

# How To Apply

MedEdPath is the admissions representative for The University of Queensland Ochsner Clinical School. Following are instructions on how to apply. If you have any questions or need additional information along the way, don't hesitate to contact us at MedEdPath.

MedEdPath  
77 Water Street, 8<sup>th</sup> Floor  
New York, NY 10005  
917.692.4351 or 877.777.0155  
[applications@mededpath.org](mailto:applications@mededpath.org)  
[www.mededpath.org](http://www.mededpath.org)

- The following documents are required for your application:
  - ✓ Application form, including Deed of Acknowledgment and Consent and Applicant Authority Form
  - ✓ Official transcripts for ALL courses, including transfer credits and post-baccalaureate courses, undertaken to date
  - ✓ MCAT Score Report
  - ✓ Copy of your US Passport or US Permanent Resident Card
- An interview is required for admission into the program. All complete applications will be considered for interview eligibility.
- Applications are not accepted through the AMCAS system.
- The application fee is waived for Ochsner Cohort applicants.

## Notes for Completing the Application Form

- The correct application form is titled:  
**International Student Application for Graduate Coursework Studies**  
This is the form used by international applicants for the MD application.
- Australian English has its own colloquialisms. On the application, please note, 'tick' means 'check'.
- You may either fill out the form electronically, print and sign it, or print it first and fill it out in black ink. If you choose to hand-write the form, please write clearly, preferably in all capital letters. Retain a copy for your files. Complete the application form, **sign and date it**, and mail it to MedEdPath at:

MedEdPath  
77 Water Street, 8th Floor  
New York, NY 10005  
917.692.4351 or 877.777.0155

- It is recommended that you mail your application using a method that allows you to track its delivery.
- The numbered notes below correspond with the numbered items on the application.

## Note 1 Personal Details

- Enter your names exactly as they appear on your passport (family = last, given = first and middle).
- Where asked for **Order of names**, provide the order as you want your names to appear on your Offer of Admission letter and Confirmation of Enrolment document. Typically, First Name followed by Last Name.
- Date of Birth (and generally writing dates on documents in Australia) - Enter your date of birth in **DAY - MONTH - YEAR** sequence. This is not the sequence used in the United States, where we enter the month first. Incorrectly entering your birthdate will delay your application.
- **Country of Birth.** The UQ Ochsner program is open only to US citizens and US permanent residents. Please email us a copy of your US Passport or US Permanent Resident card as a separate PDF attachment, or mail a paper copy of it.

## Note 2 Contact Details

- A permanent address outside Australia must be provided. This is required as part of the proof that you satisfy the requirements as an international student. This cannot be a PO Box address.

## Note 3 Program of Study

- Indicate the year in which you wish to begin. The rest of this section is already filled in (the commencement is Semester 1: the MD program starts **once per year in February**; the program code is 5579; the program name is MD Ochsner).

#### Note 4 Scholarship Details

- The University does not offer scholarships for the UQ Ochsner MD program. If you have confirmation that you will be receiving a scholarship from another provider, please attach official documentation from your funding organization, including duration of scholarship, expenses covered by scholarship (e.g. tuition fees, living allowance, OSHC) and details of any restrictions. Updated scholarship information can be provided at a later date.

#### Note 5 English Proficiency

- If you were born in the US and your most recent degree was awarded more than 5 years ago, please have an official transcript from your high school sent to our NYC office. If English is not your first language and your most recent degree is more than 5 years old, you may be required to submit valid IELTS exam scores.

#### Note 7 Academic Qualifications and Experience

- 'Course/award' signifies the degree(s) you were granted or are studying for (e.g. B.A., B.S., M.S.).
- If you have not yet received your Bachelor's degree, or are working on a higher degree such as a Master's, check 'Yes' after 'Are you currently studying?'
- Under 'Date results expected', enter the date your degree will be awarded.
- Work experience and referee reports (Résumé and Recommendations) are not accepted.
- All applicants check 'No' after 'Do you wish to claim credit or exemptions on the basis of your previous tertiary study?' as the medical school does not accept transfer credits.
- Check 'Yes' after 'Would you prefer an offer even if the credit assessment has not been completed?' if you would like to receive a conditional offer of admission from the medical school subject to successful completion of your required degree.

#### Note 8 Overseas Student Health Cover

- International students are required to enrol in 51 months of Overseas Student Health Cover (OSHC; health insurance) as a requirement of the Australian Student Visa. You may arrange for such health insurance yourself. However, it is much easier to have UQ arrange health insurance for you through their preferred provider, Allianz Global Assistance. If you choose to arrange it yourself, you must select one of the OSHC providers approved by the Australian Government and submit documentation of your paid enrolment for the period of your degree. This must occur before your Confirmation of Enrolment can be issued or your Student Visa be processed. If you plan to bring your family, please indicate that here.
- A list of OSHC providers and information about OSHC can be found at: <https://www.privatehealth.gov.au/healthinsurance/overseas/oshc.htm>

#### Note 10 Declaration and Signature

- Please read the declaration carefully.
- You must **hand-sign your name** on the signature line. A typed-in name or electronic signature cannot be accepted.
- The application form is not considered complete without a valid signature.

#### Deed Deed of Acknowledgment and Consent

- Please read the Deed carefully.
- You must **hand-sign your name** on the signature line. A typed-in name or electronic signature cannot be accepted.
- The application form is not considered complete without a valid signature.

#### AADA Applicant Authority Form

- Please read the form and Terms of Use carefully.
- You must **hand-sign your name** on the signature line. A typed-in name or electronic signature cannot be accepted.
- The application form is not considered complete without a valid signature.

#### Additional Required Documents

In addition to the application form and copy of your passport, an MCAT Score Report and official transcripts are required in order to complete your application.

##### MCAT Scores

- Requirements: MCATs must have been taken during the three years prior to the start date of the program (for example, for the class beginning in February 2020, MCATs must have been taken from January 2017 forward.)
- To Submit MCATs: Please either mail your Score Report (Verification Code and AAMC ID number at the top), or email a PDF of your Score Report to: [applications@mededpath.org](mailto:applications@mededpath.org). You must include the Verification Code and AAMC ID.

##### Transcript(s)

- Official transcripts (not photo-copies or student copies) from all institutions attended must be sent directly to MedEdPath. Please have transcripts for all coursework leading to your degree, including summer study and course credits transferred to your degree-granting institution, sent to our office. E-transcripts must be sent to [applications@mededpath.org](mailto:applications@mededpath.org).

#### Interviews

- When all required documents have been received and deemed to have met the minimum standards for year of entry, the applicant will be considered for an interview. Interviews are conducted in New Orleans at the UQ Ochsner Clinical School campus or via Skype. Detailed information about the interviews will be provided when applicants are invited.

# International Student Application for Graduate Coursework Studies



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CRICOS Provider Number 00025B

## Important information

- Please read the separate sheet *Notes for completing the International Student Application form – Graduate Coursework Studies* and follow the instructions. This will avoid any unnecessary processing delays.
- Your application must include a non-refundable fee of \$100 unless you are applying for a UQ scholarship.
- Please see *The Application Process* on page 106 of this prospectus for details on how to submit your application.
- Do **not** use this form if you are an Australian/New Zealand citizen; an Australian permanent resident; an applicant for Study Abroad, Exchange, or English studies; or if you wish to change your program to another program at the same level.
- Return your completed application form, documentation and application fee to UQ's International Admissions Section (see below) or to one of the University's authorised representatives ([www.uq.edu.au/edureps](http://www.uq.edu.au/edureps)).  
The Manager, International Admissions Section, The University of Queensland, Level 2, JD Story Building,  
Brisbane, Queensland 4072, Australia  
Web [www.uq.edu.au](http://www.uq.edu.au) Email [applicationstatus@uq.edu.au](mailto:applicationstatus@uq.edu.au)  
Phone +61 7 3365 7941 Fax +61 7 3365 1794

## 1 Personal details (see note 1)

Family name: .....

Given names: .....

Order of names: .....

Date of birth: ..... DD/MM/YYYY Gender: .....

Citizenship: ..... Country of birth: .....

Country of current residence (country where you have been living for the past three months): .....

## 2 Applicant contact details (see note 2)

Phone: ..... Mobile: .....

Email: .....

### Applicant's permanent address outside Australia:

Number and street: .....

Suburb/town: .....

State: ..... Post/zip code: .....

Country: .....

### Applicant's mailing address (if different from above):

Number and street: .....

Suburb/town: .....

State: ..... Post/zip code: .....

Country: .....

## 3 Program of study (see note 3)

Program commencement:  Semester 1 (Jan-Feb)  Semester 2 (July) Year: .....

1st program code: ..... Program name: ..... Major: ..... Campus: .....

2nd program code: ..... Program name: ..... Major: ..... Campus: .....

If your first program choice is not available for the semester you have indicated, what would you like to be automatically considered for?

the next available semester for your first program choice **or**  your second program choice

## 4 Scholarship details (if applicable) (see note 4)

a) Are you applying for a UQ scholarship?  No  Yes Name of scholarship: .....

b) Are you applying for a scholarship from another provider?  No  Yes Name of scholarship provider: .....

c) Have you received a scholarship?  No  Yes Name of scholarship provider: .....

## UQ office use only

Student ID: .....

Priority level: P1 / P

Scholarship: Y / N

Payment method: .....

AO: .....

DATE STAMP

## Agent use only

Empl ID: .....

Event ID: .....

Agent ID: .....

UQ Agent Email: .....

AGENT STAMP

**5 English proficiency (see note 5)**

- a) Is English your first language?  No  Yes (If yes, move to section 6)
- b) If your current level of English language proficiency does not meet UQ's English language entry requirements and all other entry requirements are met, would you like to receive a Package Offer which includes English Language tuition at UQ's Institute of Continuing and TESOL Education (ICTE-UQ)?  No  Yes  
If yes, please complete the ICTE-UQ application form available at [www.icte.uq.edu.au](http://www.icte.uq.edu.au) and return with this application.
- c) Please tick the appropriate box if you have completed any English test within the last two years:  TOEFL  IELTS
- d) If you sat an IELTS test, please indicate the IELTS Test Report Form (TRF) number if you can:.....
- e) If you sat an internet-based TOEFL test, please indicate your registration number and test date:  
Registration number: ..... Test date: ..... DD/MM/YY

**6 Student disability arrangements (see note 6)**

For information, please visit [www.uq.edu.au/student-services/Disability](http://www.uq.edu.au/student-services/Disability) and contact UQ's Disabilities Advisor: email [disability@uq.edu.au](mailto:disability@uq.edu.au) or phone +61 7 3365 1704.

**7 Academic qualifications and experience (see note 7)**

Please list all secondary and post-secondary programs in which you have been enrolled:

Course/award e.g., Bachelor degree, A levels	Institution e.g., Taylors College	Country e.g., Australia	Year started e.g., 2001	Year completed e.g., 2005
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

Are you currently studying?  No  Yes If 'Yes', please provide details below.

Course/award	Institution	Country	Date results expected
.....	.....	.....	.....

Work experience:  Tick box if statements are attached

Referees:  Tick box if reports are attached

Do you wish to claim credit or exemptions on the basis of your previous tertiary study?  No  Yes

Would you prefer an offer even if the credit or exemption assessment has not been completed?  No  Yes

(If you tick 'No', an offer will be sent when the credit or exemption assessment has been completed.

If you tick 'Yes', you will receive an offer as soon as you are deemed eligible for program entry. Credit/exemption assessment advice will follow at a later date.)

**Important note:** Credits and exemptions will be recorded on your official academic transcript and, once granted, credits and exemptions cannot be rescinded or removed.

**8 Overseas Student Health Cover (see note 8)**

It is a condition of a student visa that you maintain Overseas Student Health Cover (OSHC) for the duration of your studies in Australia.

On your behalf, The University of Queensland can organise program-length cover with OSHC Worldcare, its preferred provider of OSHC.

Yes, I would like UQ to arrange:  Single rate OSHC for myself **or**  Family rate OSHC for myself and my dependant/s

No, I will make my own arrangements for the duration of my studies at UQ

**9 Permission to release information (see note 9)**

I authorise the following person to access details regarding my application (compulsory for students under 18 years of age):

Family name:..... Given name:..... Relationship to applicant: .....

Delegate's signature: ..... Date:.....

**10 Declaration and signature (see note 10)**

I agree:

- to The University of Queensland (the University) communicating with me via electronic means;
- to permit the University to obtain my academic results from other institutions directly or through Qualsearch;
- if any information provided by me is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to Universities Australia (UA) and UA member institutions, the Australasian Conference of Tertiary Admission Centres (ACTAC) and any other relevant authority.

I understand that:

- submitted documents supporting this application become the property of the University and will not be returned to me;
- the University may vary or cancel any decision it makes if the information I have given is incorrect or incomplete;
- information is collected on this form and during my enrolment in order to meet UQ's 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 me on this form and during my 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 my enrolment can be disclosed without my consent where authorised or required by law.

**I declare that the information I have given in this application is correct and complete.**

Applicant's signature: .....

Date: .....

**Signature of parent/legal custodian if student is under 18 years of age.**  
(see The Application Process section)

Parent's/legal custodian's signature:.....

Date: .....

## DEED OF ACKNOWLEDGEMENT AND CONSENT

I acknowledge that I have been advised of the following special terms of my application for enrolment into the UQ-Ochsner Program:

1. **UQ-Ochsner Program:** The arrangement for the UQ-Ochsner Program is to deliver 2 years of pre-clinical education at The University of Queensland in Australia and 2 years of clinical instruction at Ochsner Health System in Louisiana (the “**UQ-Ochsner Program**”). Students of the UQ-Ochsner cohort are required to spend the Year 1 elective in Australia and will spend additional clinical placement time in Australia during Phase 1 (Years 1 and 2), prior to transfer to the Ochsner Clinical School. Students will be required to return to Australia in Year 4 to complete one 8 week clinical rotation, and students will be responsible for all costs associated with these requirements.
2. **State and Jurisdiction Residency & Licensure:**
  - a. UQ is not responsible for assuring residency or licensure in any jurisdiction. U.S. States and jurisdictions have varying requirements for residency and for licensing after graduation from the UQ-Ochsner Program or UQ’s traditional four-year program.
  - b. I should seek the advice of the state medical board in any states in which I intend to practice to confirm the requirements of, and my eligibility for residency or licensure after graduation from the UQ-Ochsner Program or UQ’s traditional four-year program.
3. **MD Programs:** UQ has a traditional four year MD program for U.S. students other than the UQ-Ochsner Program. Information on this program may be found by emailing the University at [study@uq.edu.au](mailto:study@uq.edu.au) or on the UQ website [www.uq.edu.au/study](http://www.uq.edu.au/study)
4. **MedEdPath:** MedEdPath has been authorized to provide services to prospective students to the UQ-Ochsner Program on behalf of UQ.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant’s Name: \_\_\_\_\_

**(Authorised Partner to administer)**

**APPLICANT AUTHORITY, DECLARATION & AGREEMENT**

As the Applicant, I hereby grant written authority to the Authorised Partner (details below) to submit my Application online to the University. I understand that the Application Information has been entered into the online applications Website in accordance with the [OA Terms of Use](#) and the information and explanatory notes included within the online applications Website.

I declare that:-

1. the Application Information provided by me is true, up to date and complete and is a full and frank disclosure of information pertinent to my enrolment;
2. there are no reasons (legal or otherwise) that would prevent me from submitting the Application Information; and
3. I have obtained a copy and read and confirm my agreement, and (if under 18 years of age) I have also obtained my parent's or legal guardian's consent to agree, to the [OA Terms of Use](#) and the [OA Privacy Notice](#).

I further understand and agree that:-

1. the Application Information, when submitted to the University, becomes the property of the University and will not be returned to me;
2. I must promptly inform the University of:
  - any change to the Application Information that may affect the Application; and
  - any Application Information that is or becomes false, incorrect, incomplete or misleading;
3. should I become a student of the University, there is an ongoing obligation for me to provide and update the University with true, relevant and current information for the period of my enrolment;
4. the University limits and excludes its liability on the terms set out in the [OA Terms of Use](#), including for loss of and errors in relation to Application Information; and
5. the University may at any time reject or suspend the Application or may vary or cancel any decision (including any offer) it makes in relation to the Application if the University has reasonable grounds to believe any part of the Application Information, or any declaration I have given, is or has become false, incorrect, incomplete or misleading.

I provide the University and its personnel (including contractors assisting the University) with permission to:-

1. confirm my academic results as provided by me, from other institutions directly or through third parties, such as Qualsearch;
2. use and disclose the Application Information as the University requires for the purposes of administering the Application (which includes storing, evaluating, verifying and otherwise processing the Application Information) and the online applications Website and for any other purposes and under any other consents set out in the [OA Terms of Use](#) or the [OA Privacy Notice](#) and for any purposes reasonably related to those purposes;
3. transfer the Application Information to, and receive it from, persons (including individuals, companies, government bodies and other entities) outside of Australia if I am outside of Australia or if the University requires for any purposes and under any other consents set out in the [OA Terms of Use](#) or the [OA Privacy Notice](#) and for any purposes reasonably related to those purposes; and
4. take any lawful action they require if the Application Information is incorrect, untrue or misleading in any respect or is not up to date (including modifying information or taking legal or other action).

.....  
**Signed by Applicant**

.....  
**Parent / Guardian (if Applicant under 18)**

.....  
**Name of Applicant**

.....  
**Name of Parent / Guardian**

.....  
**Date**

.....  
**Stamp Authorised Partner**

.....  
**Date**

## OA Terms of Use

This online applications website ('**Website**') is provided on an 'AS IS' basis by **The University of Queensland ABN 63 942 912 684 ('University')**.

By using this Website you (the '**User**') agree with the University that you are bound by and will comply with all of the following terms ('**OA Terms of Use**') and the terms incorporated into it by reference (as described in the next paragraph), including all such terms as varied by the University from time to time in accordance with clause 12.

This agreement ('**agreement**') comprises these OA Terms of Use, the [OA Privacy Notice](#) and, once accepted as part of the process of submitting an Application to the University, the [OA Submission Terms](#).

### 1. Some key defined terms

In this agreement:

'**Applicant**' means the individual in respect of whom an Application is prepared or submitted to the University;

'**Application**' means the whole and any part of an application for admission to study with the University, including the forms and related documentation and other information required by the University in or with the application, including as stored on this Website or subsequently submitted to or required by the University;

'**Application Information**' means the whole and any part of an Application, and any documentation and other information provided to the University in relation to the Application, including as provided subsequently after any part of the Application has first been submitted to the University;

'**Authorised Partner**' means a person (usually an organisation) to whom the University has issued a User account that enables the person to view, prepare and/or submit Applications for multiple Applicants; and

'**UQ Information**' means any document, data, communication or other information on or obtained from this Website or provided to you by, or obtained directly or indirectly by you from, the University or its personnel in connection with this Website, an Application or an Applicant (including if and when they become a student).

Clause 13 contains further provisions setting out meanings of particular terms and references used in this agreement.

### 2. General limited licence

You may only use this Website and UQ Information subject to and in accordance with these OA Terms of Use and only if you are not in breach of them.

### 3. Who this agreement applies to

#### Users

This agreement binds all Users (including individuals, companies, agents and other legal entities). A User may use this Website in multiple capacities, for example, as an individual User and as an employee of another User and as the personnel of another.

#### Minors, parents and legal guardians

Users that are parents or legal guardians of Applicants under 18 years of age (a '**minor**') must ensure they supervise the Applicant's use of this Website and minors should not use this Website without such supervision without a reasonable excuse.

#### Authorised Partners and their personnel

Where an Authorised Partner's personnel use this Website for (or purportedly for) the Authorised Partner, or use a User account issued to the Authorised Partner, a reference to 'you' (or to a 'User') is to be read as a reference to the Authorised Partner in addition to being a reference to the individual User in their other capacities. For example, if an individual is an employee of an approved subcontractor of the Authorised Partner, then the individual uses this Website as an individual User, as an employee of another User (namely, the approved subcontractor) and as the Authorised Partner. Authorised Partner's must have the University's written consent before procuring or allowing any non-employee to use the Website for the Authorised Partner.

This agreement applies in addition to any other agreement an Authorised Partner has with the University related to preparing and/or submitting Applications but, to the extent of any inconsistency, the express terms of that other agreement take precedence.

#### Employees

Users using this Website in the course of their employment also enter into this agreement for and on behalf of their employer and warrant they are properly authorised by their employer to do so. Where an employee uses this Website for (or purportedly for) their employer, or uses a User account issued to their employer, a reference to 'you' (or to a 'User') is to be read as a reference to the employer in addition to being a reference to the individual in their other capacities.

#### User personnel

The acts and omissions (including negligence) of a User's personnel (including their officers, employees, agents, contractors and subcontractors) in connection with the User and this Website, or the User and any User Data or UQ Information, or using the User account of the User, are deemed to be the User's acts and omissions as well as those of the individual in their other capacities.

#### Agents of Applicants

Users who use or purport to use this Website as an Applicant's agent represent and warrant to the University that they are authorised by the Applicant to act on the Applicant's behalf, including to agree to these OA Terms of Use and provide the consents in clause 6, and to prepare and submit Applications, on the Applicant's behalf.

### 4. Storage, submission and other uses of User Data

#### What is User Data?

'**User Data**' means all documents, data, communications and other information (including any Applications and other Application Information) related to a User or an Applicant that is generated by, stored on or transmitted through use of, this Website, or that is created by or for the University or that is provided by any means to the University by any person; and in respect of a particular Application or Applicant: User Data of an Applicant's agent, parent or legal guardian includes User Data of the Applicant; and User Data of the Applicant includes the User Data of their agent, parent and legal guardian; and User Data of an Authorised Partner includes the User Data of each Applicant linked to the Authorised Partner's User account.

#### Storage, submission and other uses of User Data

User Data may be stored on this Website. The University will take reasonable steps to keep such User Data confidential, subject to the University's rights and obligations to use, disclose and otherwise deal with it (including under any consents).

When User Data is stored on this Website or submitted to the University it becomes the University's property (if it is not already) so the University is not obligated to return it, but merely storing or submitting User Data does not transfer ownership of any intellectual property rights in it and you are free to change and delete your information in an Application until you submit it.

Generally, User Data stored on this Website will be kept by the University for a period it considers is reasonable. If the University contacts you about the deletion of User Data you should act promptly if you would like the University to consider if it can be kept.

Despite the foregoing, the University may keep or delete User Data as it determines in its discretion and without notice (for example, User Data may be kept for administrative or legal reasons or kept as de-identified information or it may be deleted if an Applicant is submitted or if a User account has not been active for a certain period or if there are security, storage capacity, legal or other requirements or concerns or if the University ceases to provide this Website).

### 5. Privacy

#### Collecting personal information and other information

Please review the [OA Privacy Notice](#) for information about the University's collection, use, disclosure and other treatment of personal information. The University will also deal with personal information and other User Data in accordance with these OA Terms of Use and any other consents and permissions you provide.

#### Information agents provide about others

Agents of Applicants that provide personal information to the University about other individuals warrant to the University that they have the individual's authority to provide the information, and give the consents in clause 6, on the individual's behalf.

### 6. Consents regarding personal information and other User Data

In addition to any other consents or permissions you may have given, you consent to the University (including its contractors and other personnel):

- collecting, storing, using, disclosing and otherwise dealing with personal information and other User Data:
  - to provide this Website and administer Applications;
  - for any purposes permitted or required by law;
  - for any other purposes, and in any other circumstances, described in these OA Terms of Use, the [OA Submission Terms](#) or the [OA Privacy Notice](#); and
  - as the University reasonably permits or requires for any purposes reasonably related to any of the foregoing; and
- transferring Applications and other User Data to and receiving it from persons outside of Australia for the purposes, or in any of the circumstances, described in these OA Terms of Use or in the [OA Submission Terms](#) or the [OA Privacy Notice](#).

For the purpose of the above consents, any reference to 'personal information' in the [OA Privacy Notice](#) is to be read as being a reference to 'User Data' (including Applications and all other kinds of User Data, whether or not it is personal information).

Applicants also consent to: (a) the Authorised Partners assisting them, and agents, parents and legal guardians the Applicant has nominated, accessing the Applicant's Application Information and other User Data and amending and submitting Applications for the Applicant; and (b) the University communicating and working with such persons (including accepting Applications and other User Data from them and disclosing it to them).

#### Withdrawing consent or refusing to provide information

Consents may be withdrawn at any time by providing notice to an appropriate employee of the University (for example, by email). Please see the contact details for the Right to Information and Privacy Office in the [OA Privacy Notice](#).

You may also at any time refuse to provide any documentation or other information requested.

However, if you withdraw any consent or refuse to provide certain information, the University may determine in its absolute discretion whether or not to continue to deal with you or any related Applicant or Application.

The University is not required to undo anything done in accordance with a consent before it was withdrawn, except as required by any law that cannot be excluded. Where any consent has been withdrawn, the University may continue to keep, use, disclose and otherwise deal with User Data to the extent it is permitted or required to, or is not prohibited from doing so, under any law.

### 7. Processing and auditing Applications etc.

The University will administer Applications (including evaluate, verify, accept or reject them), make offers and process enrolments, in accordance with such policies, procedures and requirements it determines in its discretion from time to time (including as may be required by law). The University may at any time (including before or after you have submitted an Application or have received or accepted an offer and also if auditing an Application) ask you to resubmit User Data or provide additional documentation or information (including original documents and copies of originals certified as such by persons the University considers appropriate). If you do not do so when required to the University's satisfaction, the University may suspend or cancel any related Application, offer and/or a User account and/or exercise its other rights (including, for example, rights under any other terms if you have accepted an offer). The University may audit an Application at any time, including as stored on this Website before it is submitted or after it is submitted and even after an Applicant has accepted an offer and become a student.

### 8. Each User's obligations regarding Applications, User Data, use of this Website etc

#### Selecting courses and preparing Applications

You must use your own independent knowledge, skill and judgment in using this Website, selecting courses and programs of study and in preparing and submitting an Application.

#### Warranties

In respect of any User Data you provide to the University or its personnel you represent and warrant to the University that to the best of your knowledge (having made reasonable enquiries):

- the User Data is true, correct, up-to-date and not misleading or fraudulent;
- you have all necessary rights to use and disclose that User Data to the University and its personnel; and
- subject to the terms of any consent you have (or the relevant Applicant has) given or withdrawn, the University and its personnel may use, disclose and otherwise deal with the User Data in the manner and for the purposes described in these OA Terms of Use, the [OA Submission Terms](#) and the [OA Privacy Notice](#), without breaching any obligation of confidence and without infringing any intellectual property rights or any other rights of any other person.

#### Submitting Applications for others

Authorised Partners preparing and/or submitting an Application must ensure: (a) the Applicant (and, if they are a minor, their parent or legal guardian) approves of the Authorised Partner's activities and is aware of these OA Terms of Use, the [OA Submission Terms](#) and the [OA Privacy Notice](#) and has given the consents set out in clause 6; and (b) the University is promptly notified of any consent that is withheld or varied by the relevant Applicant or any other person connected with that Application.

#### Use of this Website

You must only use this Website in accordance with all applicable laws of Australia and of any country in which you use it and you must not do or fail to do anything that causes or contributes to an Application or the University contravening any law.

You must not, and must not allow, assist or enable any other person to, use this Website, UQ Information or User Data:

- to do anything that contravenes any law or infringes a person's rights (including in contract, tort, equity or under statute); or
- to engage in any unauthorised access to or use of this Website, UQ Information or any User Data.

#### Access and use is restricted

Use of this Website is permitted on a restricted basis. You may only access and use a User account if the University issued it to you or if you are permitted under the '[Passwords](#)' section below.

You do not have permission to reproduce or modify any part of this Website or UQ Information except where this occurs as a necessary part of using it in accordance with its intended purposes (such purposes being as reasonably determined by the University in the event of any dispute).

#### Passwords

You must keep each User account password you use secret and secure and you must ensure each such password is not disclosed to or used by any unauthorised person. User account passwords issued for use by an Authorised Partner (which includes use through its personnel) are deemed to be issued to the Authorised Partner and may be disclosed to the Authorised Partner's employees that need to know it and, if the University approves in writing, to other specified personnel (including approved contractors). Authorised Partners must ensure their personnel keep the passwords secret and secure.

A User account password issued for use by an Applicant is deemed to be issued to the Applicant. If they are a minor it may be disclosed to the minor and to their agent, parent or legal guardian. Applicants and Authorised Partners must not disclose their passwords to each other. Passwords are only issued to either an Authorised Partner or an Applicant (although they may use them through individuals, such as their personnel or parent).

All use of this Website by an individual accessing it using a User account password issued to you is deemed to be your use as well as being use by the individual in their other capacities. If passwords are issued to you for different purposes (for example, administrator passwords issued for certain personnel to administer sub-accounts for your other personnel and other passwords issued for personnel sub-accounts for preparing and submitting Applications) you must ensure each such password is only used by the individual linked to it in the Website system and only for the purpose for which it is provided.

#### Linked accounts

The University may link User accounts (for example, of an Authorised Partner and its personnel and/or any Applicant the Authorised Partner assists) and may, in its absolute discretion, keep or remove any such link despite any User's request to the contrary. Links may include associating User account identifiers.

#### Confidentiality

All UQ Information (except an Applicant's confidential information you or the Applicant included in an Application) is the University's '**Confidential Information**'.

You must keep the University's Confidential Information confidential and must not use it for any purpose except for the purposes of making Applications and using this Website in accordance with this agreement.

You may disclose the University's Confidential Information:

- if you are an Authorised Partner – to your approved personnel that need to know it, and to an Applicant and their parent, legal guardian and/or agent, to the extent necessary to enable you to assist the Applicant with the preparation, submission and/or processing of their Application or the making of an offer (but only if any other agreement you have with the University related to Applications does not prohibit such disclosure);
- to an Applicant's agent, parent or legal guardian, or to the Applicant you represent as their agent, parent or legal guardian, and to the Authorised Partner assisting you with your Application (if any), in each case only for the purposes of preparing and submitting an Application and having it processed, provided that you first ensure they understand it is confidential;
- if it is or becomes part of the public domain, unless due to a breach of this agreement or other obligation of confidence; or
- if the University consents in writing or if you are compelled to do so by law.

Use or disclosure of the University's Confidential Information by a person who obtains it directly or indirectly from or through an Applicant's agent or an Authorised Partner or their employees, subcontractors or other personnel, is deemed to be the use or disclosure of the agent or Authorised Partner (as the case may be) as well as use by that other person.

#### Suggestions and feedback

If you provide any suggestions or feedback regarding changes or improvements to this Website or Applications or University courses or processes you irrevocably agree the University may use (including incorporate, modify and exploit) the suggestions or feedback in any way the University desires without any payment to you and without any further permission from you.

### 9. DISCLAIMERS

The University excludes all representations, warranties and guarantees of any kind except for those implied or incorporated by the Australian Consumer Law under the Commonwealth *Competition and Consumer Act 2010* or any other law which cannot be excluded. The University does not represent or warrant the accuracy, currency or completeness of any UQ Information or this Website or that they are free of defects or errors or that any University course, this Website or any UQ Information is fit for any purpose or that it will operate as intended or that it will be maintained or available for use.

### 10. LIABILITY EXCLUSIONS AND LIMITATIONS

To the extent permitted by law:

- neither the University, nor its personnel, will be liable under any legal theory whatsoever to you or to any person claiming through you, for any loss, damage, cost, expense or liability of any kind (whether characterised as direct, indirect, consequential or otherwise) that you or any other person suffers or incurs in connection with any UQ Information or this Website or their use or any defect or error in them or in connection with any Application or other User Data (including in connection with its loss, corruption or deletion or any failure to receive, store or process it, including if due to the fault or

negligence of the University or its personnel), including if the risk thereof was foreseeable or known by the University or its personnel;

- (b) in respect of any liability (under any legal theory) that cannot by law be excluded but which the University is not prohibited from limiting, such liability of the University and its personnel is limited:
- (i) for breach of warranties or guarantees implied or incorporated by law that cannot be excluded – as set out in paragraph (c) of this clause; and
  - (ii) in all other cases, for each claim and for all claims in the aggregate – to the greater of one hundred dollars (AUD\$100) and any application fee paid by the Applicant to the University (if any); and
- (c) in respect of liability for any warranty or guarantee implied or incorporated by law that cannot be excluded but can be limited, the University's total liability (to the extent it is not prohibited from doing so) is limited to the following (and, to extent permitted by law, at the University's option): (i) in the case of goods, the repair or replacement of the goods or the supply of equivalent goods or payment of the cost of repairing or replacing the goods or of acquiring equivalent goods; and (ii) in the case of services, supplying the services again or payment of the cost of having the services supplied again.

All provisions of this agreement continue after you cease using this Website and, except for clauses 2 and 12 of this document and your express obligations in the [OA Submission Terms](#) to do something, continue after it is terminated or expires.

## 11. University may change, suspend, terminate etc courses, accounts or this Website or delete User Data

The University may in its absolute discretion do any one or more of the following at any time with or without cause and without liability at any time without notice, including by adding to, amending or replacing it in whole or part:

- discontinue or vary courses, programs or applications for them or change, suspend or discontinued this Website;
- suspend, revoke or vary any permission to use the University's Confidential Information or other property (including any intellectual property owned by or licensed to the University);
- instruct you to reset your User account password or to create a new password or User account or both;
- suspend or cancel any User account or related passwords and/or your access to this Website (including any User Data);
- delete any User account, password and/or User Data (in whole or part);
- cease operating this Website; and
- do any other thing (including take any action) in accordance with the University's rights.

## 12. Changes to the terms of this agreement

The University may vary this agreement (including these OA Terms of Use, the [OA Submission Terms](#) and/or the [OA Privacy Notice](#)) at any time without notice, including by adding to, amending or replacing it in whole or part.

You are deemed to have agreed to any such change the next time you use this Website: (a) after such change; or (b) if the University notifies you of the change (for example, on this Website or by email) – after the later of delivery of such notice and any effective date specified in it. If you do not agree with the change you are free to immediately cease all use of this Website.

## 13. Definitions and references

In this agreement, except where the context requires otherwise, a reference (including in its other grammatical forms) to:

- something being 'provided to' or 'used', 'disclosed' or 'required' by 'the University' includes the University's personnel acting for or on behalf of the University and 'use' includes copying, communicating, modifying and permitting others to so 'use' it;
- a person's 'personnel' includes their officers, employees, agents, contractors and subcontractors (and, in the case of the University, includes its related entities and their personnel);
- anything (including User Data and UQ information) includes that thing whether in electronic or hard copy form;
- 'administering' an Application or other User Data includes its preparation, storage, submission and processing (and 'processing' includes reviewing, evaluating, verifying and accepting or rejecting the Application);
- a 'person' includes any natural person, company, trustee, agent, government body or other legal entity;
- this 'Website' includes any databases and other facilities and equipment used to provide it (including for its operation, maintenance, backup and redundancy);
- a 'User account' means the account established to give a User access to this Website and which has a unique identifier associated with it (e.g. a password or email address) that identifies the account as being separate to any other account; and
- the 'OA Submission Terms' in these OA Terms of Use does not apply in respect of a particular Application until the [OA Submission Terms](#) have been accepted by any person submitting the Application to the University.

## 14. General provisions

**Governing law:** To the full extent permitted by law; this agreement is to be construed in accordance with the laws in force in the State of Queensland, Australia; and you irrevocably submit to the exclusive jurisdiction of the courts of the State of Queensland and the Federal Court of Australia and any courts with jurisdiction to hear appeals from such courts.

**Assignment:** You must not assign this agreement or any part without the University's prior written consent.

**Severance:** If any provision of this agreement is void, voidable or unenforceable it is to be read down so as to be valid and if it cannot be read down then it is to be severed in the relevant jurisdiction unless that would be contrary to public policy.

**Interpretation:** In this agreement: a word denoting the singular includes the plural and vice versa; a reference to this agreement or another document or any law is to that agreement or other document or law as varied, supplemented or replaced from time to time; a reference to a party includes that party's executors, administrators, successors and permitted assigns; where a word or phrase is given a particular meaning, other parts of speech or grammatical forms of that word or phrase have corresponding meanings; headings are for convenience and do not affect interpretation; and the term 'includes' or 'including' is not to be read as a word of limitation.

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## OA Privacy Notice

This online applications website ('Website') is operated by **The University of Queensland ABN 63 942 912 684 ('University')**.

This Website is used for preparing, storing, submitting and administering Applications for admission to study with the University. This includes all required forms, related documentation, data, personal information and other information provided as part of or in relation to an Application. This Website may also enable Users to track and accept Applications, enrol in courses and engage in other activities in relation to Applications or study.

An Applicant may also be assisted by an Authorised Partner, an agent and/or by their parent or legal guardian and such persons may have access to and prepare and submit an Application for an Applicant.

When a User (including Applicants and other persons) uses this Website and prepares and/or submits an Application, the University collects 'personal information' about them and the Applicant and possibly about other persons depending on the information provided to the University. For example, if you are an Authorised Partner or an Applicant's agent, parent or legal guardian, the University will also collect information about the Applicant and possibly about an Applicant's agent, parent, legal guardian, referees, sponsors and other persons (depending on the circumstances).

Such information may also be collected for the University by its contractors or their subcontractors, such as service providers that are involved in the supply and maintenance of this Website.

The University is subject to the *Information Privacy Act 2009 (Qld)* and the University's policy and procedures in relation to the collection, use, disclosure, storage and other treatment of personal information is set out in 1.60.02 Privacy Management in the University's Policies and Procedures Library (this may be found at <https://ppl.app.uq.edu.au/content/1.60.02-privacy-management>) ('Privacy Policy').

A reference to 'dealing with' personal information, an Application or other information includes preparing, submitting, disclosing and administering (including storing, processing, evaluating and verifying) the Application or other information.

In this notice, the terms 'Applicant', 'Application', 'Application Information', 'Authorised Partner', 'User' and 'User Data' have the same meaning given to them in the [OA Terms of Use](#).

### Dealing with personal information and your consents

The University will deal with personal information in accordance with the Privacy Policy and the consents Users provide to the University.

**Please note** that the [OA Terms of Use](#) contain important terms setting out consents you provide to the University, and to other persons, to use and disclose personal information and other User Data, how to limit or withdraw those consents if you require and the consequences of doing so.

If you are an Applicant's agent, parent or legal guardian you may be providing your own consents as well as consents on behalf of an Applicant or another person. You must ensure you have the other person's authority to provide those consents.

### What is personal information?

'Personal information' means information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

### The purposes for which the University is collecting and otherwise dealing with the personal information

The University and its personnel (including contractors) need to collect, use, disclose and otherwise deal with personal information and Applications to enable Users to use this Website, to enable Users to prepare, store and submit Applications and to enable the University and its personnel (including contractors) to administer Applications (which includes storing, processing, evaluating and verifying Applications).

If Users do not provide the personal information the University requests they may not be able to use this Website or submit an Application and the University may not be able to administer an Application or provide certain services to students or prospective students.

The purposes for which the University is, and its personnel (including contractors) are, collecting the personal information include:

- to enable Users to use this Website, including to prepare, store and submit Applications to the University;
- to assist the University to administer Applications (which includes storing, processing, evaluating and verifying Applications);
- to assist the University to make offers for study and to enrol students;
- to provide this Website (including to monitor its use and to maintain and improve it and to store User Data);
- to give effect to and enforce the [OA Terms of Use](#) and the [OA Submission Terms](#);
- to assist the University and its related entities to comply with the law;
- to assist the University to undertake its business and statutory functions, including administration and governance of the University and its related entities;
- to assist the University and its personnel (including contractors) and its related entities to offer or provide services, and carry out their functions, as they relate to Applications, students, prospective students or use of this Website, including in relation to:
  - University courses, offers, enrolment and, if the Applicant is or becomes a student, participation as a student; attendance at University campuses and compliance with University requirements;
  - other services available to Applicants, students, agents and other Users;
  - processing payments made in relation to Applications, students, services and other matters;
  - accommodation for students and prospective students;
  - activities such as University or affiliated functions, events, memberships, clubs and the like;
- to ensure or assist with compliance with University requirements such as University statutes, rules, codes and policies; and administration in relation to the foregoing.

### How the University might use and disclose the personal information

The University and its personnel (including contractors) may collect personal information from and may disclose personal information to:

- persons identified as being an Applicant's agent, parent or legal guardian;
- an Applicant (if the User is an agent, parent or legal guardian);
- persons you permit to have access to your Website User account or Application;
- persons permitted or required by law to have access to the personal information;
- contractors (and their subcontractors), related entities and other affiliates that assist or work with the University in the exercise of its functions or the operation of its business, including in relation providing this Website, dealing with Applications and providing services to, or that are used by, students and other persons; and
- persons, organisations, government bodies and other entities for any of the purposes described in this Privacy Notice or in the [OA Terms of Use](#) or the [OA Submission Terms](#).

For example, the University and its contractors and other personnel may use personal information to make enquiries or disclose information about an Applicant or an Application as part of the process of evaluating and verifying the Application or processing an offer or enrolment related to a successful Application, including contacting and seeking information from or providing information to:

- entities that work with the University in relation to requested courses, preferences and enrolments, such as the Queensland Tertiary Admissions Centre (QTAC) or the Australasian Conference of Tertiary Admissions Centres (ACTAC);
- universities, institutions, schools and other entities (such as Qsearch and Universities Australia), in relation to current or past research or study (for example, information about enrolments, academic results, courses of study and disciplinary proceedings);
- an Applicant's parents, legal guardians, sponsors, agents and referees, in relation to the Applicant or an Application;
- entities with which an Applicant worked;
- government bodies concerned with immigration, in relation to visa applications and issued visas;
- government bodies concerned with regulating the University, including in relation to student details, visas, placements and fees (for example, the University must collect and disclose certain information under the *Education Services for Overseas Students Act 2000* (Cth) and its related regulations and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*);
- medical professionals and other persons, in relation to health information required or provided for or in relation to an Application or Applicant; and
- banks and other entities used for processing payments.

If you require any further information please contact:

Right to Information and Privacy Office  
Phone: +61 (0)7 3365 2571  
Email: [rtip@uq.edu.au](mailto:rtip@uq.edu.au)

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