Australian Visa Details: Date Granted Expiry date:   /   /    
Day Month Year

**OTHER INFORMATION** (These details are to assist the JPII Institute in adequately providing services to students)

Do you speak a language other than English in your home residence? Yes  No

If yes, indicate the main language spoken

Please indicate your country of citizenship

Religion of Applicant

(JPII Institute accept applications from people of all faiths. While Catholic in tradition, the Institute embraces all persons who respect its mission and values.)

Sponsoring Diocese / Religious Congregation / Agency / Parish (if any)

Do you have a disability, impairment or long term medical condition that may affect your studies? Yes  No

If yes, please indicate the area of impairment:

Hearing  Learning  Mobility  Vision  Medical  other (please indicate)

**SPOUSE & CHILDREN**

Will you be accompanied by

(1) any school children (Age 5-16 years) Yes  No

(2) spouse Yes  No

## SECTION II – APPLICATION

### ACCOMMODATION

The Institute does not provide accommodation for students and encourages students to arrange their accommodation before departure for Australia where possible. A number of our students have obtained accommodation at Mannix College, a Catholic residential college at Monash University in Clayton, administered by the Dominican Order. The suburb of Clayton is not close to the Institute and thus students who live at Mannix have to travel by train (approximately 40 minutes) to reach the Institute. However Mannix College does offer many services for international students which make it an attractive option for some, especially those engaged in doctoral research who are not required to travel to the Institute for lectures on a daily basis.

Aside from Mannix College, many students live in privately leased flats and student houses close to the Institute in the suburbs of Collingwood, Fitzroy and Carlton. These suburbs have a strong supply of student accommodation and services since they are located near the Australian Catholic University, RMIT, Victoria University and the University of Melbourne. The University of Melbourne has residential colleges that sometimes have vacancies for external students: see [www.colleges.unimelb.edu.au](http://www.colleges.unimelb.edu.au). Students seeking to lease flats or houses close to the Institute are advised to contact the Real Estate agents operating in the area to obtain information through them before they arrive. Such agents are readily found advertising their services on the internet. We also recommend the RMIT housing site: <http://www.rmit.edu.au>

Students who are priests, seminarians or members of religious orders may well be able to find accommodation in a parish house or a religious community. Information on places available in parishes may be available through the Vicar-General's office or on convents through consulting the Australian National Catholic Directory (see [www.catholicdirectory.com.au](http://www.catholicdirectory.com.au)).

### COURSE DETAILS (Please refer to the Institute's Handbook or website [www.jp2institute.org](http://www.jp2institute.org))

Please indicate the Institute's programme in which you would want to enrol. Also indicate your intended attendance mode and starting time.

#### Programme

- |                          |   |                       |      |
|--------------------------|---|-----------------------|------|
| <input type="checkbox"/> | Graduate Certificate in Religious Education                       |                       |      |
| <input type="checkbox"/> | Graduate Diploma in Religious Education                           |                       |      |
| <input type="checkbox"/> | Graduate Certificate in Theological Studies (Marriage and Family) |                       |      |
| <input type="checkbox"/> | Graduate Diploma in Theological Studies (Marriage and Family)     |                       |      |
| <input type="checkbox"/> | Graduate Certificate in Bioethics                                 |                       |      |
| <input type="checkbox"/> | Graduate Diploma in Bioethics                                     |                       |      |
| <input type="checkbox"/> | Master of Theological Studies (Marriage and Family)               |                       |      |
| <input type="checkbox"/> | Master of Bioethics   |                       |      |
| <input type="checkbox"/> | Master of Sacred Theology (Marriage and Family)                   | <b>Expected Start</b> |      |
| <input type="checkbox"/> | PhD   | Month                 | Year |

### EDUCATIONAL BACKGROUND

Provide details of past studies including degree and diploma courses completed, started but discontinued, or still current. Certificates of Completion and Certified Copies of Academic Transcripts must be attached.

Tertiary Course Completed (University Level/Postgraduate)	Institution	Country	Year Enrolled	Year Completed

### WORK EXPERIENCE

Include details of relevant work experience, whether full-time, part-time or voluntary.

Period From - To	Employer / Organisation	Position / Duties	Full-time / Part-time / Voluntary
/			

/			
/			

**ADVANCED STANDING**

Do you intend to apply for Advanced Standing (Credit or Exemptions) based on your previous studies?

Yes, (before an offer)  Yes, (after arrival in Australia)  No

If you wish to apply for advanced standing, before receiving an offer, you must also attach detailed syllabi of subjects you have successfully completed. Applications for advanced standing cannot be fully assessed without this information.

**ENGLISH PROFICIENCY**

Students who have not already completed a degree in an Institution where English was the language of instruction must provide evidence of having attained a satisfactory level of English sufficient to succeed in their course.

For example, English proficiency can be achieved in the following ways:

- Completion of one years study where the language of instruction was English
- overall IELTS (International English Language Testing System) score of 7.0

I will satisfy the English requirement by: IELTS  TOEFL  Other  Score \_\_\_\_\_  
 (please include a copy of these results)

Estimated level: Elementary  Pre-intermediate  Intermediate  Advanced

**SUPPORTING DOCUMENTATION**

In addition to the information provided on this form, please attach

1. A full curriculum vitae
2. A 1 – 2 page statement discussing issues such as your professional objectives, career achievements, reasons for wanting to undertake the course, skills, experience or interests you consider relevant and any other relevant training courses undertaken.

**REFEREES**

**Applicants must supply the names and addresses of two (2) referees** able to comment confidentially on your professional and/or academic background. In the case of clerical or religious students, written authority of their ordinary or major superior should also be provided;

1. Name of Referee Nature of Professional Contact

Address

Fax

Telephone

2. Name of Referee Nature of Professional Contact

Address

Fax

Telephone

### SECTION III – DOCTORAL APPLICANTS ONLY

- a) State the broad field of advanced study or research in which you are interested
- b) Outline briefly any research in which you have been engaged
- c) Please write the preliminary title of your proposed area of research below and complete and attach a 2 page document outlining your proposed area of research, citing some of the research methods you will use.

**Please note:** It is vital to include undergraduate transcripts even if a more relevant subsequent postgraduate qualification has been obtained. Please also include an explanation of the grading system.

### SECTION IV – DECLARATION

I certify that all information included in this application is factually correct and fairly presented. I understand that if any information is found to be false, this application may be cancelled or the enrolment terminated. I recognise that it is my responsibility to provide all necessary documentary evidence in support of this application. I authorise the John Paul II Institute to obtain further information with respect to my application.

I also hereby certify that I have read the latest John Paul II Academic Handbook, Academic Regulations and the International Student Guide and accept the obligations outlined therein. I recognise that the Institute reserve the right to accept or refuse admission of any student to any of its programmes, or to make such admission conditional upon completion of preliminary coursework.

I understand that the Institute may share with the Australian government and designated authorities, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager personal and contact details, course enrolment details and changes and the circumstance of any suspected breach of student visa conditions.

I undertake to advise the Institute of any change of address while enrolled.

**Applicant's Signature**

Dated:   /   /    
*Day Month Year*

### SECTION V – REFUND POLICY FOR INTERNATIONAL STUDENTS

The following declaration states the conditions relating to the refund of fees:

1. 100% of tuition fees will be refunded if you are unable to obtain a visa. You must notify the Institute in writing within 14 days of refusal from the Australian Embassy.
2. 100% of tuition fees will be refunded if you cancel your enrolment in writing before or during the first 4 weeks of a semester or the first twelve hours of an intensive subject.
3. 100% of tuition fees will be refunded in the event of a subject not being delivered

4. After the fourth week of a semester or the first twelve hours of an intensive subject no refund is given for the subject.

In all cases, this schedule of refund of fees complies with the Australian Government's *Education Service for Overseas Students Act (ESOS Act)*. This agreement, and the availability of complaints and appeals processes, does not remove the right of a student to take action under Australia's consumer protection laws.

## SECTION VI – DATES, FEES & CHARGES

*All amounts are in Australian dollars*

### Commencement Dates

**Semester 1** - Paschaltide Semester – early February - early June

Mid Semester Break – Easter

**Mid Year Winter Intensives** – July

Mid Year Break – early June to early July

**Semester 2** – early August - early November

**Detailed dates are contained within the Academic Timetable for the current year**

**2016 Fees (these are subject to change without notice)**

Budgeting for overseas study at the Institute should take into account the following:

**Voluntary Contribution** (to subsidise the provision of \$70 per semester

the Institute Handbook, Subject Readers, photocopying and the Students' Association).

**Overseas Student Health Cover** \$420 (subject to change) single for 12 months est.

**Living Costs** (per year) \$19,000 - \$24,000 est.

**Tuition Fees** \$1455 per subject

Doctoral Fees \$13540 per annum (full time, Melbourne resident)

Grad Cert, four subjects, six months full time

Grad Dip, eight subjects, one year full time

Masters degree (not Master of Sacred Theology), 16 subjects or 12 plus dissertation, two years full time

Master of Sacred Theology, 16 subjects plus dissertation, 2.5 years full time

Doctoral degrees, 3 years full time, six years part time.

## SECTION VII – How to Apply

### CHECKLIST

Use this Checklist to ensure your application is complete before returning it to the Institute.

I have:

- Read the section of this application relating to the courses I have selected, application procedures and refund policy
- Completed all sections of this application form (where applicable)
- Signed the declaration
- Attached certified/notarised documentary evidence of all academic studies (including studies not completed)
- Attached/certified notarised documentary evidence of English language qualifications
- Attached 3 passport sized photos
- Attached curriculum vitae (CV) – Postgraduate students detailing any work experience with supporting documentation
- Attached addition documentation for Doctoral applicants (2 page research proposal)

AND / OR

- I will forward required documentation as soon as possible.

\* It is important to attach certified copies of qualifications when lodging an application. You may obtain certification by presenting both the original documents and photocopies of these documents to a Notary Public or government official in your country. Please note that certified translations should be provided for documents written in a language other than English. Both the certified translation and a copy of the original document should be attached to the application.

Once your application has been received it will be assessed by specialist staff for acceptance. Once processed the Registrar will send you a formal Letter of Offer with an invoice for fees. This will tell you how to apply for a visa and how to make your payment to the Institute.

*Complete application forms along with all requested documentation  
or any requests for further information on the John Paul II Institute for Marriage and The Family, contact:*

**Attention Registrar  
278 Victoria Parade (PO Box 146)  
East Melbourne  
VIC 8002 AUSTRALIA  
ph: (+61 3) 94174349; fax 94172107  
email: [info@jp2institute.org](mailto:info@jp2institute.org)  
website: [www.jp2institute.org](http://www.jp2institute.org)**

Disclaimer: The information contained in this document was correct at the time of publication but Institute reserves the right to make subsequent changes.

CRICOS Provider Code: **02490E**.

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