Below is a short description of documents required by every applicant, these are required in order for your application to be assessed by the school. Please make sure you have all the adequate documentation before submitting an application. 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.

- **Supervisor Contact or EOI**: Most Faculties require you to contact potential supervisors independently and secure their agreement to supervise you, 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 your potential supervisor 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](https://research.unsw.edu.au/finding-supervisor)

- **Research Description**: In general, research proposals should be around one page in length, and should include the following:
  - The Title of Your Research Description (this must be included in your document)
  - A Statement of the research problem and its significance
  - An Outline of how you plan to address this problem
  - Details of previous publications and/or research undertaken in your nominated area of interest.

Some faculties have additional requirements, for more information please visit [https://research.unsw.edu.au/finding-supervisor](https://research.unsw.edu.au/finding-supervisor)

- **Financial Declaration**: As an applicant to UNSW, you must demonstrate that you have the ability to financially support yourself (and any dependants) for the duration of your studies.
  - **Domestic applicants** must provide a statement of no more than 100 words in a word document outlining their financial capability.
  - **International applicants** Before your application can be considered, you 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, including the following:
    - 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.
    - 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. 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

• **Proof of English:** All applicants, domestic and international, must meet the [UNSW English language requirements](https://research.unsw.edu.au/fees-and-costs) before applications can be assessed.

Further information on 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

• **Official Academic Transcripts**: 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). For those students undertaking a research degree which does not have 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.

• **Current semester results**: this is only required for any students still undertaking a tertiary degree.

• **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. If you are currently studying, the testamur for this degree can be submitted at a later date 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.

• **Grading systems**: These are an official document from your University with an explanation of what specific scores/grades mean at their University/Institution. These must be provided for each University you have attended.

• **Curriculum Vitae (CV)**: This must include details of previous research, such as a summary of all research outputs and experience, including 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 the visa they are currently holding.

• **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.

• **UNSW Art & Design Portfolio:** all Art & Design applicants with further design/exhibition work can provide details of these directly to the Art & Design Student Centre