

How to Accept your Offer

How to accept your offer of candidature at Macquarie University:

1. Satisfy any conditions specified on page one of your offer letter, if applicable. Once the condition(s) are satisfied, you may proceed with your acceptance.
2. Complete and sign the Declaration of Acceptance Form.
3. Complete the *Payment and Request for Confirmation of Enrolment (COE) Form*. In order to receive a COE you will need to purchase Overseas Student Health Cover. Further details are below.
4. Return all completed forms (including the *Declaration of Acceptance Form* and *Payment and Request for COE Form*) to hdr.admissions@mq.edu.au before the acceptance deadline.
5. Once your COE has been issued, apply for your student visa. **Your COE will only be issued once the above documents are received.**

IMPORTANT NOTES:

Macquarie University has a preferred Overseas Student Health Cover Provider ([Allianz Global Assistance OSHC](#)). If you choose to purchase your policy from our preferred provider, please send the payment in accordance with the University's payment methods listed in this document on page 5. Please provide proof of relationship if family OSHC is requested.

You also have the option of choosing your own OSHC provider. If you are not getting your OSHC from our preferred provider, you should purchase your own OSHC for the exact period of coverage and send us a copy of your OSHC along with your acceptance. The list of Government approved OSHC providers are:

- [Australian Health Management](#)
- [BUPA Australia](#)
- [Medibank Private](#)
- [Allianz Global Assistance OSHC](#)
- [NIB OSHC](#)

You will be required to provide evidence of your OSHC at the time of visa application.

As an international research candidate, you will need to apply for a Subclass 500 student visa once you have accepted your offer. In order to apply for a visa, you will need to obtain a Confirmation of Enrolment (COE) from us. Visit the Australian Immigration website for more information on [Studying in Australia](#).

If you wish to apply for a visa via a migration agent that is registered with Macquarie University, please let us know and we will send you an appointment of agent form to complete, see the [Macquarie website](#) for a list of Macquarie's official representatives in your country.



Declaration of Acceptance Form

Please type in the boxes below, then print and sign your name.

Family Name:	Given Name:
Macquarie ID:	Faculty:
Program Offered: (see offer letter) <input type="checkbox"/> PhD <input type="checkbox"/> MPhil <input type="checkbox"/> MRes full program <input type="checkbox"/> MRes Year 2 <input type="checkbox"/> Bundle 1+3 <input type="checkbox"/> Bundle 2+3 <input type="checkbox"/> Cotutelle PhD <input type="checkbox"/> Joint PhD	Program CRICOS: (see offer letter). For bundle offers, please write both CRICOS.
Proposed Program Start Date: <i>For MRes candidates, Year 1 commences in late February and Year 2 starts on 1 January. For PhD and MPhil candidates, before selecting a start date, please discuss with your supervisor and allow sufficient time to apply for and obtain your student visa. Your local Australian Embassy may be able to advise you on average processing times for your visa.</i>	
Scholarship offered? <input type="checkbox"/> Yes, Allocation No: _____ <input type="checkbox"/> No	Type of Scholarship (if applicable): <input type="checkbox"/> iRTP <input type="checkbox"/> iRTPMRES <input type="checkbox"/> iMQRES <input type="checkbox"/> iMQRES-MRES <input type="checkbox"/> Cotutelle iMQRES <input type="checkbox"/> Cofunded iMQRES

I wish to accept the offer of candidature and scholarship (if applicable) as stated on the offer letter. I have read, understood and accepted the conditions outlined in the following documents:

- Letter of Offer
- Pre-departure [Information](#)
- [Allianz Global Assistance OSHC](#)
- HDR Fee and Refund Guide
- Education Services for Overseas Students (ESOS) information ([here](#) and [here](#))
- I understand that I should also provide any original documents of my qualifications (official academic transcripts and degree award certificates) upon my enrolment for verification. Should I fail to provide these documentation, I will be prevented from enrolment.
- I authorise Macquarie University to access the Visa Entitlement Verification Online (VEVO) for verification of my current visa status and entitlements.
- By accepting the offer, I agree to abide by the By-laws and Rules of Macquarie University.
- I understand that the Higher Degree Research Office will communicate with me via the official HDR student email. I will undertake to access this email on a regular basis.
- The university reserves the right to vary course fees, course content & structure, and graduation requirements from time to time. The costs and course descriptions printed in this offer are correct as at the date of the letter. Students will be subject to fees, other charges and conditions current for the semester in which they first enrol and are advised to check course and fee details before enrolling.
- Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Signature: _____

Date: ____/____/____
day month year



Payment and Request for Confirmation of Enrolment (COE)

A COE will not be issued unless all sections of this form are completed and payment has been received.

Personal Details (please check and confirm details below)

Macquarie ID:		Gender:	Date of birth:
Title:	First name:	Family name:	
Country of birth:		Country of Citizenship:	
Passport number:		Passport expiry date:	
Please include a copy of your passport when sending in this form.			
Embassy you will lodge your visa application to (please include city and country):			

An electronic COE will also be forwarded to you by email at:

Overseas Student Health Cover

It is a condition of your student visa that you take out Overseas Student Health Cover (OSHC) which matches the visa grant period. The University's preferred provider is [Allianz Global Assistance OSHC](#). If you have a bundle offer, the OSHC will only be arranged for the initial program.

☐ I would like Macquarie University to organise the following health cover for me:

- ☐ Single policy*
- ☐ Dual Family policy⁺
- ☐ Multi Family policy[#]

* Single policy – Covers only the valid student visa holder. + Dual Family policy – Covers one valid student visa holder plus either one adult spouse or recognised de-facto partner or one or more dependent children. # Multi Family policy – Covers one student visa holder plus more than one dependant which can only include one adult spouse or recognised de-facto partner and one or more dependent children.

¹ If you intend to bring family members to Australia, you will need to ensure that you have adequate finances to cover their airfares, additional living costs and/or childcare costs. Please note that family OSHC only covers the dependants listed above; parents and other relatives are not included. Dependent children must be under 18 years of age.

Payments

I have enclosed payment for:

OSHC	AUD \$	_____
Commencement fee	AUD \$	_____
Total payment:	AUD \$	_____

Payment type (see page 4 for details):

- ☐ Bank draft / Bank cheque (Attach bank draft or bank cheque)
- ☐ Online
- ☐ Telephone
- ☐ BPay

Receipt Number: _____

OR ☐ a copy of my OSHC which I have arranged myself.

Declaration

I confirm that all information provided is correct. I have read, understood and agree to abide by the HDR and MRes Fees and Refund Guide.

Signature: _____ Date: ____/____/____
day month year

Instructions: Payment of fees

Tuition fees and/or Overseas Student Health Cover (OSHC) may be paid by any of the following methods. Please ensure that you record your receipt number.

Bank draft or bank cheque

Payment should be made in Australian dollars by international bank draft or bank cheque and made payable to Macquarie University. The draft or cheque should be sent by secure mail or courier to:

Higher Degree Research Office
Level 3, CSC East
Macquarie University NSW 2109
Australia

Pay [online](#)

(if the hyperlink does not work, please copy and paste the following url into your browser:

<https://student.globalpay.wu.com/geo-buyer/mq#!/>)

Telephone (This option is only available within Australia)

Phone 1300 301 043 (24-hour service)

Payment by Credit Card only (MasterCard, VISA, and American Express). Please have your student number ready and record the receipt number.

BPay (This option is only available within Australia)

Contact your participating Bank, Credit Union or Building Society to make this payment directly from your cheque or savings account.

Biller Code- 50443

Reference Number is your Macquarie ID number.

For further information, visit the Macquarie University "[How to Pay](#)" website

Additional Information for international candidates

Obtaining a Student Visa

In order to commence your study in Australia, you must obtain a [student visa](#) (subclass 500). Please note that the Australian Government has assessment criteria in place for the grant of a visa to study in Australia. Notwithstanding any other conditions, your candidature and scholarship offer (if any) will lapse if you are not able to obtain a student visa.

We highly recommend that you use the [Documents Checklist Tool](#) to ensure you prepare the right documents for your visa application. Incomplete applications will likely cause delays in your visa being granted.

Visa Documents

You must complete the Payment and Request for Confirmation of Enrolment Request (COE) Form for your COE to be issued.

Once your acceptance forms and OSHC payment have been received, we will issue a COE to you which you should take to the nearest Australian Embassy or High Commission to apply for your student visa. Please check with the Australian Embassy or Australian High Commission for visa application requirements.

Visa Conditions

The Australian Government issues visas for study in Australia subject to certain conditions, which are clearly notified with the visa documentation. These conditions refer particularly to full-time study, progression requirements, periods of leave, cessation of study and paid work.

The University is required by law to report any breach of visa conditions to the Department of Home Affairs. The student visa may be cancelled 28 days after such a report is received unless the visa holder is able to show that no breach occurred.

Medical Insurance

Applicants for student visas are required to have medical insurance for the full duration of their visa. Payment for this insurance must be made by the student at the time of acceptance. Overseas Student Health Cover (OSHC) will be organised upon receipt of your payment. If your scholarship covers OSHC, and if you are bringing family members with you to Australia, you will need to pay the additional cost for dual or family cover.

Upgrade to family cover may also be made directly with the Health Provider at a later stage (for the period that your family will be coming to Australia). You may arrange for a Dual Family policy which covers the student visa holder plus either one adult spouse or recognised de-facto partner or one or more dependent children. A Multi Family policy covers one student visa holder plus more than one dependent which can only include one adult spouse or recognised de-facto partner and one or more dependent children.

Family policies cover your spouse (or recognised de-facto partner) and dependent children who are 18 years of age or under only, and do not include your parents or other relatives.

Living Costs

The cost of living in Australia is estimated to be between AUD\$22,000 and AUD\$25,000 per annum for a single person. This cost includes accommodation and basic living expenses for one person. If you intend to bring family members to Australia, you will need to ensure that you have adequate finances to cover their airfares, additional living costs, and/or childcare costs. School-aged children (5 years and up) who are dependents of doctoral candidates on a student visa (Subclass 500) may have their school fees waived if they are enrolled in a public school in the state of New South Wales. However, any childcare costs for children under the age of 5 are the responsibility of the candidate.

For additional information regarding school fees in New South Wales, please visit the [Department of Education website](#) for international students.

Enrolment

Once you arrive in Australia and have settled into your accommodation, please visit our office on Level 3, 17 Wally's Walk (C5C Building, East Entrance) on Macquarie University campus. Our Admissions Team will enroll you once they have sighted your original academic documentation and visa information.