



Emmanuel College

Within The University of Queensland
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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.