



# **OMEGA**

## **International Admissions**

How to submit an Application

# Checklist

## Be Prepared

For an application to be completed successfully,  
the documentation listed below is required.

These documents are used to verify that the applicant meets the entry requirements and therefore has every chance of succeeding at their studies.

---

- ☐ Certified copies of Academic transcripts or Award Certificates from previous study
- ☐ Certified copies of formal identity papers such as passport, national identity card, and student visa
- ☐ English proficiency documentation such as a certified copy of an official English proficiency test
- ☐ Based on the chosen Program, evidence of professional work experience may be required. Prepare certified copies of Curriculum Vitae (CV) / Resume and Letters of Reference
- ☐ Research applicants will need to provide a draft Preliminary Research Thesis Proposal with their application
- ☐ Any documents submitted in a language other than English must be accompanied by a complete English translation certified by an authorised witness.



# Application Guide for USQ Agents/Partners

## Agent/Partner Login

Welcome to the USQ's online application system - OMEGA. To assist you with submitting an application on behalf of an International Applicant, we have provided a simple and quick way to complete the process.

Before starting the application, you will need to log in.  
You can access the USQ online application system by clicking on the following link: <https://omeganow.usq.edu.au>

If you already have a user account for our existing online application system (ICON), you can continue to use the same Username and Password in OMEGA. If you require a new account, please contact USQ International and they will provide you with the new account information.

If you have forgotten your password, click the 'Forgotten password' link and enter your email address. A new login password will be sent via email.

**Agent Login**

**Username**

**Password**


**Logon** >

[Forgotten password?](#)

# Add a New Application

Click the 'Add a New Application' button to begin.

Omega AgentsHomeApplicationsAccount

UNIVERSITY OF SOUTHERN QUEENSLAND

Search for application

OmegaWelcome

Add New Application

Applications

Time period:Start Date:End Date:

Last 14 Days14/08/201728/08/2017Apply Filter

Agency Apps (7)My Apps (1)

Display 20 recordsFilter:

ID	Applicant Name	Study Term	Program	Citizenship	Created By	DOB	Status
83921	Applicant 1	Semester 3, 2017	MISP	India		4/11/1993	Application Submitted
102697	Applicant 2	Semester 3, 2017	BENS	Greenland		7/05/1958	Application Submitted
88124	Applicant 3	Semester 3, 2017	MISP	Nepal		28/11/1989	Application Submitted
102707	Applicant 4			India		26/12/2000	Incomplete Application
102706	Applicant 5	Semester 1, 2018	BART	Antarctica		26/06/1984	Incomplete Application
102717	Applicant 6	Semester 1, 2018	ADCN	American Samoa		24/02/1998	Incomplete Application
102695	Applicant 7	Semester 1, 2018	MISP	India		24/09/1994	Incomplete Application

Showing 1 to 7 of 7 entriesPrevious1Next

We acknowledge the traditional owners of the lands on which the University of Southern Queensland stands.

## Search for existing applicant

First, you need to search for an existing applicant, in case they already have an existing record. To do this, enter the applicant's information and then click Search. Any applicants matching the search criteria will be displayed. If the applicant has an existing record, you can copy the personal details from their previous application. To do this, click the 'View' link and then the 'Create New Application' button.

**Search for existing applicant or add new:**  

Email

Name

Date of Birth

[Add New Applicant](#) [Search](#)

Display  records Filter List

First Name	Last Name	Email	Date of birth	Date Created	
Applicant	1	universityofsouthernqld1@gmail.com	1/01/1999	29/08/2017	<a href="#">View</a>

Title

First Name

Preferred Name

Last Name

Date of Birth

Gender

Citizenship

Country of Birth

Daytime Phone

Home Phone

Mobile Phone

Fax

Email

Home Address

Postal Address

Applicant

1

1/01/1999

Other

Antarctica

Antarctica

0746123456

universityofsouthernqld1@gmail.com

[Create New Application](#) [Close](#)

If the applicant does not have an existing record, click the 'Add New Applicant' button.

## 1. Terms and conditions

All students studying at USQ must comply with the requirements set out in the Terms and conditions for the duration of their studies.

**I agree:** click the 'I agree' button to continue.

### Terms & conditions

#### Application information

##### About this form

Some of the questions on this form are only applicable in specific situations. This online form will automatically adjust the questions based on your previous answers so that you are only asked questions relevant to your study options.

##### Attachments

To ensure your application is processed without delay, please attach certified photocopies of academic transcripts and certificates (i.e. signed by a teacher, lawyer, your local USQ representative or other person in authority). If your documents are not in English, please also attach certified English translated versions of your documents. Do not send original documents. Failure to include attachments may delay the processing of your application.

##### Fees

International students must pay tuition fees unless they are scholarship recipients. If you are a sponsored candidate, please attach an official statement from your sponsor. This can be attached on the 'Documents' page under the 'Other Supporting Documents' heading.

**Please note:** USQ does not charge an application fee.

##### Research students

If you intend to conduct the research at your place of employment, please attach a document stating the resources made available to you during your candidature. This can be attached on the 'Documents' page under the 'Other Supporting Documents' heading.

#### Privacy statement

USQ collects personal information for university purposes of providing tertiary education and related ancillary services and associated functions pursuant to the University of Southern Queensland Act 1998, and the information on this form for the purposes of assessing your application and, if applicable, processing your enrolment. USQ collects this information in accordance with the Commonwealth Higher Education Funding Act 1988, Higher Education Support Act 2003, the Education Services for Overseas Students Act 2000 (ESOS Act), ESOS Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Where relevant, USQ may give all or some of this information to

- Other education providers to administer cross-institution enrolments
- Commonwealth and state government departments, agencies or their authorised agents or contracted service providers and to USQ approved Representatives (agents and partners) and to other organisations (including international entities) who provide sponsorship or funding for your studies to seek verification of information or provide information regarding your studies (and visas and overseas health cover if applicable) or to enable surveys concerning your education to be undertaken, and
- Other students enrolled in the same courses as you or as may be required by a Faculty to facilitate USQ's provision of tertiary education services to you and other students including in the future.

Other than as set out above, personal information will not be disclosed without your consent unless required or authorised by law. Please refer to USQ's Privacy Policy and USQ's Privacy Plan. To facilitate USQ's provision of tertiary education and related ancillary services and associated functions, you acknowledge and consent to the disclosures set out above and to the transfer of your personal information outside of Australia and communication via any available electronic means. In handling any personal information disclosed to you by the university, you agree to use this information for purposes of your study at USQ only and to abide by USQ's ICT Information Management and Security Policy and the ICT Standard for Use of ICT Resources Policy.

< Cancel

I agree >

## 2. Personal details

Personal information such as names, date of birth and contact details is required on step 2 of the application.

**Given name:** the Given name is a mandatory field. If the applicant only has one name, enter it into the Given name field.

**Family name:** the Family name is also a mandatory field. If the applicant only has one name, please enter it into the Given name field and then enter a full stop (.) into the Family name field.

**Known by another name:** if the applicant has ever changed their name or has been known by another name, please select the 'I have been known by another name' check box.

**Citizenship:** if the applicant has dual citizenship, please select the citizenship country for the passport on which the applicant will be travelling (if coming to Australia).

**Personal email:** ensure the applicants email address is up to date.

**Telephone:** it is important to include the applicant's country code when supplying the phone number. You can enter the country code into the Phone number field or click the flag icon and select the country flag.

\* Title  
--- Select title ---

\* Given name  
[Text field]

Preferred name  
[Text field]

Middle name  
[Text field]

\* Family name  
[Text field]

☐ I have been known by another name.

\* Date of birth (dd/mm/yyyy)  
[Text field]

\* Gender  
--- Select gender ---

\* Country of birth  
--- Select country ---

\* Citizenship  
--- Select country ---

\* Personal email  
[Text field]

\* Telephone (home)  
[Flag icon] [Text field]

Telephone (work)  
[Flag icon] [Text field]

Telephone (mobile)  
[Flag icon] [Text field]

Telephone (fax)  
[Flag icon] [Text field]

### 3. Addresses

As a temporary resident, the applicant is required to provide an overseas address.

**Home address:** enter the applicant's residential address from their home country. This address must be an address outside of Australia, even if the applicant is currently living in Australia.

**State:** State is also known as Province, County, or Region.

**Length of residence:** if the applicant's length of residence is more than 20 years, select the '20+' years option.

**Different mailing address:** click the 'Mailing address is different to the home address' check box to provide a separate postal/ mailing address.

#### Home address

As a temporary resident, this address cannot be in Australia.

\* Address line 1

Address line 2

Address line 3

\* City

\* Country

Postcode

\* Length of residence at this address

years

months

☐ Mailing address is different to the home address

\* Are you currently living in Australia?

< Previous

Save and close

Next >

## 4. Program selection

Before selecting the Program, you first need to specify the Application Type.

**Professional Development:** select this option if the applicant would like to study some individual professional development courses.

**English Course Only:** select this option if the applicant would like to apply for an English program such as English for Academic Purposes or English Language Intensive Courses for Overseas Students. Only use this option if the applicant is applying to study English by itself. Do not use this option if the applicant is applying for a Degree program but will need to study English first.

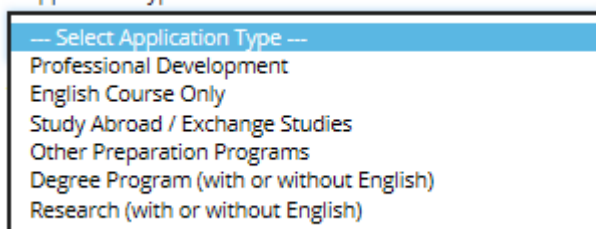
**Study Abroad/Exchange Studies:** select this option if the applicant is applying for the Study Abroad or Exchange Programs.

**Other Preparation Programs:** select this option if the applicant is applying for preparation programs such as Tertiary Preparation or Head Start.

**Degree Program (with or without English):** select this option if the applicant is applying for an Undergraduate or Postgraduate Degree Program. For example Bachelor Degrees, Graduate Diplomas and Masters Programs. Even if you think the applicant may need to study an English Intensive Program before starting their Degree Program, please select the Degree Program in the application and we will advise if the applicant will need to complete an English Program as a condition of entry.

**Research (with or without English):** select this option if the applicant is applying for a Research Program. This includes Doctorate Programs and Master's Degrees by Research.

\* Application type

A screenshot of a web form showing a dropdown menu for 'Application type'. The menu is open, displaying a list of options. The first option, '— Select Application Type —', is highlighted in blue. The other options are listed in black text.

— Select Application Type —
Professional Development
English Course Only
Study Abroad / Exchange Studies
Other Preparation Programs
Degree Program (with or without English)
Research (with or without English)

Some Programs also allow the selection of a Major or Specialisation. After selecting the Program, if a Major or Specialisation is relevant, please select an option.

Based on the Program and Major/Specialisation selected, a list of valid study options will display.

**Application type:** once selected, a list of Programs relevant to the Application type will be displayed.

**Program:** to make changes to the selected Program, click the Edit button and select a new Program.

**Major/Specialisation:** if a Major or Specialisation is relevant to the selected Program, select an option from the list.

**Commencing semester:** this is the commencing semester.

**Online study:** if the applicant would like to complete their studies online, locate the commencing semester and then select the Online option (if available). Please note, this option is not available for all Programs.

**Campus:** when selecting the campus, make sure it is under the correct commencing semester heading. Please note, not all Programs are available at all campuses.

\* Application type

Degree Program (with or without English) ▼

Program

Bachelor of Arts Edit

Major / Specialisation

Anthropology and History Edit

**Campus / Mode**

Semester 3, 2017 - Commences: 13-Nov-2017

Online

Semester 1, 2018 - Commences: 26-Feb-2018

Online

Springfield campus

Toowoomba campus

## 5. Education

The application must include information about the applicant's prior study as well as any current study. Please note, it is mandatory to add at least one set of Education details.

**Secondary school:** also known as Year 12, High School, GCE A levels. Please click the 'Add secondary school/Year 12' heading to provide details about the applicants High School education.

**Further studies:** if the applicant has started or completed any study after school, for example: tertiary studies, certificates, trades or other post-secondary qualifications, please enter the information by clicking the 'Add further study' heading.

### Education

[Add secondary school/Year 12](#)

Secondary school/year 12 is also known as high school, GCE A levels.

[Add further study](#)

Further studies includes bridging preparatory studies, English language programs, tertiary studies, certificate/advanced certificate/trade/traineeship or other studies, post-secondary qualifications.

## 6. Background

As English is the language of instruction at the University of Southern Queensland, proficiency in speaking, listening to, reading and writing English is essential.

**English proficiency test:** the applicant can submit the results of a suitable English test which has been undertaken within two years of the date of application. Applicants who intend to sit an appropriate English test can also register the information on this step, even if they haven't yet sat the test or received their results. If the applicant has previously studied with English as the language of instruction, please select 'other' and enter further details of the study.

**Supporting documentation:** drag and drop files containing supporting documentation related to English proficiency here.

### English proficiency

\* Is English your first language?

--- Please select ---

Other evidence of English proficiency

English proficiency test

--- Select test ---

English Proficiency supporting documentation

Drag and drop your files here or click to select files

Based on the chosen Program, evidence of professional work experience in the given discipline area may be required.

**Mandatory or optional:** based on the selected Program, the text on the page will update each section on the page as mandatory or optional. Click the 'Add employment history' heading to add relevant work experience.

**Curriculum Vitae (CV)/Resume:** drag and drop files containing supporting documentation here. Documentation for both mandatory and optional items can be included.

**Letter of Reference/Other supporting documents:** drag and drop files containing supporting documentation here. Documentation for both mandatory and optional items can be included.

### Work experience

[Add employment history](#)

This is optional for your selected program.

Curriculum Vitae (CV) / Resume

Drag and drop your files here or click to select files

Letter of Reference / Other supporting documentation

Drag and drop your files here or click to select files

## 7. Genuine temporary entrant (GTE)

As part of the simplified student visa framework, all International applicants applying to study in Australia will be asked to complete the Genuine Temporary Entrant (GTE) questions. If the applicant chooses to study outside of Australia, the application will automatically skip this step.

### Immigration history

\* Have you or your partner ever had a visa application rejected (for any country)?

--- Select ---

### Relevancy and purpose

\* Does the program advance and directly relate to your previous studies / work experience? (Please explain in detail your reason to study the proposed program)

\* What is your future plan and what benefit will this program be to you in the future?

### Study gap

\* Please explain ALL gaps in your history of study and/or work (including how long and why)

### Dependant background

\* Are you married?

--- Select ---

\* Do you have any children?

--- Select ---

### Finances

\* Please indicate how you intend to pay for your tuition fees? (Please note USQ scholarships are generally NOT available to new students)

\* Please indicate how you intend to pay for your cost of living and general expenses whilst studying with USQ in Australia? (Please indicate specific amounts you have allocated for this.)

\* Please indicate where you intend to live whilst studying with USQ, if accepted.

\* Do you plan to live with friends/family already residing in Australia? If yes, who?

If you intend to be a sponsored student, then who is expected to pay for your tuition costs and living expenses?

## 8. Documents

The documents required to support an application vary depending on the type of application being submitted. All supporting documentation must be certified by an authorised witness and if any of the applicant's documents are not in English, a certified English translation must also be included.

**Mandatory items:** if an attachment is marked as Mandatory, then a document must be attached before proceeding. Drag and drop files containing supporting documentation here or if using a mobile device, take photos of the documents and then attach them to the application.

**Optional items:** if an attachment is marked as optional, documents can be attached however, it is not mandatory.

Passport	Mandatory
Drag and drop your files here or click to select files	
Secondary School / High School certificates	Mandatory
Drag and drop your files here or click to select files	
Further Study / Post Secondary certificates	Optional
Drag and drop your files here or click to select files	
English proficiency	Optional
Drag and drop your files here or click to select files	
Resume	Optional
Drag and drop your files here or click to select files	
Letter of reference	Optional
Drag and drop your files here or click to select files	
Scholarship application	Optional
Drag and drop your files here or click to select files	
Other supporting documents	Optional
Drag and drop your files here or click to select files	

## 9. Submit

On the final page of the application, ensure all details are correct and if required, go back and make amendments.

When all of the steps have been completed, click the 'I agree & submit' button.

### Declaration

1. I agree to comply with the statutes, regulations and policies of the University of Southern Queensland (USQ).
2. I confirm that the information that I have supplied with my application is true, accurate and complete.
3. I understand that if I supply false, fraudulent, incorrect, incomplete or misleading information for this application, USQ may delay processing my application or cancel any offer or my enrolment. USQ may impose penalties.
4. I understand that if I accept an offer from USQ, it may be revoked if I do not fulfil the conditions or requirements of my offer.
5. I understand that I am responsible for providing all necessary documentation as evidence of my qualification, studies and relevant experience, and that I may be required to provide additional evidence of qualifications, studies and relevant experience if requested by International Admissions during the assessment process.
6. I give permission for any person, government authority, educational institution, admission centre, qualification verification service provided, employer or previous employer to provide any information concerning or relating to my admission/enrolment and study programs that USQ requests.
7. I understand that there are limited places available and that early submission of this application will give me a better chance of obtaining a place in the program of my choice.
8. I am aware of the applicable tuition fees, and understand that I do not have to pay until I return the Acceptance of Offer Form included in the letter of offer from USQ.

Applications can only be submitted for consideration if you agree to this Declaration by clicking the 'I agree and submit' button below.

<a href="#">&lt;</a>	<a href="#">Previous</a>	<a href="#">Save and close</a>	<a href="#">I agree &amp; submit</a> <a href="#">&gt;</a>
----------------------	--------------------------	--------------------------------	---

# Application Status


After submitting the application, you can check the status at any time from your OMEGA home page.

Omega Agents

Home

Applications

Account



Search for application

Omega

Welcome

Applications

Add New Application

Time period:

Start Date:

End Date:

Last 6 Months

28/02/2017

29/08/2017

Apply Filter

Agency Apps (474)

My Apps (3)

Display 20 records

Filter:

ID	Applicant Name	Study Term	Program	Citizenship	Created By	DOB	Status
102745	Applicant 1			Antarctica		1/01/1999	Incomplete Application
102746	Applicant 1	Semester 1, 2018	AHEA	Antarctica		1/01/1999	Application Submitted

Showing 1 to 2 of 2 entries

Previous1Next

## CONTACT

+61 7 4631 5543

[international@usq.edu.au](mailto:international@usq.edu.au)

[usq.edu.au/international](http://usq.edu.au/international)

Skype: usq.international

