

Graduate Research School

Document Submission Guidelines

The following documents are required by every applicant for your application to be assessed by the School & Faculty. All documents must be in English, or include both the original language and certified English translations^{^^}. Further documentation may be required – if so, we will contact you via email or your Apply Online account.

It is the applicant's responsibility to ensure that their application is submitted in full by the relevant closing date. All correct and satisfactory documents must be fully submitted with the application, including English translations, Financial Declaration and proof of English. Additional documents can't be added to an application until after the application has been reviewed, which may not occur before the relevant deadline.

Documents may be verified at a later date. You must be prepared to present your original documents to UNSW for inspection prior to enrolment if requested, so you will need to bring your original documents with you. Additionally, UNSW may verify your documents with your home institution. If your documents can't be verified, you may be required to bring the originals to the Graduate Research School for verification.

*Documents indicated with * must be submitted prior to admission/scholarship deadlines, and before your application will be considered.*

- ***Proof of English[^]:** All applicants, domestic and international, must meet^{^^} the [UNSW English language requirements](#) before submitting an application. TOEFL myBest scores are not accepted by UNSW.
- ***Supervisor Contact or EOI:** Faculties may require you to either contact potential supervisors independently, or complete an Expression of Interest (EOI).
 - o For Faculties that require supervisor contact, upload a statement or screen shot of the email from an academic which clearly states their agreement to supervise you. Your supervisor must be located in the School you are applying to. To search for a supervisor, visit this [Find a Supervisor](#).
 - o For EOI Faculties, upload your successful EOI outcome email and, for ADA, the EOI form.
- ***Research Plan:** Complete the Research Plan [Form](#). This will include:
 - o Outline how you are [eligible](#) for admission to the program;
 - *Your answer needs to provide details of any prior degrees completed and the research experiences that you have had. For applicants with either a Bachelor's Degree with Honours or a Masters by Research (more than 50% of the degree is research), this is normally all that is required. For other degrees, you must provide evidence of research experience and recent research outputs to establish equivalence to these qualifications.*

For example, for a coursework Masters, you might state that there was a thesis which was completed over one year/two terms and which had a journal publication from it, and the degree had two or more advanced technical courses.

- o Description of your capability to carry out high quality research;
 - *In this answer you need to provide evidence of your capability to carry out research at the level of the degree you are applying for. This may include research outputs, awards and other things that recognise your abilities, but can also include research experiences that you have had in your career. For example, publications, patents and awards.*
- o Rationale for why you chose this project and supervisory team
 - *In this answer you should explain why you decided to work in this area of research and why you have selected the supervisory team to do this work*
- o Description of your proposed research project (no more than 3000 words)
 - *Include a statement of the research problem and its significance*
 - *Outline how you plan to address this problem*
 - *Requirements of a research description differ between Faculties and their research degree types. If you have any further questions regarding your research description, we recommend discussing this with your prospective supervisor.*
- **(International applicants only) *Financial Declaration Form:** As an applicant to UNSW, you must demonstrate that you can financially support yourself (& any dependants) for the duration of your studies. If you are applying for a UNSW Research Scholarship, this includes showing how you will fund yourself if unsuccessful for a scholarship. **All applicants must complete** the [Financial Declaration Form](#) and, if required, submit evidence of your capacity to fund all living costs, fees and other associated costs. For required fund amounts, please visit [Fees & Costs](#). Some examples of specific agreements are provided in the notes section on the last page~.

Other Scholarship/Sponsorship: If you have already been offered a fully external sponsorship or scholarship, the Sponsorship/Scholarship Agreement will need to be provided. If not granted yet, this can be provided later.

Self-funded applicants need to provide:

- o Bank statements from last 6 months, showing funds available for a minimum of 1.5 years for a Masters, or minimum 3 years for a PhD. Engineering applicants must show a minimum of 2 years for a Masters, or minimum 4 years for a PhD. See [Fees & Costs](#) for required fund amounts; and
 - o If the bank account is held under a different name, the account holder must declare that the funds will be used for this student's research degree fees and costs. The other account holder must be a legitimate, useable source of funding (eg parents), and cannot be from another student or equity (eg property).
- ***Official Academic Transcripts/Current semester results:** Applicants need to provide an electronic copy of transcripts for **all tertiary degrees completed or attempted**, including current and research degrees. Each transcript needs to include the following, submitted as **one** document:
 - o both grade and unit of credit for each course, for all years
 - o the original language *and* official translated^{^^^} version
 - o the official grading system with an explanation of specific scores/grades.

Current degree: if you have just started your current degree and a copy of your transcript is not available as no results are available yet, a record of your enrolment is required.



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For research degrees, a transcript will need to have an enrolment summary showing which semesters you were enrolled and, if available, the thesis mark.

UNSW Alumni who can't provide their transcript (no longer have access to the UNSW system and don't have a copy), transcripts may be able to be accessed by the Admissions & Scholarships Team upon processing of your application. Your transcript will remain outstanding on your checklist if it cannot be accessed by the team.

- **Final semester results:** These are not required until you have completed all requirements of your current degree, including any thesis components. Once you have completed, you will need to submit your final transcript and any examiners reports (if applicable). In the meantime, your application will be considered for a Conditional offer upon satisfactory completion of your current degree.
- **Proof of Completion:** These are certificates of completion for prior degrees. All pages of one testamur, including the original language copy, should be provided in one document.

Current degree: If you are currently studying, the testamur for this degree can be submitted later, once available. Your application can be provisionally assessed without these.

- **Curriculum Vitae (CV):** This must include details of previous research, such as a summary of all research outputs and experience, publications, conference presentations, etc. Work samples such as abstracts may be attached as appendices to the CV.
- **Visa/Passport:** All applicants are required to provide a copy of their passport. International applicants already onshore should also provide a copy of their currently visa.
- **Proof of Australian/New Zealand citizenship, or Australian Permanent Residency (PR):** For Australian/New Zealand citizens or Australian PRs only.

If you are applying as a PR, provide a copy of your passport so that your residency can be verified. If your PR has not been approved, you will be considered as an international student and must apply as an international applicant.

- **School of Art & Design Portfolio:** Art & Design applicants with previous design/exhibition work should provide a **select** portfolio that demonstrates their studio capabilities. This must be in a separate document that can include a link to an online portfolio if applicable.
- **Copy of Previous Thesis:** Applicants who have undertaken a research component in their previous degree/s should provide the entire copy of their previous thesis. If the thesis was not written in English, provide an English abstract along with the original copy. If this is a very large file, please upload a document that lists the website where the thesis can be accessed directly. If you are still undertaking your thesis, a copy can be provided once your degree is complete.
- **References:** Referee contact details will be required within your Admission application. Written reference reports are not required within the Admission application, however your Supervisor/School may contact your referees directly, or ask for a written report as needed. Referees should be recent (within the last 5 years).

Notes

[^]Note on English *Residency* waivers; residency waiver for proof of English can be used by applicants that have resided in an English-speaking country for 5 years or more directly prior to commencing a program at UNSW, this waiver can also



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be used if you have prior study completed in an English-speaking country more than 3 years ago and have continued to reside in an English-speaking country.

To request this waiver, we require the following to cover the entire duration of residency:

- Employment certificates
- Rental agreements
- Utility bills

^^All English waiver requests must be **approved by the scholarship deadline**. To meet the deadline, all waiver requests must be submitted *at least* 8 weeks prior to the due date. Waivers are not accepted by all Schools/Faculties, refer to the request form for eligible Schools.

To apply for a Waiver, applicants must meet two Waiver requirements, and submit the [Research Applicant English Waiver Request Form](#), provide evidence of the above, along with a brief statement explaining your particular circumstances to request the waiver. If you have not taken an English test, you will need to explain why an English test cannot be taken. This must be uploaded as one document to your ApplyOnline document list.

^^^Documents must be translated by a UNSW accepted translator, and meet the UNSW [guidelines](#) for translation.

~Financial Declaration form Case examples – select the following:

Case type:	Drop own selection:	Q1.a)	Q1.b)	Please Note
<i>I am only applying for a UNSW scholarship, and have no other way of funding my studies.</i>	'None of the above'	No	No	If you are unsuccessful for a scholarship, you have asked for your admission application to be withdrawn
<i>I am applying for the China Scholarship Council Joint Training program, but can also self fund if unsuccessful.</i>	'China Scholarship Council...'	No	Yes, provide documentation	You must also attach confirmation from your proposed supervisor that they can top up your CSC Stipend to the UNSW rate.
<i>I am applying for the Indonesian Ministry of Finance (LPDP) scholarship and can't fund any other way</i>	'Indonesian Ministry of Finance...'	No	No	UNSW only has one agreement with LPDP, for the Tuition Fee Scholarship / LPDP joint award. Applications are only open during select periods, refer to our Scholarships website
<i>I am applying for the DFAT, Australia Awards</i>	Applications must be submitted through DFAT. Only applicants from participating countries can apply for Australia Awards. Please refer to https://www.unsw.edu.au/student/support/financial-support/scholarships/australia-awards , or contact alo@unsw.edu.au for more information.			

