



FACULTY OF  
ARTS

## How to apply for the Master of Translation in the Faculty of Arts, University of Melbourne: Nanjing University

### 1. Complete the application cover letter for your institution:

- Partner university students **must** complete the application cover letter for the joint degree programs found at: <http://arts.unimelb.edu.au/students/future/graduate-coursework/master-of-translation-partner-institutions> and submit it with their online application for the Master of Translation.

### 2. Make sure you meet the entry requirements:

- Successfully complete a recognised undergraduate degree qualification;
- Successfully complete the first two semesters of the Master of Translating and Interpreting degree course offered by the School of Foreign Studies at Nanjing University;
- Achieve a minimum overall Weighted Average Mark (WAM) of at least seventy eight per cent [78 %] in the first two semesters of the course;
- English Language requirements: IELTS of 6.5 with no band less than 6 or equivalent\*:  
<http://futurestudents.unimelb.edu.au/admissions/entry-requirements/language-requirements/graduate-toefl-ielts>

\*NOTE: you do not need to have taken your IELTS at the time of application but you do need to submit your IELTS results at least 2-3 months before you intend to arrive in Australia in order to be in a position to apply for your visa.

### 3. Gather the required supporting documentation:

- Undergraduate transcripts and completion documents in Chinese and English. Academic documents must be provided for all tertiary level studies completed at undergraduate and postgraduate level.
- Postgraduate transcripts of current post graduate degree in Chinese and English. Students should also declare the name of the postgraduate degree they are completing and how many years of that degree they will have completed prior to their proposed commencement date at the University of Melbourne.
- English Language Requirement (ELR) documentation i.e. IELTS or equivalent
- Evidence of your citizenship e.g. passport page

### 4. Complete the online application:

- Go to: <http://futurestudents.unimelb.edu.au/admissions/applications/online-application-info>
- Start the online application
- In the application form, the program location is always 'Parkville'
- Upload PDF copies of supporting documents e.g. transcripts, passport, etc
- After you start the application form you will receive an email from The University of Melbourne with your application ID number – please do not pay the application fee.
- Send an email to the Faculty of Arts ([arts-graduateenquiries@unimelb.edu.au](mailto:arts-graduateenquiries@unimelb.edu.au)) with your application ID in the subject line and your application cover attached. Note you are Master of Translation partner institution student and would like an application fee waiver. Please allow two working days for a reply.
- Once you are informed of your fee waiver by email you can complete the rest of your online application
- Note that you are not required to apply for advanced standing. Rather, advanced standing will be awarded for the foundation semester of the course when you provide your Nanjing results transcript showing completion of your first semester, and the required subjects.
- Upload a PDF copy of the application cover sheet with your online application to supporting documents
- Applications take approximately 8 weeks to be assessed. If you do not receive an outcome in this time, please email [arts-graduateenquiries@unimelb.edu.au](mailto:arts-graduateenquiries@unimelb.edu.au) and we can follow-up for you.