



Emmanuel College

Within The University of Queensland
Sir William MacGregor Drive
St Lucia QLD 4067
ABN 84 505 051 645
Email enquiries@emmanuel.uq.edu.au
Principal Professor Stewart Gill MA(Hons) *Edin*, MA *Tor*, PhD *Guelph*, FRHistS, MAICD

Telephone **07 3871 9100**
International + 61 7 3871 9100
Facsimile **07 3870 7183**
International + 61 7 3870 7183
Web site www.emmanuel.uq.edu.au

Application Checklist

A FULLY COMPLETED APPLICATION CONSISTS OF:

- Application form** – Submitted.
- Application Fee** - Post the non-refundable application fee of AU\$55 (inc GST) along with the Application Fee Form to our office at the above address.
- Photograph** – Please email one recent passport **style** photograph. This photo will remain on your records while you are in College and may be used in College publications. Please name the file *lastname_firstname*. JPEG files only and less than 500kb. Photographs can be emailed to admissions@emmanuel.uq.edu.au
- Referee forms** - Download a reference form for each of your referees. Two people that the College can readily contact must complete these forms; one personal reference from a teacher, doctor, youth group leader, church leader, colleague or family friend and one academic reference from your school principal, employer, lecturer or tutor. Relatives are not acceptable referees.
- Letter to the Principal** - Please write a page (approx. 500 words) detailing why you would be a suitable resident at Emmanuel College. Please forward the completed letter directly to *The Admissions Officer* at the above address.
- Other information** - Academic Transcript – If you have already undertaken study at a University we require a copy of an official academic transcript for our records.

International Students must provide a copy of your *Offer Letter* from The University of Queensland.
- Interview arranged** - Have you completed all the above? If yes please contact us for an interview time and date.
- Interview completed** - Finally after you have had your interview with a senior College staff member (either by phone or in person) your application is complete.

What now?

Offers will be made following allocation of University of Queensland places.



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CONFIDENTIAL REFEREE FORM

Please forward the completed form directly to *The Admissions Officer* at the above address.

Name of Applicant: _____

Address of Applicant: _____

Applying for: 20 __ Full year Semester 1 only Semester 2 only

Referee Name (Please print clearly): _____

Contact details: (Please print clearly): _____

1. How long have you known this student? _____
2. In what capacity have you known them? _____
3. How do you rate them on the following; (Please tick one column for each category)

	Outstanding	Good	Average	Could be better	Poor	Unable to comment
Academic potential						
Application to study						
Verbal expression						
Written expression						
Leadership qualities						
Organisational ability						
Initiative						
Social skills						
Community contribution						
Consideration						
Moral qualities						
Religious commitment						
Common sense						
Overall character						

4. Please comment on any matter you feel is relevant to this application. Please attach an additional page(s) if required:

5. Relevant family history:

Signature: _____ Date: _____

Your assistance in evaluating this student is appreciated. Thank you.



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