

## Graduate Research School

### Document Submission Guidelines

Below is a short description of documents required by every applicant, these are required for your application to be assessed by the school. All documents must be in English or include certified English translations. Further documentation specific to your case may be required beyond the below, and we will contact you in the event these are required.

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

- **\*Proof of English<sup>^</sup>:** All applicants, domestic and international, must meet<sup>^^</sup> the [UNSW English language requirements](#) before submitting an application. If you have undertaken an English proficiency test, you must confirm with your testing authority (e.g. Pearson's) that UNSW has permission to view and verify your test results. TOEFL myBest scores are not accepted by UNSW.
- **\*Supervisor Contact or EOI:** Most Faculties require you to contact potential supervisors independently, while others require you to complete an Expression of Interest (EOI), after which they will connect you to appropriate supervisors. Please upload a statement or screen shot of the email from an academic which clearly states their agreement to supervise you or that your EOI was successful. Please see the finding a supervisor page for further information <https://research.unsw.edu.au/finding-supervisor>
- **\*Research Description:** Requirements of a research description (e.g., word-count and level of detail) differ between Faculties and their research degree types so we recommend you first check your Faculty webpage. If no specific requirements are specified, as a *general* guide, your research description should include the following:
  - o Title of your research project
  - o Statement of the research problem and its significance
  - o Outline of how you plan to address this problem
  - o Details of any previous research and/or publications you've undertaken in your area of interest (if available)
  - o No more than 3000 words
- **\*Source of Funding:** As an applicant to UNSW, you must demonstrate that you can financially support yourself (& any dependants) for the duration of your studies. This may be through applying for a UNSW Research Scholarship, an alternative scholarship or sponsorship (provided by a source external to UNSW), or through self-funding. Before your application can be considered, **all applicants must complete** the [GTE/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](#).

#### International applicants –

- o If you have already been offered an external sponsorship or scholarship, the Sponsorship/Scholarship Agreement will need to be provided. If not granted yet, this can be provided at a later date.

- o If self-funded, you will need to provide:
  - 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. For required fund amounts, please visit <https://research.unsw.edu.au/fees-and-costs>; and
  - 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).

#### Domestic applicants –

- o If you have already been offered an external sponsorship or scholarship, you will need to provide evidence of this along with the [GTE/Financial Declaration Form](#)
  - o **If self-funded, please provide 1 – 2 sentences outlining your financial capacity to fund your studies in the area provided on the [GTE/Financial Declaration Form](#).** Engineering applicants must also provide bank statements from last 6 months, showing funds available for a minimum of 2 years for a Masters, or minimum 4 years for a PhD.
- **\*Official Academic Transcripts<sup>^^^</sup>:** Applicants need to provide a scanned or electronic copy of transcripts for all tertiary degrees completed or attempted, including current degrees (please see additional information for current/Final results below). Transcripts need to include both grade and unit for each course. For those students undertaking a research degree, the thesis mark should be included, however if there aren't specific scores, an enrolment summary will be required to show which semesters the applicant was enrolled. All pages of one transcript, including the original language copy, should be provided in **one** document. An official grading system with an explanation of what specific scores/grades mean should accompany official transcripts.  
For 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.
  - **Current/Final semester results<sup>^^^</sup>:** 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<sup>^^^</sup>:** These are certificates of completion for prior degrees. If you are currently studying, the testamur for this degree can be submitted later, once available. Your application can be provisionally assessed without these. All pages of one testamur, including the original language copy, should be provided in one document.
  - **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, please** 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.
- **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 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. As of publishing date, the Schools of Civil and Environmental Engineering, Biomedical Engineering and Minerals & Energy Resources Engineering, and the Faculty UNSW Canberra do not accept Waivers.

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 will 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.

