

## Special Admissions Process Information Sheet

(Updated 29 April 2024)

This information sheet is for applicants who have applied for a postgraduate coursework program at the University of Sydney and intend to participate in the Special Admissions Process. The information contained will assist you with your application and establish eligibility for participation in this process.

There are three different types of Special Admissions Processes:

- **Offshore Special Admissions Process (Offshore SAP)**  
This process applies to offshore international students studying a bachelor's degree in a designated country, who have applied for mid-year entry into a postgraduate coursework program and are unable to provide their final official academic transcript and graduation certificate until July.
- **Offshore Special Admissions Process for Centre of English Teaching Package (Offshore SAP CET).** This process applies to offshore international students studying a bachelor's degree in a designated country, who meet the admissions criteria for a SAP CET package and are unable to provide their final official academic transcript and graduation certificate until July.
- **Onshore Special Admissions Process (Onshore SAP)**  
This process applies to higher achieving international students who are studying their final semester (where the study load does not exceed the standard full-time load of one semester) of their bachelor's degree in an Australian or New Zealand higher education institution and have applied for a postgraduate coursework program at the University of Sydney.

Before submitting a request, applicants should check the detailed eligibility of the SAP process they intend to participate in.

### Eligibility of Offshore SAP and SAP CET

In order to be eligible for admission via the Offshore Special Admissions Process:

1. Applicants will be completing a bachelor's degree in one of the following countries: India, Bangladesh, People's Republic of China, Taiwan, Macau, Hong Kong and United Arab Emirates
2. Applicants are eligible for conditional offers with limited condition/s remaining.
  - For SAP, a conditional offer must be for Semester 2, mid-year entry in the same year as their bachelor's degree completion. The condition remaining must be submission of a final transcript and graduation certificate.
  - For SAP CET, a conditional offer can be for Semester 1 or Semester 2 of the year following the completion of a bachelor's degree. The remaining conditions are the submission of a final transcript and graduation certificate and satisfaction of the English language requirements.
3. The applicants have completed their current studies and have yet to receive their final transcript and testamur.
4. The applicants have achieved a GPA from their penultimate semester results that is at least **2** points higher than the final GPA required for the course applied for. For example, where a GPA of 65% is required for the course applied for, the student would need a GPA of 67% to be eligible for SAP process (Australian Grading Scale).

5. Applicants need to provide a letter confirming completion of their degree from the Registrar's Office or Academic Affairs Office from the home university that will be awarding the undergraduate degree.
6. For the following courses, applicants require an excellent penultimate semester GPA that is at least **5** points higher than the final GPA required. For example, where a GPA of 65% is required for the course applied for, the applicants would need a GPA of 70% to be eligible for the OSAP process. These courses are:
  - Master of Commerce
  - Master of Commerce (Extension)

Upon meeting the criteria, the SAP applicants will receive an unconditional offer with an acceptance deadline of **up to 30** days. Applicants then have until that acceptance deadline to complete the acceptance progress and make their initial payment. Upon receipt of initial payment, an electronic confirmation of enrolment (eCoE) will be issued so that applicants can apply for an Australian Student Visa.

For SAP CET Package applicants, a conditional offer of admission for SAP CET Package will be issued. The applicants may then accept the CET offer and organize their initial payment directly to CET. A packaged eCoE will be issued prior to receipt of the final transcript and testamur. This also allows applicants to commence with their Australian Student Visa process.

### Eligibility of Onshore SAP (OSAP)

In order to be eligible for admission via the onshore Special Admissions Process:

1. Applicants must be an international student enrolled in an Australian or New Zealand higher education institution and studying/commencing their final semester of their bachelor's degree onshore.
2. The only condition remaining must be the submissions of the final official academic transcript with evidence of completion. There must be no other conditions, such as English.
3. Applicants completing an undergraduate degree at the University of Sydney must not enrol in any intensive subject/s that commence after the end of their standard final semester. This may apply to other applicants who are studying at other universities on a case-by-case basis.
4. The applicant's results **must be** available before the deadline of the submission of final documents.
5. The applicants require an excellent penultimate semester GPA that is at least **2** points higher than the final GPA required for the courses they applied for. For example, where a GPA of 65% is required for the course applied for, the applicants would need a GPA of 67% to be eligible for the OSAP process.
6. For the following courses, applicants require an excellent penultimate semester GPA that is at least **5** points higher than the final GPA required. For example, where a GPA of 65% is required for the course applied for, the applicants would need a GPA of 70% to be eligible for the OSAP process. These courses are:
  - Master of Commerce
  - Master of Commerce (Extension)

Upon meeting the criteria, the SAP applicants will receive an unconditional offer with an acceptance deadline of up to 30 days. Applicants then have until that acceptance deadline to complete the acceptance progress and make their initial payment. Upon receipt of initial payment, an electronic confirmation of enrolment (eCoE) will be issued so that applicants can apply for an Australian Student Visa.

## **Courses NOT Participating in all Special Admissions Process**

Some courses are **NOT** available for making offers via the SAP/OSAP process. These courses are:

- Doctor of Medicine
- Doctor of Dental Medicine
- Doctor of Veterinary Medicine
- Master of Clinical Psychology
- Master of Clinical Psychology and Doctor of Philosophy
- Graduate Certificate in Coaching Psychology
- Graduate Diploma in Coaching Psychology
- Master of Science in Coaching Psychology
- Master of Nutrition and Dietetics
- Master of Diagnostic Radiography
- Master of Occupational Therapy
- Doctor of Physiotherapy
- Master of Speech Language Pathology
- Master of Architecture
- Master of Mathematical Science
- Master of Media Practice (and embedded degrees)
- Master of Digital Communication and Culture (and embedded degrees)
- Master of Economics (and embedded degrees)
- Master of Business Law (and embedded degree)
- Master of International Law (and embedded degree)
- Master of Laws (and embedded degree)

## Deadlines for the Special Admissions Process

All deadlines from an initial request to finalising the SAP process have been outlined below. Applicants should follow these outlines in the entire SAP process.

### Deadlines for submitting a request for SAP:

Type of special admissions	Deadline for submitting a request
OSAP	15 November 2024 for Semester 1, 2025 intake
	24 May 2024 for Semester 2, 2024 intake
SAP	1 May 2024 for Semester 2, 2024 intake
SAP CET	Three weeks before the CET payment deadline

It is imperative that you submit your request form along with all the necessary supporting documents before the specified deadline, or your request may not be processed.

### Deadline for submission of the final official transcript and bachelor's degree certificate:

- All above SAPs - **Friday** before the intended semester of commencement

### What happens if you do not provide your documents by the deadline?

- A reminder will be sent two weeks before the document deadline.
- Once the deadline passes, if the documents are still not provided, then your results will be suppressed for the upcoming semester, and your enrolment may be affected or cancelled.

## Step by Step Process

Agents and applicants must follow the below instructions when requesting participation in the SAP process.

1. All applicants need to provide a copy of the official transcript up until the second last semester, before the completion of the degree.
2. For offshore SAP and SAP CET applications, applicants need to provide a letter confirming completion of the degree from the registrar's office or Academic Affairs Office of the home university that will be awarding the undergraduate degree.
3. Complete and sign the Request for Special Admissions Process form.
4. **Upload** all required application documents and the **request form** to the **Applicant's Portal** from the system (Do not send email and attachments).
5. The request is only valid when it is lodged within 8 months before the commencement of the postgraduate or CET course applied for. The request will become invalid outside the timeframe.
6. For any other enquiries, email [international.admissions@sydney.edu.au](mailto:international.admissions@sydney.edu.au).

## Responsibilities of the University

The University of Sydney may withdraw an offer of admission and electronic confirmation of enrolment (eCoE) of any student who fails to meet the entry requirements of their applied course or student who does not provide their final transcript and testamur by the deadline listed.

By signing the SAP request form, both agent and student are confirming that they take full responsibility for providing the final documents when they are available. Both agent and student are also confirming the following:

- They are fully aware of the document deadline, and understand that documents **MUST** be provided by the stated deadline.
- The documents required can be provided by this deadline.(e.g. final results will be released in time for the student to receive their final official transcript and proof of graduation)
- The application will be reassessed upon completion of studies. If the GPA obtained on completion is below

the minimum required for entry into the course, the university reserves the right to cancel the offer and acceptance. Where possible, the university will assist in providing the student with an alternative offer for a course that the student meets the entry requirements.

# Request for Special Admissions Process (SAP)

Updated on 29 April 2024

Applicants are required to complete the **SAP Request Form** and **submit it by the specified deadlines** in order to participate in the Special Admissions Process. The request is only valid when it is lodged within 8 months before the commencement of the postgraduate or CET course applied for.

Request of Special Admission Process (Tick One Only)		
Offshore SAP	<input type="checkbox"/>	
Offshore SAP CET	<input type="checkbox"/>	
Onshore SAP	<input type="checkbox"/>	
Date of CET Commencement (SAP CET applicants only)		

Applicant's Information	
Family Name	
Given Name(s)	
USYD Student ID (9 digits)	
Location of your current institution	Country: City:
Name of the Institution	
Date of Degree Completion	

Course Application Information	
Name of the course you are applying the SAP process to	
Course Year/Intake	

Student Signature	Agent's Signature or Stamp (if applicable)
<p>I have read the SAP Information Sheet and have understood my responsibilities to remain eligible for admission in the postgraduate coursework program. The University of Sydney may withdraw my enrolment and cancel my electronic confirmation of enrolment if I fail to meet the entry requirements and do not provide the final transcript and testamur by the deadline stated above or, before the course commencement date, whichever comes first.</p> <p>I understand the Student Visa (Subclass 500) visa condition 8202 requires students to maintain enrolment in a CRICOS registered course that is of the same level as, or at a higher level than the registered course for which the visa has been granted for. In the event that I am unable to fulfill the postgraduate course entry requirement due to failure to complete my undergraduate degree studies, and, if I have been granted a student visa for my postgraduate course, I will need to reapply for a student visa with a new COE to the bachelors degree before resuming my studies in the bachelor degree.</p> <p>Signature: _____ Date: _____</p>	

# Once the form is completed and signed by the applicant, please upload it directly to your applicant's portal.

# For USYD or relevant applicants – Please do NOT participate in the OSAP if you intend to enrol in extra intensive unit/s that commence after the end of their standard final semester. Applicants must complete the bachelor's degree before enrolling into the PG course they applied for. Concurrent enrolment is not permitted.