

Online Application (OLA) Checklist for UQ BEL Partner Universities

The University of Queensland (UQ) has introduced an online application (OLA) system to streamline the admission process. Applicants are no longer required to complete a paper-based application form for direct offers or package offers to undertake English studies at ICTE-UQ.

This document is written for **partner contacts who assist applicants to apply directly with a partner code.**

To avoid unnecessary delays in processing the applications, please follow the instructions provided in this document. If you have any questions or if there are any changes to the partner liaison contacts, please contact Mr Michael Chen (mchen@bel.uq.edu.au).

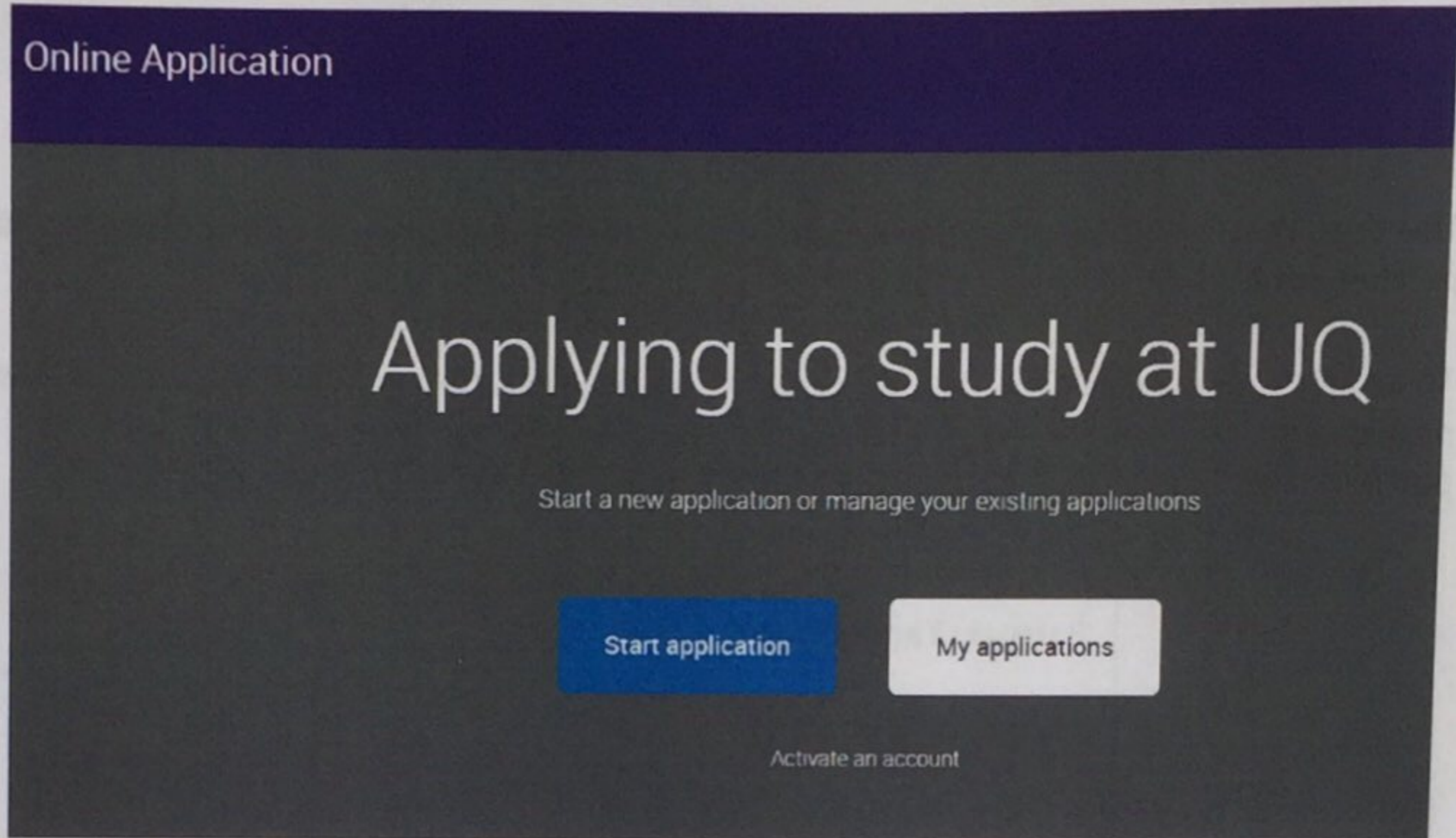


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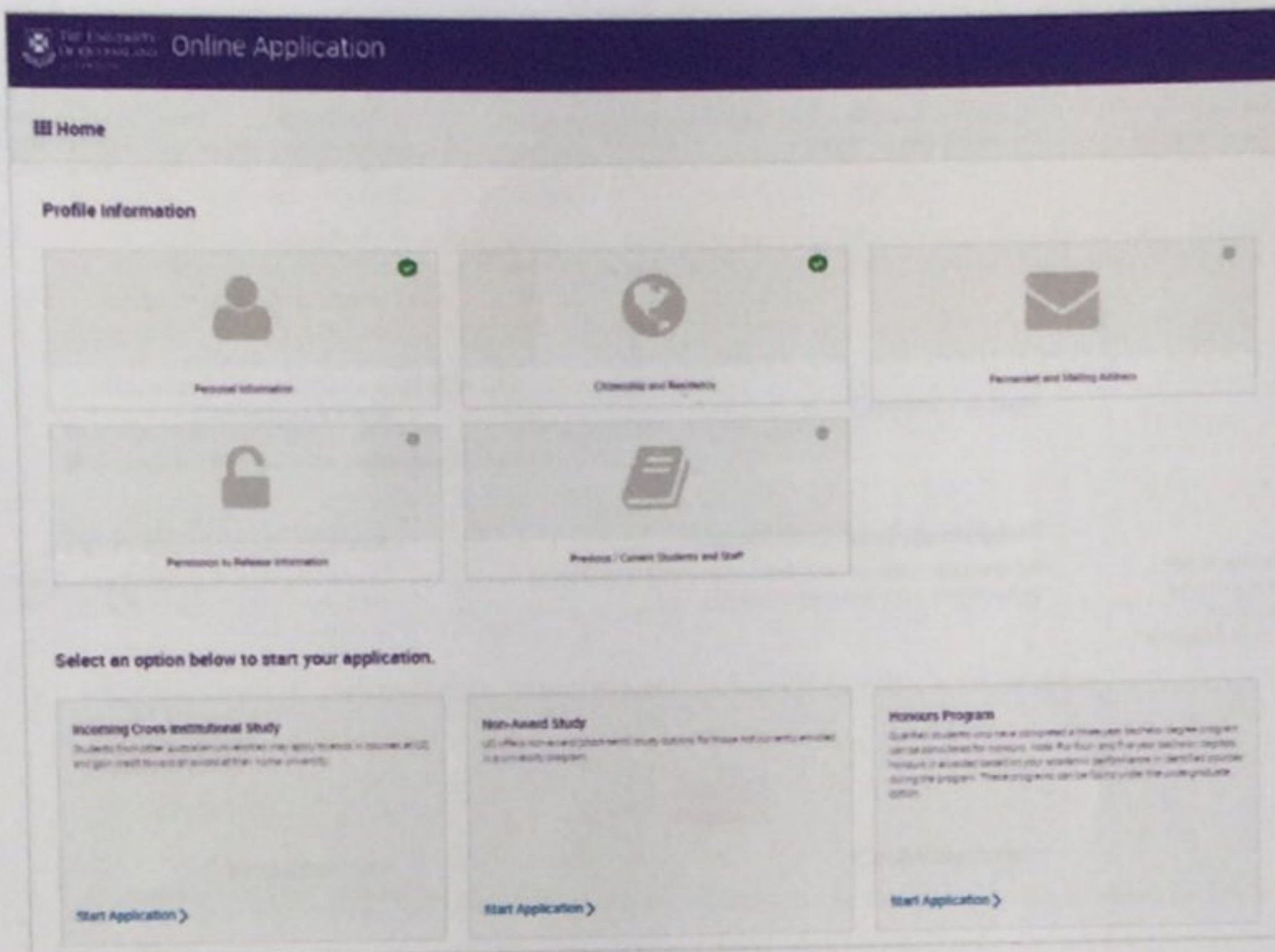
1. Application Stage (Students apply directly by themselves)

- Go to <https://apply.uq.edu.au/> to access the Online Application website



- Click "Start application", then enter an email address and password to create an account.

The screenshot shows the "Start a new application" form. At the top left, there is the University of Queensland logo and the text "THE UNIVERSITY OF QUEENSLAND AUSTRALIA". To the right of the logo is the text "Online Application". Below the header, there is a "test environment" label. The main heading is "Start a new application". Below the heading, there is a sub-heading "To start a new application, complete the form below:". There are two lines of text: "UQ staff and students should use UQ Single Signon" and "If you have been sent an activation code, please visit the activate account page". The form contains four input fields: "Email address (required)", "Confirm email address (required)", "Password (required)", and "Confirm password (required)". Below the input fields, there is a checkbox with the text "I have read and agree to the OA Terms of Use and I have read the OA Privacy Notice.". At the bottom of the form, there is a blue "Continue" button.



- Complete a profile by entering **Personal Information** and **Citizenship and Residency**. Make sure the first name, family name and date of birth are entered as shown on the passport.

Home > Postgraduate Coursework Program

Agent / Partner and Event Details

If you are applying through an authorised agent / partner, please enter their code here.

(Contact agent / partner for a valid code)

Agent / partner code

LAMC

Agent / Partner Name:

.....

If you have been given a UQ event code at a recent event, please enter your code here.

Event code

Event Name:

.....

- Enter the Partner Code **XXXX** (as shown on page 1) in the "Agent/Partner and Event Details". This will automatically waive the application fee for the applicant as well as make the application visible on the relevant Partner Portal.

<p>Incoming Cross-institutional Study</p> <p>Students from other Australian universities may apply to enrol in courses at UQ and gain credit toward an award at their home university.</p> <p>Start Application ></p>	<p>Non-Award Study</p> <p>UQ offers non-award (short-term) study options for those not currently enrolled in a university program.</p> <p>Start Application ></p>	<p>Incoming Exchange</p> <p>The UQ Incoming Exchange program is available to students currently studying at an overseas institution which has a student exchange agreement with UQ. Incoming Exchange students can study at UQ for one or two semesters.</p> <p>Start Application ></p>
<p>Honours Program</p> <p>Qualified students who have completed a three-year bachelor degree program can be considered for honours. Note: For four- and five-year bachelor degrees, honours is awarded based on your academic performance in identified courses during the program. These programs can be found under the undergraduate option.</p> <p>Start Application ></p>	<p>Postgraduate Coursework Program</p> <p>Postgraduate coursework programs include graduate certificates, graduate diplomas and coursework masters.</p> <p>Start Application ></p>	<p>Research Higher Degree Program</p> <p>UQ offers the following research higher degree (RHD) programs: Doctor of Philosophy (PhD), Master of Philosophy (MPhil), and Professional Doctorate by Research.</p> <p>Start Application ></p>
<p>Undergraduate Program</p> <p>UQ offers a range of undergraduate qualifications suited to different levels of experience and employment needs.</p> <p>Start Application ></p>	<p>Incoming Study Abroad</p> <p>The UQ Study Abroad program is available to students currently studying at an accredited institution outside of Australia. As a Study Abroad student, you can study at UQ for one or two semesters.</p> <p>Start Application ></p>	

The applicant can select an application type:

- Undergraduate Program
- Postgraduate Coursework Program
- Incoming Study Abroad (Non-award study for one or two semesters)

- ✓ The applicants can choose their first preference program and two additional preferences.
- ✓ On "Request for Credit" page: tick the box "I would like to apply for credit" if applicants wish to transfer credit from home institution to UQ degree.
- ✓ On "English Language Proficiency" page:

If the applicants do not meet the English language requirements, tick the box "I require a package offer to undertake English studies at ICTE-UQ" to request a package offer consisting of an ICTE-UQ English course (e.g. Bridging English Program (BEP)) and a UQ degree program. No need to fill in a separate ICTE-UQ English Program Application Form for this purpose. View the BEP entry and exit requirements at <https://icte.uq.edu.au/study/bridging-english/bridging-english-program-entry-and-exit-requirements>.

Evidence and Document Upload

- You may provide scanned copies of your original documents.
- You must retain your original supporting documents for the duration of your studies at UQ.
- You may be requested, at any time throughout your studies, to provide original documentation for verification. Failure to provide the original documents for verification when requested may result in withdrawal of the offer of a place, cancellation of enrolment and, where relevant, rescinding of any awards conferred if the qualifications used as the basis for admission are unable to be verified.

The following documentation is required to support your application.

- Evidence for consideration of meeting English language proficiency requirements
- Evidence of relevant work experience (if required)

Uploaded Documentation

0MB of 12.0MB MAX

Upload a document

Please clearly name your document files e.g. Bachelor of Science transcript, and provide a further description.

Choose file

✓ Evidence.docx

11.5kb

Cancel

Brief description (100 characters maximum)

Evidence

Upload File

If you are not uploading all evidence at this time, please provide an explanation.

Please note: assessment may be delayed if your application is incomplete.

Explanation, if you are not uploading all evidence

Save

On "Evidence and Document Upload" page: scan and upload the supporting documents listed below. Please write a brief description for each document (e.g. transcript, degree certificate, IELTS etc.) and include the articulation model (e.g. 1+1). For example, "1+1 Commerce transcript" or "1+1 degree certificate".

- Certified* copy of current academic transcript with grading systems
- For postgraduate applicants: certified* copy of Bachelor's degree academic transcript and award certificate
- Copy of IELTS or internet-based TOEFL test report with TRF or registration number (original not required)
- Certified* copy of High School Diploma (if applicable)

*: Partner contacts can certify by writing "Certified as a true copy of the original" and then dating and signing the copies.

OA Submission Terms

Please scroll down to ensure you have read all of the following terms.

Applicants under 18 years of age must ensure their parent or legal guardian reviews the Application, these OA Submission Terms, the OA Terms of Use and the OA Privacy Notice and consents to the Applicant submitting this Application and agreeing to these OA Submission Terms and the OA Terms of Use.

In these OA Submission Terms the terms 'Applicant', 'Application' and 'Application information' have the same meaning given to them in the OA Terms of Use.

As the Applicant, I declare that-

1. the Application has been completed in accordance with the information and explanatory notes included in or linked to the online applications website;
2. the Application information is true, up to date and complete and is a full and frank disclosure of information pertinent to the Applicant seeking enrolment;
3. there are no reasons (legal or otherwise) that would prevent me from submitting the Application information.

I have read and agree to the Submission Terms and I have read the Privacy Notice.

Application Review and Submission.

- ✓ OLA will allow users to review application details prior to submission. Once users have confirmed all details are correct, click "Submit".
- ✓ If the applicants have entered the correct 4-letter partner code, they should not be asked to pay any application fees. If in doubt, please contact Mr Michael Chen (mchen@bel.uq.edu.au) before submission.

Application successfully submitted!

Non-Award, Non-Award, Semester 2, 2015

Application Code: 3327643548

Course 1: AGRC1907C Farm Infrastructure & Equipment

Course 2: ACCT7101 Accounting

Course 3: ACCT7105 Advanced Financial Accounting

Status: Submitted

Application Details

Print >

Personal Information

Title: Mister
First Name: John
Middle Name: show field
Family Name: Doe
Date of Birth: 27 July 1925
Primary Email: John.doe@uq.edu.au
Secondary Email: show field
Mobile Phone: 0400 111 222
Other Phone: show field

Citizenship and Residency

Status: I require a student visa
Citizenship Country: France
Birth Country: Andorra
Residence Country: Andorra

Permanent and Mailing Address

Permanent Address
Line 1: Something address
Line 2: Something something
City: Something city
State: Something state
Country: Algeria
Postcode: 1323232

Successful Submission

- ✓ Upon successful submission, applicants will be presented with an application overview and confirmation that their application has been successfully submitted.

Notifications

Additional Documentation Required - Undergraduate Program

A copy of your complete official academic transcript(s), which should include all subjects you have studied or are undertaking and the results whether passed or failed. Copies of the original language transcripts and official English translations (if applicable) are required.

[Upload additional documents](#)

24 May 2016

✓ Applicants can also submit additional documents after submission. Click "View Application" and then select "Additional Documents".

Submitted Applications

Postgraduate Coursework Program

Last Updated: 5 Dec 2016
Created: 5 Dec 2016

Graduate Diploma in Public Health
Semester 2, 2017

Status: Application submitted

[View Application](#)

Postgraduate Coursework Program

Last updated: 5 Dec 2016 Created: 5 Dec 2016

Application

Application Details

Summary of the submitted application

Additional Documents

Upload requested documents

[Withdraw application](#)

Additional Documents and Portal Notification

✓ UQ will send notifications to both Partner Portal and Applicant Portal with a notification marker ¹ (top right corner) to display what additional documents are required. An email and a SMS (if a mobile phone number is provided) will be sent to the applicant to alert them to to log on the portal to upload additional documents.

Partner contact to email separately a list of applicants in Excel format to Mr Michael Chen (mchen@bel.uq.edu.au).

UQ Student ID	Chinese Name	First Name	Last Name	Gender	Program Name	Major
	陳肖霞	Siao Sia	Chen	F	MBus	International Business

2. Offers, Payment and Acceptance Stage

- In each stage (offer, payment or acceptance), if there is an update, UQ will send notifications to both Partner Portal and Student Portal. Partner contacts and applicants will be able to see a notification marker **1** on the top right corner when they sign in to the online account.

For information on how to accept an offer:

- Postgraduate programs:

<https://future-students.uq.edu.au/apply/postgraduate/international/responding-to-your-offer>

3. Prior to Arrival at UQ

Please upload to the applicant's online account as soon as the following documents have become available in order to finalise credit:

- Certified* copy of Bachelor's degree academic transcripts
 - 8-semester results for bachelor's degree graduates
- For postgraduate applicants: certified* copy of Bachelor's degree academic transcript and award certificate
- Please write a brief description for each document (e.g. transcript, degree certificate, IELTS etc.) and include the articulation model (e.g. 1+1). For example, "1+1 Commerce transcript" or "1+1 degree certificate".

Alternatively, you can email the documents to mchen@bel.uq.edu.au.

Please retain a copy of the applicant's full transcript and award certificate (if applicable) at the home university for future reference.

Ask the students to bring the original full transcript and award certificate (if applicable) with them to Australia in case further verification is required, or if the students wish to undertake further study.

Please direct students to <https://future-students.uq.edu.au/getting-prepared> for information about student visa, accommodation, health insurance. Some highlights include:

- Attend a pre-departure online briefing: <https://future-students.uq.edu.au/international/pre-departure-online-briefing>
- Arrange free airport reception service: <https://future-students.uq.edu.au/international/arriving-in-brisbane>
- Plan an earlier arrival date to take advantage of free pre-semester preparation programs, including Jump Start Academic Preparation Program: <https://future-students.uq.edu.au/international/pre-semester-prep>
- Register for free English for Academic Communication courses two weeks prior to the start of each semester: <https://icte.uq.edu.au/study/uq-pathways-and-support/english-academic-communication>

Upon arrival at UQ, students should check credit transfer by viewing their Studies Report available via the UQ student administration system - mySI-net at <https://www.sinet.uq.edu.au/>

Email Mr Michael Chen at mchen@bel.uq.edu.au as soon as possible if there are any discrepancies with credit transfer

Attachment 1: Business, Economics and Law Program Codes

BEL Program	Program Code
Bachelor of Business Management	2059
Bachelor of Commerce	2024
Bachelor of Economics	2029
Bachelor of International Hotel and Tourism Management	2194
Bachelor of Laws (Honours)	2359
Master of Business #24 (1.5 years)	5250
Master of Business #32 (2 years)	5583
Master of Business Administration	5430
Master of Commerce #24 (1.5 years)	5165
Master of Commerce #32 (2 years)	5584
Master of Development Economics #24 (1.5 years)	5469
Master of Development Economics #32 (2 years)	5587
Master of Economics #24 (1.5 years)	5601
Master of Economics #32 (2 years)	5399
Master of Health Economics #24 (1.5 years)	5418
Master of Health Economics #32 (2 years)	5589
Master of International Economics and Finance #24 (1.5 years)	5185
Master of International Economics and Finance #32 (2 years)	5590
Master of Tourism, Hotel and Event Management #24 (1.5 years)	5548
Master of Tourism, Hotel and Event Management #32 (2 years)	5585
Master of Tourism Leadership	5549
Master of Laws #16 (1 year)	5191
Master of Laws #24 (1.5 years)	5591
Master of International Commercial Law	5604
Master of International Law	5658
Masters of International Relations/International Law	5671
Master of Global Management	5511

More information:

Business, Economics and Law programs:

<http://www.uq.edu.au/study/studyarea.html?area=bel>

UQ Future Students website:

<https://future-students.uq.edu.au/>

Attachment 2: Application Deadlines

Action	UQ Semester 1 (February Intake)	UQ Semester 2 (July Intake)
Articulation partner to submit online applications before:	15 November	15 April