

ICMS



ADMISSIONS GUIDEBOOK

Version 28.0

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NB. Although designed for external applicants the admission criteria outlined in this document also apply to the Institution's current students wishing to pathway to a higher-level qualification within the Institution.

1 The application process

1.1 How to apply

Applicants must complete an application form, submission of either a digital (website) or hard copy application is acceptable.

Digital applications may be made via the below websites:

- International College of Management, Sydney - www.icms.edu.au
- ASPIRE Institute - www.aspire.edu.au
- International Sports College Australia - www.iscaustralia.edu.au

For more specific information regarding applications please refer to the following:

- [Admissions Policy](#)

1.2 Documents required for an application

Applications must include:

- Completed application form
- Original or certified academic evidence
- Copy of passport or birth certificate
- Original or certified English language proficiency (if applicable)
- Original or certified work experience evidence (if applicable)
- Other documentary evidence as requested

1.3 Translation of application documents

All official document in any language other than English must also be accompanied by an official translation into English bearing the stamp and signature of a certified translator. Translators in Australia must be certified by the National Accreditation Authority for Translators and Interpreters (NAATI).

1.4 Certifying documents

A certified document is a copy of an original document that has been certified as being a true copy of the original by an authorised person.

It is signed and stamped “This is a true copy of the original document sighted by me”

The person certifying the photocopies must sign it and print the following details:

- Name
- Contact number
- Date of verification

And/or

- Official stamp or seal of the verifier

1.5 Authorised persons for purposes of certification

- Institution “preferred” agent
- Bank manager
- Justice of the Peace
- Minister of religion
- Accountant
- Principal of a college or school
- Barrister, solicitor or patent attorney
- An authorised translator
- A representative or the Registrar or Academic Affairs Officer or equivalent from the institution that originally issued the document(s)
- An authorised officer of an Australia overseas diplomatic mission
- Police officer in charge of a police station, or of rank of sergeant and above
- Public Notary Office (Chinese: 公证处 Pinyin:gōng zhèng chù) – a subordinate agency of the Ministry of Justice of the Peoples Republic of China
- Any member of Migration Agents Registration Authority (MARA) that is endorsed by an ICMS country manager

1.6 What is an official transcript

A record of a student’s final academic results which issued by an institution, on official transcript paper, and signed by an authorised officer (and may bear an official stamp).

1.7 Application deadlines

Applicants are encouraged to apply as soon as possible. Applicants will not be allowed to arrive and start their course any later than Wednesday of the second week of class (or Monday of the second week for some courses) as determined by the Registrar.

1.8 Letter of Offer

Applications are dated before being entered into the Institution's student database by the relevant Admissions staff. At this time, a preliminary assessment is made and if further information is required, the respective regional development manager will contact the applicant.

Upon assessment, a Letter of Offer (or Letter of Decline) will be issued as below within two working days or within ten working days for those requiring assessment for advanced standing.

Applicants who are currently enrolled in a qualifying course, such as high school or college studies or an English language program, and whose final results are not available at the time of application, can only be assessed on the available information. In this case, a conditional (provisional) letter of offer may be made. Once an applicant's results are received and the applicant meets the entry requirements, an unconditional offer can be made.

Incomplete applications cannot be processed. Submitting an incomplete application may cause unnecessary delays in processing.

1.9 How to accept an offer

Applicants who wish to accept an offer to a course must do so by the means specified in their Letter of Offer.

1.9.1 Accepting an offer – domestic applicants

Fees payable: Domestic applicants are not required to pay a fee to secure their enrolment at the Institution. All fees are to be paid by the applicants individually during their Orientation Week or as required.

Letter of acceptance: A Letter of Acceptance will be issued upon meeting all conditions stated on the Letter of Offer and receipt of the signed acceptance declaration.

1.9.2 Accepting an offer – international applicants

This Institution participates in the Streamlined Visa Processing (SVP) program established by the Department of Home Affairs (DHA). The Institution must ensure international applicants are Genuine Students (GS) and Genuine Temporary Entrants (GTE).

A Letter of Acceptance and Confirmation of Enrolment (CoE) will only be issued upon meeting the following:

- satisfying conditions of entry;
- signed and dated Acceptance of Offer and Written Agreement
- completion of the required sections in the GTE form while meeting the Genuine Student (GS) and Genuine Temporary Entrant (GTE) requirements;

- Completed CoE Request Form; and
- applicable deposit fees paid.,

1.10 Deferral

All information regarding deferral of commencement for new students can be found in the [Deferral Procedures](#).

2 Important dates

- Important admissions dates for ICMS applicants are provided [here](#).
- Important admissions dates for ASPIRE applicants are provided [here](#).
- Important admissions dates for ISCA applicants are provided [here](#).

3 Tuition fees

- Tuition fees for ICMS applicants are provided [here](#).
- Tuition fees for ASPIRE applicants are provided [here](#).
- Tuition fees for ISCA applicants are provided [here](#).

4 Overseas Student Health Cover (OSHC)

4.1 What is OSHC

Overseas Student Health Cover (OSHC) is insurance to assist international students meet the costs of medical and hospital care that they may need while in Australia. All international students must take out OSHC as a condition of their student visa. For additional information please refer to the [OSHC information](#) in the Student Handbook.

5 Advanced standing

5.1 What is advanced standing?

Advanced standing is a form of credit for any previous learning, which includes credit transfer and recognition of prior learning. For more information please refer to the [Advanced Standing Policy](#).

6 Academic entry requirements

6.1 Table A – Australian foundation program

6.1.1 Academic entry requirement by country

Country	Academic requirement
Australia	Completion of Australian Year 11
China	Gao Er (SM2) with a 60% average
Germany	Intermediate School Leaving Certificate (Yr 11)
Hong Kong	Completion of Form 5 or 6
India	Standard XI or Standard XII or equivalent
Indonesia	SMU 2
Korea	Completion of Year 2 Senior High School with above average grades
Macau	Form 5 or Senior Middle 2
Malaysia	SPM (or forecast), Senior Middle 2 or UEC (or forecast) Malaysia STPM score based on: A1=8;A2=7;B3=6;B5=4;B6=3;C7=2;C8=1
New Zealand	Successful completion of New Zealand Year 12 with less than 50 course credits at Level 2
Philippines	Successful completion of High School Diploma
Russian Federation	Certificate of Secondary Education
Singapore	Successful completion of the Singapore Cambridge GCE O-Level with a minimum pass in four subjects; or minimum pass in 2 or 3 O-level subjects plus 1 A-Level subject with a grade "E" or above
Taiwan	Senior High School Year 2 or 3
Thailand	Matayom 5 or Matayom 6
Vietnam	Year 11 with an average grade of 6

6.1.2 Academic entry requirement by qualification

Qualification	Academic requirement
GCE O Level / IGSCE / GSCE	Successful completion with a minimum pass in four subjects; or minimum pass in 2 or 3 O-level subjects plus 1 A-Level subject with a grade "E" or above
BTEC	Successful completion of BTEC National 3 Extended Certificate or BTEC Firsts Level 2 Diploma in business or related area

Students must be at least 17 years of age at the time of commencement of Foundation studies [as per the Australian National Standards for Foundation Programs]

6.1.3 English entry requirement

To find the applicable English entry requirement please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.2 Table B – Undergraduate Certificate and Diploma courses (AQF 5)

6.2.1 Academic entry requirement – Australian qualifications

*The criteria below apply to the following courses only:

Diploma of Property Management

Diploma of Business Management (Fashion Management)

Diploma of Business Management (without IT) – DBS

*Academic requirement

Completion of Year 12 with Band 2 or above in English

<i>Applicants with documented work experience and/or completion of a Certificate IV qualification (or equivalent) will be considered for entry</i>
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**The criteria below apply to the following courses only:

Undergraduate Certificate of Business[^]

Undergraduate Certificate of Business (Sports Management)[^]

Undergraduate Certificate of Business (Entrepreneurship)[^]

Undergraduate Certificate of Business (Fashion & Global Brand Management)[^]

Diploma of Business

Diploma of Business (Entrepreneurship)

Diploma of Business (International Tourism)

Diploma of Business (Marketing)

Diploma of Business (Sports Management)

Diploma of Event Management

Diploma of Hospitality Management

[^]*The Undergraduate Certificates are not available to international students*

**Qualification	Academic requirement
Applicants with recent secondary education	Completed Australian Year 12 with a minimum Band 2 in English and Mathematics (or as equivalent as listed in the Courses & Subjects Table). ATAR is not a requirement.
Applicants with higher education study (<i>bridging or enabling course</i>)	A completed higher education qualification OR A minimum of four completed undergraduate subjects (an equivalent of 12 ICMS credit points)
Applicants with Vocational Education and Training (VET) study	A completed Certificate IV or above
Applicants with work and life experience	Must demonstrate ability to undertake study at this level: Evidence of relevant work experience such as CV/resume with at least two reference letters OR

	Formal, informal or non-formal study, completed or partially completed, demonstrating a reasonable prospect of success.
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6.2.2 Equivalent academic entry requirement by country

Country	Academic requirement
China	Successful completion of the General Senior Secondary Unified Graduation Examination (Gao San or Senior Middle 3)
Germany	Successful completion of the Abitur/Allgemeine Hochschulreife
Hong Kong	Successful completion of the HKDSE
India	Successful completion of All India Senior School Certificate or Indian School Certificate or Senior Secondary Certificate or State Board Examinations
Indonesia	SMU 3 or Secondary School Certificate of Graduation
Korea	Completion of the General Senior High School Certificate
Macau	Successful completion of the Form 6
Malaysia	Completion of the STPM or matriculation (Matrikulas)
New Zealand	Successful completion of New Zealand Year 13 with a minimum of 50 course credits at Level 2 or above
Norway	Successful completion of the Vitnemal
Philippines	Successful completion of a recognised foundation studies program, one year of university studies or completion of a qualification equivalent to an Australian AQF Certificate IV
Russian Federation	Successful completion of the Attestat o Srednem [polnom] Obshchem Obrazovanii [Certificate of Secondary [Complete] General Education]
Singapore	Successful completion of the Singapore Cambridge GCE A-Level with an aggregate of #3* *Points are calculated on the basis that A*=6, A=5, B=4, C=3, D=2, E=1 and must include minimum one subject of Advanced Level or combination of Advanced and Advanced Subsidiary subjects. Advanced Subsidiary subjects are included in the aggregate and contribute the equivalent of half of a subject taken at Advanced Level: A=2.5, B=2, C=1.5, D=1, E=0.5
Taiwan	Successful completion of Senior High School Year 3
Thailand	Successful completion of the Certificate of Secondary Education [Matayom 6]
Vietnam	Successful completion of the Diploma of General Education [Bang Tot Nghiep Pho Thong Trung Hoc] or the Bang Tot Nghiep Hoc Chuyen Nghiep (Secondary Vocational School Certificate)

6.2.3 Academic entry requirement by qualification

Qualification	Academic requirement
International Baccalaureate	IB Diploma with a score of 22
Cambridge International Examinations or Edexcel GCE	Successful completion of GCE A-Level with an aggregate of #3* *Points are calculated on the basis that A*=6, A=5, B=4, C=3, D=2, E=1 and must include minimum one subject of Advanced Level or combination of Advanced and Advanced Subsidiary subjects. Advanced Subsidiary subjects are included in the aggregate and contribute the equivalent of half of a subject taken at Advanced Level: A=2.5, B=2, C=1.5, D=1, E=0.5
BTEC	Successful completion of BTEC National 3 Foundation Diploma or pass grades in 6 units of Diploma or Extended Diploma in business or related area
Certificate IV	Successful completion of a Certificate level IV qualification (under the AQF) or its equivalent
Australian Foundation Program	Successful completion of an approved Australian Foundation Program

6.2.4 English entry requirement

To find the applicable English entry requirement please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.3 Table C – ISCA Diploma and Undergraduate Certificate courses (AQF 5)

6.3.1 Academic entry requirement – Australian qualifications

**The criteria below apply to the following courses only:

Diploma of Sports Management (High Performance)

Undergraduate Certificate of Sports Management (High Performance)[^]

[^]*The Undergraduate Certificate is not available to international students*

**Qualification	Academic requirement
Applicants with recent secondary education	Completed Australian Year 12 with a minimum Band 2 in English. ATAR is not a requirement.
Applicants with higher education study (bridging or enabling course)	A completed higher education qualification, bridging course or enabling course. OR A minimum of four completed undergraduate subjects (an equivalent of 12 ICMS credit points)

Applicants with Vocational Education and Training (VET) study	A completed Certificate IV or above
Applicants with work and life experience	Must demonstrate ability to undertake study at this level: Evidence of relevant work experience such as CV/resume with at least two reference letters OR Formal, informal or non-formal study, completed or partially completed, demonstrating a reasonable prospect of success.

6.3.2 Equivalent academic entry requirement by country

Country	Academic requirement
China	Successful completion of the General Senior Secondary Unified Graduation Examination (Gao San or Senior Middle 3)
Germany	Successful completion of the Abitur/Allgemeine Hochschulreife
Hong Kong	Successful completion of the HKDSE
India	Successful completion of All India Senior School Certificate or Indian School Certificate or Senior Secondary Certificate or State Board Examinations
Indonesia	SMU 3 or Secondary School Certificate of Graduation
Korea	Completion of the General Senior High School Certificate
Macau	Successful completion of the Form 6
Malaysia	Completion of the STPM or matriculation (Matrikulas)
New Zealand	Successful completion of New Zealand Year 13 with a minimum of 50 course credits at Level 2 or above
Norway	Successful completion of the Vitnemal
Philippines	Successful completion of a recognised foundation studies program, one year of university studies or completion of a qualification equivalent to an Australian AQF Certificate IV
Russian Federation	Successful completion of the Attestat o Srednem [polnom] Obshchem Obrazovanii [Certificate of Secondary [Complete] General Education]
Singapore	Successful completion of the Singapore Cambridge GCE A-Level with an aggregate of #3* *Points are calculated on the basis that A*=6, A=5, B=4, C=3, D=2, E=1 and must include minimum one subject of Advanced Level or combination of Advanced and Advanced Subsidiary subjects. Advanced Subsidiary subjects are included in the aggregate and contribute the equivalent of half of a subject taken at Advanced Level: A=2.5, B=2, C=1.5, D=1, E=0.5
Taiwan	Successful completion of Senior High School Year 3
Thailand	Successful completion of the Certificate of Secondary Education [Matayom 6]
Vietnam	Successful completion of the Diploma of General Education [Bang Tot Nghiep Pho Thong Trung Hoc] or the Bang Tot

	Nghiep Hoc Chuyen Nghiep (Secondary Vocational School Certificate)
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6.3.3 Academic entry requirement by qualification

Qualification	Academic requirement
International Baccalaureate	IB Diploma with a score of 22
Cambridge International Examinations or Edexcel GCE	Successful completion of GCE A-Level with an aggregate of #3* *Points are calculated on the basis that A*=6, A=5, B=4, C=3, D=2, E=1 and must include minimum one subject of Advanced Level or combination of Advanced and Advanced Subsidiary subjects. Advanced Subsidiary subjects are included in the aggregate and contribute the equivalent of half of a subject taken at Advanced Level: A=2.5, B=2, C=1.5, D=1, E=0.5
BTEC	Successful completion of BTEC National 3 Foundation Diploma or pass grades in 6 units of Diploma or Extended Diploma in business or related area
Certificate IV	Successful completion of a Certificate level IV qualification (under the AQF) or its equivalent
Australian Foundation Program	Successful completion of an approved Australian Foundation Program

6.3.4 English entry requirement

To find the applicable English entry requirement please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.4 Table C – Associate degree courses (AQF 6)

6.4.1 Academic entry requirement – Australian qualifications

Qualification	Academic requirement
Applicants with recent secondary education	Completed Australian Year 12 with a minimum Band 2 in English and Mathematics (or as equivalent as listed in the Courses & Subjects Table). ATAR is not a requirement.
Applicants with higher education study (bridging or enabling course)	A completed higher education qualification OR A minimum of four completed undergraduate subjects (an equivalent of 12 ICMS credit points)
Applicants with Vocational Education and Training (VET) study	A completed Certificate IV or above
Applicants with work and life experience	Must demonstrate ability to undertake study at this level:

	<p>Evidence of relevant work experience such as CV/resume with at least two reference letters</p> <p>OR</p> <p>Formal, informal or non-formal study, completed or partially completed, demonstrating a reasonable prospect of success.</p>
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6.4.2 Equivalent academic entry requirement by country

Country	Academic requirement
China	Successful completion of the General Senior Secondary Unified Graduation Examination (Gao San or Senior Middle 3) with a minimum mark of 70% or completion of the Gao Kao (University Entrance Examination)
France	Successful completion of either the Baccalauréat Général, the L'Enseignement du Second Degré, or the Diplôme de Bachelier de L'Enseignement du Second Degré with a minimum overall grade of 10
Germany	Successful completion of the Abitur/Allgemeine Hochschulreife with a grade of 4.2 or less
Hong Kong	Completion of the HKDSE with minimum aggregate score of 12 in best five subjects (four core subjects plus one subject from Category A)
India	Successful completion of All India Senior School Certificate or Indian School Certificate with an overall grade point average of at least 60% in best 4 subjects excluding local language; or successful completion of Senior Secondary Certificate(State Boards) with an average score of at least 70% in best 4 subjects excluding local language
Indonesia	SMU 3 or Secondary School Certificate of Graduation with an average of 75%
Italy	Successful completion of the Upper Secondary School Leaving Certificate with an overall average of 60%
Korea	Successful completion of the General Senior High School Certificate with a C grade average (75%) OR successful completion of the Diploma with an overall GPA of 3 (75%)
Macau	Successful completion of the Form 6 or completion of Gao San (Senior Middle 3) with a 70% average
Malaysia	Completion of the Sijil Tinggi Pelajaran Malaysia (STPM) best three subjects with an aggregate of 4; or Matriculation (Matrikulas) with an overall score 2.0; or the Unified Examination Certificate with an average of 60
New Zealand	Successful completion of New Zealand Year 13 with a minimum of 42 course credits at Level 3 or above
Norway	Successful completion of the Vitnemal with an average of Fair (3)
Philippines	Successful completion of a recognised foundation studies program, one year of university studies or completion of a qualification equivalent to an Australian AQF Certificate IV

Russian Federation	Successful completion of Attestat o Srednem (Polnom) Pbschem Pbrzovanii (Certificate of [Complete] Education with a GPA of 4.5
Singapore	Successful completion of the Singapore-Cambridge of GCE A-Level with an aggregate of #6* *Points are calculated on the basis that A*=6, A=5, B=4, C=3, D=2, E=1 and must include minimum one subject of Advanced Level or combination of Advanced and Advanced Subsidiary subjects. Advanced Subsidiary subjects are included in the aggregate and contribute the equivalent of half of a subject taken at Advanced Level: A=2.5, B=2, C=1.5, D=1, E=0.5
Spain	Successful completion of the Curso de Orientacion Universitaria [Course of University Guidance] with an overall GPA of 4.7
Sweden	Successful completion of the Swedish Upper Secondary School Leaving Certificate (1997-2013) with a minimum GPA of 11.8 or Successful completion of the Swedish Upper Secondary School Leaving Certificate (2014 onwards) with a minimum GPA of 10.9
Taiwan	Successful completion of the Taiwanese Senior High School Diploma or Senior Vocational School Diploma with an overall grade of 75%
Thailand	Successful completion of the Certificate of Secondary Education (Matayom 6) with GPA of 2.0 or higher
United Kingdom	Successful completion of Edexcel GCE A-Level or Cambridge International A-Level Examinations with an aggregate of #6*
United States of America	Successful completion of the High School Diploma with GPA 2.5 plus successful completion of Scholastic Aptitude Test (SAT) with a minimum score of 1110
Vietnam	Successful completion of the Diploma of General Education (Bang Tot Nghiep Pho Thong Trung Hoc) or Secondary Vocational school Certificate (Bang Tot Nghiep Trung Hoc Chuyen Nghiep) with an average grade of 7.0 or above; or Year 12 GPA of 7.0 of above

6.5 Table D – Bachelor degree courses (AQF 7)

6.5.1 Academic entry requirement – Australian qualifications

*The criteria below apply to the Bachelor of Property (Development, Investment and Valuation) only.

*Academic requirement
Completion of NSW HSC (or equivalent) with a minimum Band 2 in English. In addition, Mathematics or equivalent as listed in the Courses & Subjects Table .
The assessment may include attending an interview at ICMS.

**The criteria below apply to the following courses only:

Bachelor of Business
 Bachelor of Business (Entrepreneurship)
 Bachelor of Business (International Tourism)
 Bachelor of Business (Marketing)
 Bachelor of Business (Sports Management)
 Bachelor of Event Management
 Bachelor of Hospitality Management
 Bachelor of Business Management (Accounting)
 Bachelor of Business Management (Fashion and Global Brand Management)

**Qualification	Academic requirement
Applicants with recent secondary education	Completed Australian Year 12 with a minimum Band 2 in English and Mathematics (or as equivalent as listed in the Courses & Subjects Table). ATAR is not a requirement.
Applicants with higher education study (<i>bridging or enabling course</i>)	A completed higher education qualification OR A minimum of four completed undergraduate subjects (an equivalent of 12 ICMS credit points)
Applicants with Vocational Education and Training (VET) study	A completed Certificate IV or above
Applicants with work and life experience	Must demonstrate ability to undertake study at this level: Evidence of relevant work experience such as CV/resume with at least two reference letters OR Formal, informal or non-formal study, completed or partially completed, demonstrating a reasonable prospect of success.

6.5.2 Equivalent academic entry requirement by country

Country	Academic requirement
China	Successful completion of the General Senior Secondary Unified Graduation Examination (Gao San or Senior Middle 3) with a minimum mark of 70% or completion of the Gao Kao (University Entrance Examination)
France	Successful completion of either the Baccalauréat Général, the L'Enseignement du Second Degré, or the Diplôme de Bachelier de L'Enseignement du Second Degré with a minimum overall grade of 10
Germany	Successful completion of the Abitur/Allgemeine Hochschulreife with a grade of 4.2 or less

Hong Kong	Completion of the HKDSE with minimum aggregate score of 12 in best five subjects (four core subjects plus one subject from Category A)
India	Successful completion of All India Senior School Certificate or Indian School Certificate with an overall grade point average of at least 60% in best 4 subjects excluding local language; or successful completion of Senior Secondary Certificate(State Boards) with an average score of at least 70% in best 4 subjects excluding local language
Indonesia	SMU 3 or Secondary School Certificate of Graduation with an average of 75%
Italy	Successful completion of the Upper Secondary School Leaving Certificate with an overall average of 60%
Korea	Successful completion of the General Senior High School Certificate with a C grade average (75%) OR successful completion of the Diploma with an overall GPA of 3 (75%)
Macau	Successful completion of the Form 6 or completion of Gao San (Senior Middle 3) with a 70% average
Malaysia	Completion of the Sijil Tinggi Pelajaran Malaysia (STPM) best three subjects with an aggregate of 4; or Matriculation (Matrikulas) with an overall score 2.0; or the Unified Examination Certificate with an average of 60
New Zealand	Successful completion of New Zealand Year 13 with a minimum of 42 course credits at Level 3 or above
Norway	Successful completion of the Vitnemal with an average of Fair (3)
Philippines	Successful completion of a recognised foundation studies program, one year of university studies or completion of a qualification equivalent to an Australian AQF Certificate IV
Russian Federation	Successful completion of Attestat o Srednem (Polnom) Pbschem Pbrazovanii (Certificate of [Complete] Education with a GPA of 4.5
Singapore	Successful completion of the Singapore-Cambridge of GCE A-Level with an aggregate of #6* *Points are calculated on the basis that A*=6, A=5, B=4, C=3, D=2, E=1 and must include minimum one subject of Advanced Level or combination of Advanced and Advanced Subsidiary subjects. Advanced Subsidiary subjects are included in the aggregate and contribute the equivalent of half of a subject taken at Advanced Level: A=2.5, B=2, C=1.5, D=1, E=0.5
Spain	Successful completion of the Curso de Orientacion Universitaria [Course of University Guidance] with an overall GPA of 4.7
Sweden	Successful completion of the Swedish Upper Secondary School Leaving Certificate (1997-2013) with a minimum GPA of 11.8 or Successful completion of the Swedish Upper Secondary School Leaving Certificate (2014 onwards) with a minimum GPA of 10.9
Taiwan	Successful completion of the Taiwanese Senior High School Diploma or Senior Vocational School Diploma with an overall grade of 75%

Thailand	Successful completion of the Certificate of Secondary Education (Matayom 6) with GPA of 2.0 or higher
United Kingdom	Successful completion of Edexcel GCE A-Level or Cambridge International A-Level Examinations with an aggregate of #6*
United States of America	Successful completion of the High School Diploma with GPA 2.5 plus successful completion of Scholastic Aptitude Test (SAT) with a minimum score of 1110
Vietnam	Successful completion of the Diploma of General Education (Bang Tot Nghiep Pho Thong Trung Hoc) or Secondary Vocational school Certificate (Bang Tot Nghiep Trung Hoc Chuyen Nghiep) with an average grade of 7.0 or above; or Year 12 GPA of 7.0 of above

6.5.3 English entry requirement

To find the applicable English entry requirement please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.5.4 Academic entry requirement by qualification

Qualification	Academic requirement
International Baccalaureate	Completed IB Diploma with a score of 24
Cambridge International Examinations or Edexcel GCE	Successful completion of GCE A-Level with an aggregate of #6* *Points are calculated on the basis that A*=6, A=5, B=4, C=3, D=2, E=1 and must include minimum one subject of Advanced Level or combination of Advanced and Advanced Subsidiary subjects. Advanced Subsidiary subjects are included in the aggregate and contribute the equivalent of half of a subject taken at Advanced Level: A=2.5, B=2, C=1.5, D=1, E=0.5
BTEC	Successful completion of BTEC National 3 Diploma or Extended Diploma in business or related area
Certificate IV	Successful completion of a Certificate level IV qualification (under the AQF) or its equivalent
Australian Foundation Program	Successful completion of an approved Australian Foundation Program at an equivalent GPA of 4.5

6.5.5 English entry requirement

To find the applicable English entry requirement please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.5 Table E – Postgraduate Qualifying Program (PQP)

6.5.1 Academic entry requirement by country

Country	Academic requirement
All	Completed a three-year higher education qualification or overseas equivalent

6.5.2 English entry requirement

To find the applicable English entry requirement please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.6 Table F – Graduate Certificate courses (AQF 8)

6.6.1 Academic entry requirement by country

Graduate Certificate of Business (GCB)
 Graduate Certificate of Business (Media & Marketing)
 Graduate Certificate of Business (Tourism & Hospitality Marketing)

Country	Academic requirement
All	Successful completion of a bachelor degree from an Australian higher education institution or overseas equivalent
	Successful completion of an overseas higher education course of at least three years duration (minimum AQF level 6 or equivalent), with a minimum credit grade average
	At least five years appropriate full-time managerial or professional experience <i>Applicants must demonstrate a recognisable level of responsibility as part of their work experience. Position accountability in a range of areas such as budgeting, staffing, project management, financial management or other relevant supervisory experience should be evident in the applicant's work history. While senior levels of volunteer experience may be considered, normally the majority of the work should be in a paid, full-time capacity</i>
	Successful completion of at least two award or at least two non-award subjects (at AQF Level 8 or above) from an Australian higher education institution or overseas equivalent

Applicants seeking admission on the basis of work experience **MUST** support their application with a full statement of service for all work experience listed. The statement must contain independent evidence of the duration and level of work experience.

Graduate Certificate of Event Management

Country	Academic requirement
All	Successful completion of a Bachelor degree (AQF 7) from an Australian higher education institution or overseas equivalent.
	Successful completion of a four-year international degree (recognised minimum equivalent to an AQF6 by the Australian Government's qualifications recognition tool) with a GPA of 2.5 (4-point scale) or higher.
	Successful completion of a recognised Diploma or Advanced Diploma (or equivalent as recognised by the Australian Government's qualifications recognition tool) with at least four (4) years relevant full-time work experience.
	At least five (5) years appropriate full-time managerial or professional experience.
	Completion of at least two (2) non-award postgraduate subjects with an overall GPA of at least 2.5; (where the GPA is calculated over all attempts including fail grades).

6.6.2 English entry requirement

To find the applicable English entry requirement please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.7 Table G – Master degree courses (AQF 9)

6.7.1 Academic entry requirement by country

Master of International Business
 Master of Management
 Master of Management (Tourism and Hospitality)
 Master of Event Management

Country	Academic requirement
All	Successful completion of a bachelor degree from an Australian higher education institution or overseas equivalent. OR
	Successful completion of a Graduate Certificate or Graduate Diploma from an Australian higher education institution or overseas equivalent. OR
	Successful completion of at least four award, or non-award, postgraduate subjects (at AQF Level 8 or above) from an

	Australian higher education institution or overseas equivalent. OR
	Successful completion of an approved Postgraduate Qualifying Program from an Australian higher education institution or overseas equivalent. OR
	For mature age entry (21+): successful completion of a diploma or associate degree qualification (or equivalent as recognised by the Australian Government's qualifications recognition tool) and four years of relevant management experience

6.7.2 English entry requirement

To find the applicable English entry requirement please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.8 Table H – Study abroad and exchange programs

6.8.1 Academic entry requirement by country

STUDY ABROAD

Undergraduate

Country	Academic requirement
All	Students who are currently studying an undergraduate course at a recognised university or higher education institution are eligible to enrol in any undergraduate subjects. OR
All	Students who are not currently studying an undergraduate course at a recognised university or higher education institution, can enrol in any level 100 (AQF 5) subject, upon meeting the undergraduate academic entry criteria.

Postgraduate

Country	Academic requirement
All	Students who are currently studying a postgraduate course at a recognised university or higher education institution are eligible to enrol in any postgraduate subjects.

	OR
All	Students who are not currently studying a postgraduate course at a recognised university or higher education institution, can enrol in any level 600 (AQF 8) subject, upon meeting the postgraduate academic entry criteria.

EXCHANGE PROGRAM

Undergraduate

Country	Academic requirement
All	Completed at least one term of study in an approved undergraduate program at a recognised institution

Postgraduate

Country	Academic requirement
All	Completed at least one term of study in an approved postgraduate program at a recognised institution

6.8.2 English entry requirement

To find the applicable English entry requirement please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.9 Non-award study

Enrolment in any subject that is available in an award course or enrolment in a subject which is not part of an award course but is developed for a specific purpose or target student group and which is not undertaken as part of an award course. While non-award study includes study abroad and student exchange, a separate clause is established to formalise the details and requirements for study abroad and student exchange.

6.10 Cross institutional study

A course of study comprising a subject (or subjects) which is being undertaken at this Institution (the "host" higher education provider) as part of an award course or an enabling course for which the student is enrolled at another Australian higher education provider (the "home" higher education provider). Incoming cross-institutional students are classified as non-award.

6.11 Study tours

The Institution has various agreements with overseas universities and colleges and in some instances, staff and students from these institutions travel to Australia to deliver elements of their course on the provider's delivery sites. In this situation, students from the partner institutions are admitted by the provider into a non-award "Study Tour" course, enabling these students to access the provider facilities and services necessary to support their studies. Such students are not issued with a Confirmation of Enrolment [CoE].

6.12 Overseas qualification equivalency

Overseas qualifications will be assessed for equivalency to an Australian qualification using the Country Education Profiles (CEP)'s online recognition tool, produced by the Australian Education International – National Office of Overseas Skills Recognition (AEI-NOOSR). Other means of verifying qualification equivalencies will be used on a case-by-case basis, as determined by the Institution.

7 Entry Pathways

7.1 Entry pathways - undergraduate [diploma & bachelor]

Applicants, who are over 18 years of age, may be eligible for admission based on specific work experience. However, it is not recommended that applicants just rely on work experience, they should consider supplementing it with the Special Tertiary Admissions Test (STAT).

Applicants will need to present evidence that you possess at least 12 months of full time paid work experience in an area. This evidence must be well documented and include statements of service or signed references on company letterhead. If an applicant has been self-employed, they should supply a statement from their accountant, solicitor or tax agent.

STAT is used by many institutions to help make informed decisions about offering places in their courses. STAT is usually undertaken by mature age and/or those without an ATAR. For non-school leavers, the Institution accepts results from the stat multiple choice test as an alternative means of entry, especially if you are also applying based on work experience. STAT score required for entry is 140.

Non-award students who successfully complete at least four non-award undergraduate subjects with an overall GPA or at least 2.0 may be eligible to apply for admission (where the GPA is calculated over all attempts including fail grades)

8 Other Admissions Options

Applicants may be selected for admission based on non-ATAR application pathways including:

8.1 Early Entry Scheme

8.1.1 Criteria for admission

Assessment for early entry is based on a personal statement, a letter of recommendation from the career adviser, principal or year coordinator and trial HSC results. The required average for trial HSC results is 60%.

8.2 Schools Recommendation Scheme

8.2.1 Criteria for admission

Assessment for SRS is based on Year 11 academic record, school rating of your learning/aptitude, and application interview. Applications are made through the Universities Admissions Centre (UAC).

8.3 Leadership Entry Program

8.3.1 Criteria for admission

Applicants for the Leadership Entry Program must be completing Year 12 and are either a School Captain/Vice-Captain, Prefect or Student Representative Council President/Vice President or member, or demonstrated leadership through their involvement with community organisations and clubs.

Assessment for the Leadership Entry Program is based on a personal statement, a school reference letter, Year 12 semester one results and trial HSC results, and an interview.

8.4 Elite Athletes/Performers

8.4.1 Criteria for admission

The elite athletes and performers pathway is for students whose sporting or performing arts commitments may have impacted on their studies.

To be considered an elite athlete you must have represented your school or state at national level competition during Years 11 and/or 12.

To be considered an elite performer, you must have performed in extended or significant productions during Years 11 and/or 12.

Assessment for elite athletes and performers is based on a personal statement, a school reference letter, a reference from your coach/team/organisation/institute, Year 12 semester one results and trial HSC results and an interview.

8.5 Special Entry Pathway (exceptional circumstances)

8.5.1 Criteria for admission

Applicants in any category whose study, work or life experiences have been impacted by disability, illness or family disruption will be given special consideration for admission.

Each application will be considered on its merit, based on the evidence supplied by the applicant attesting to the circumstances of the applicant. Applications must be submitted with supporting documentation for example, a medical practitioner's report. Admission will be determined on a case by case basis by the DVC (Learning and Teaching).

8.6 Applicants with Aboriginal or Torres Strait Islander background

8.6.1 Criteria for admission

Aboriginal or Torres Strait Islander applicants can apply with either recent secondary education, VET study and/or work and life experience pathway as described earlier in the Admissions Guidebook. Applicants must also provide "Confirmation of Aboriginality or Torres Strait Islander Heritage" at the time of their application (or at their interview).

8.7 Year 12 students completing in 2020

The Institution will not disadvantage year 12 students completing the HSC in 2020 or 2021 as a result of the COVID-19 pandemic. For students completing year 12 in 2020 and 2021, where results are not sufficient or available, the Institution may take into consideration results achieved in Year 11 for entry into the Institution. Applicants must have been enrolled in year 12 in 2020 or 2021 to be eligible.

9 Domestic admissions – Year 12 Australian subjects

9.1 Courses and subjects table

Completion of NSW HSC (or equivalent) with a minimum in the following:

- English (Band 2)
- Mathematics (Band 2) or an equivalent subject as listed in the table below

Equivalent subjects	Minimum band requirement
Business Studies	Band 2
Economics	Band 2
Chemistry	Band 2
Physics	Band 2
Biology	Band 2
Legal Studies	Band 2
Financial Services	Notation: Refer to Vocational documentation
Business Services	Notation: Refer to Vocational documentation

10 English language proficiency overview

10.1 English language proficiency

- All international applicants must satisfy the specified English proficiency requirements as detailed in sections 12 and 13 of this guidebook.
- Applicants must demonstrate English proficiency by providing appropriate evidence – as recognised by the Institution
- English language proficiency tests accepted at the Institution:
 - IELTS
 - TOEFL (iBT)
 - Pearson Test of English Academic
 - TOEIC
 - Aspire Institute English Placement Test
- English language proficiency tests must be completed no longer than:
 - Two years prior to commencement

11 Provisional enrolment

11.1 Provisional enrolment – diploma courses

Provisional enrolment is intended for applicants who meet the academic admission requirements for a diploma course, but have an English language score that is below IELTS 6.0 (or equivalent) but above or equal to IELTS 5.5 (or equivalent).

The Admissions Office determines eligibility for provisional enrolment. Students admitted under provisional enrolment must attend supplementary English language classes as prescribed in their Letter of Offer. Students must satisfy the English language proficiency requirement typically required for enrolment in a diploma program (IELTS 6.0 or equivalent) before provisional enrolment can be converted to full enrolment.

12 English language proficiency requirements

12.1 General English Program (GEP)

Category	IELTS	TOEFL (iBT)	Pearson	TOEIC	Aspire Institute Placement Test
Overall	3.5	-	-	-	APT-D2
Writing	3.0	-	-	-	-
Speaking	3.0	-	-	-	-

12.2 Academic English Program (AEP)

Category	IELTS	TOEFL (iBT)	Pearson	TOEIC	Aspire Institute Placement Test
Overall	5.0	40*	35	-	APT-A2
Writing	4.5	13	30	-	-
Speaking	4.5	13	30	-	-

*Indicates the midpoint of the iBT range

12.3 Australian foundation program

Category	IELTS	TOEFL (iBT)	Pearson	TOEIC	Aspire Institute Placement Test
Overall	5.5	52*	42	-	APT-C1
Writing	5.0	17	36	-	-
Speaking	5.0	15	36	-	-

*Indicates the midpoint of the iBT range

12.4 Diploma course

Category	IELTS	TOEFL (iBT)	Pearson	TOEIC	Aspire Institute Placement Test
Overall	6.0	69*	50	785	APT-B1
Writing	5.5	19	42	-	-
Speaking	5.5	17	42	-	-

*Indicates the midpoint of the iBT range

12.5 Associate degree course

Category	IELTS	TOEFL (iBT)	Pearson	TOEIC	Aspire Institute Placement Test

Overall	6.0	69*	50	785	APT-B1
Writing	5.5	19	42	-	-
Speaking	5.5	17	42	-	-

12.6 Bachelor degree course, Study Abroad or Exchange programs

Category	IELTS	TOEFL (iBT)	Pearson	TOEIC	Aspire Institute Placement Test
Overall	6.0	69*	50	785	APT-B1
Writing	5.5	19	42	-	-
Speaking	5.5	17	42	-	-

*Indicates the midpoint of the iBT range

12.7 Postgraduate Qualifying Program (PQP)

Category	IELTS	TOEFL (iBT)	Pearson	TOEIC	Aspire Institute Placement Test
Overall	6.0	69*	50	785	APT-B1
Writing	5.5	19	42	-	-
Speaking	5.5	17	42	-	-

*Indicates the midpoint of the iBT range

12.8 Graduate Certificate of Business (GCB)

Category	IELTS	TOEFL (iBT)	Pearson	TOEIC	Aspire Institute Placement Test
Overall	6.0	69*	50	785	APT-B1
Writing	5.5	19	42	-	-
Speaking	5.5	17	42	-	-

*Indicates the midpoint of the iBT range

12.9 Master degree courses

Category	IELTS	TOEFL (iBT)	Pearson	TOEIC	Aspire Institute Placement Test
Overall	6.5	79*	58	945	APT-A1
Writing	6.0	21	51	-	-
Speaking	6.0	18	51	-	-

*Indicates the midpoint of the iBT range

13 Other English proficiency accepted

13.1 Qualifications completed in an English medium

Secondary or tertiary level qualifications completed in English from the following countries satisfy the English proficiency requirements for undergraduate and postgraduate course entry. Qualifications must have been completed within five years of the date of course commencement.

- American Samoa
- Australia
- Barbados
- Botswana
- Canada
- Fiji
- Gambia
- Ghana
- Hong Kong
- Ireland
- Kenya
- Malaysia
- Mauritius
- New Zealand
- Nigeria
- Papua New Guinea
- Sierra Leone
- Singapore
- Solomon Islands
- South Africa
- Tanzania
- Uganda
- United Kingdom
- United States of America
- West Indies
- Western Samoa
- Zambia
- Zimbabwe

13.2 Additional English language proficiency

The following are acceptable forms of English proficiency for undergraduate and postgraduate study:

- Undertaking tertiary level studies (university or VET) in Australia, of at least one year's duration, with 50% of subjects passed, within five years of the date of course commencement.
- Undertaking study, of at least one year's duration, within a tertiary level program, at an approved institution where the language of instruction is English, with 50% of subjects passed within five years of the date of course commencement.
- A satisfactory score in the Aspire Institute English Placement Test administered by the Institution indicating that no further English instruction is required to meet the entry requirements of the intended course of study.

The following are acceptable forms of English proficiency for undergraduate study only:

- Completion of the Foundation Program with a Pass in both English subjects

13.3 English proficiency qualifications

13.3.1 English proficiency requirement by qualification

Qualification	Grade(s) required to meet English requirement (<i>note: UG = undergraduate courses, PG = postgraduate courses, GCB1 = Graduate Certificate in Business</i>)
Cambridge Certificate in Advanced English (CAE)	UG + GCB1 entry: 169 overall, 162 in writing, 162 in speaking Master degree entry: 176 overall, min 169 in writing, 169 in speaking
Cambridge English Proficiency (CPE):	UG + PG entry: 180 overall, 180 in writing, 180 in speaking
Common European Framework (CEFR):	UG + GCB1 entry: B2 Master degree entry: C1
GCE 'A' Levels:	UG entry: D pass in English at full Advanced (A2)
GCSE/GCE 'O' Levels:	UG entry: C pass in English
IGCSE Foundation	UG entry: Pass in 4 subjects with minimum D in English
International Baccalaureate (IB):	UG entry: English B at higher level (min grade 4) or English B at Standard level (min grade 5) or English A or A2: literature or language and literature at higher or standard level (min. grade 4)

13.3.2 English proficiency requirement by country

Country	Grade(s) required to meet English requirement for Undergraduate Entry Only
Denmark	Danish Studentereksamen/Higher: Grade 9 in B level English (only) Grade 7 in B level AND A level English
Finland	Completion of High School with grade of 8 in English or English A
Germany	Fachhochschulereife with at least grade 3 in English or, Abitur with at least 7 points in English or UG + GCB1: DAAD B2 Master Degree: DAAD C1
Hong Kong	HKDSE - Level 3 in English language HKALE (2012 and earlier) - D or better in user of English
Malaysia	STPM C pass in 920 English B pass in 914 English
Netherlands	VWO (pre-university education): with an overall score of at least 7 in English HAVO (Senior General Secondary English): with an overall score of at least 8 in English
Norway	Vitnemal (final year of high school) with 3 (G) or better in English
Sweden	Sessions before 2013: Avgangsbetyg/Slutbetyg (Gymnasium) with at least 3 or G in English A. Sessions after 2013: Avgangsbetyg/Slutbetyg (Gymnasium) with at least C in English 5

13.4 Australian English Language Intensive Courses for Overseas Students (ELICOS) provider assessments accepted

English language test scores from a number of Australian ELICOS providers are also accepted. For a list of providers and grades required please contact Admissions at admissions@icms.edu.au

13.5 Living and working in an English-speaking country

Applicants who can present suitable evidence of living and working continuously in an English-speaking country for at least five years prior to the date of course commencement will be considered as meeting English proficiency requirements. Evidence includes (but not limited to) letters from employers and similar documentary evidence. This will be assessed on a case-by-case basis.

14 Admissions Guidebook change log

Change Committed	Prepared by	Approved by	Date of Change
Requirements for certification of Chinese qualifications	Nadia Shevchenko	Barbara Lawrence	29 Sep 2015
List of people authorised to certify documents	Nadia Shevchenko	Barbara Lawrence	23 October 2015
Academic entry requirements for Bachelor degree amended for Indonesia, Singapore, Taiwan, USA, Vietnam	Nadia Shevchenko	Academic Board (13 November 2015)	16 November 2015
Addition to Academic entry requirements for Graduate Certificate	Nadia Shevchenko	Academic Board (13 November 2015)	16 November 2015
Amendment of wording in Academic entry requirements for Graduate Certificate option B	Nadia Shevchenko	Kevin Tickle	2 December 2015
Removal of Notarised Documents as a requirement for Chinese offshore applicants. It remains an option for authorisation.	Nadia Shevchenko	Michele Hannon	23 December 2015
Changes in undergraduate courses requirements	Nadia Shevchenko	Academic Board (15 April 2016)	18 April 2016
Addition of GEP; Changed entry requirements for AEP	Nadia Shevchenko	Academic Board (10 December 2014)	07/09/2016
Addition of Study Tour Program	Nadia Shevchenko	Academic Board (9 September 2016)	13/09/2016
Addition/Amendment of entry requirements for BTEC,GCE O-Level, A-Level, Philippines and New Zealand qualifications	Nadia Shevchenko	Academic Board (23 March2017)	31/03/2017
Amendment of entry requirements for Australian NSW HSC, Swedish Year 12 and Vietnamese Year 12 qualifications	Nadia Shevchenko	Academic Board (23 March2017)	31/03/2017

Change Committed	Prepared by	Approved by	Date of Change
Revised Admissions guidelines for Postgraduate Courses	Stuart Wiggins	Academic Board	09 October 2017
Amendment to revised Admissions guidelines for Postgraduate Courses	Stuart Wiggins	Chair of the Academic Board	09 October 2017
Removal of Graduate Certificate - relinquishment	Stuart Wiggins	Stuart Wiggins	11 October 2017
Editorial amendments – institution rather than College or ICMS	Caroline Leckey	Caroline Leckey	11 October 2017
GCB requirement C – clarifying statement added	Stuart Wiggins	Stuart Wiggins	12 December 2017
Certification authority – members of MARA	Rowan Courtney O'Connor	Academic Board (8 December 2017)	10 January 2018
PQP entry requirements	Academic Board (8 December 2017)	Academic Board (8 December 2017)	5 February 2018
Item 1: Graduate Certificate Entry Requirements	Academic Board (Executive) Meeting	Academic Board (Executive) Meeting	19 February 2018
Admissions Guidebook reformat	Matthew Campbell	Matthew Campbell	14 March 2018
Certificate IV moved to Academic entry requirement by qualification from alternative entry	Matthew Campbell	Matthew Campbell	19 March 2018
Aligned with Admission Policy	Natalie Bates-Bittencourt and Sanja Taslaman	Academic Board (05 April 2019)	08 April 2019
Updated admission criteria to include newly accredited UG courses & study abroad entry requirements	Natalie Bates-Bittencourt and Sanja Taslaman	Academic Board (20 February 2020)	20 February 2020
Entry requirements alignment across all Masters courses ISCA entry requirement alignment Year 12 completions in 2020 – special entry requirement	Lena Shifrina Phil Watson	Academic Board (14 May 2020)	25 May 2020
Year 12 completions updated to include 2021		Academic Board (31 July 2020)	31 July 2020

Change Committed	Prepared by	Approved by	Date of Change
and all students completing HSC			
English entry requirements clarified, and newly accredited courses added to guidebook, aligned BBM (Fashion and Global Brand Management) and BBM (Accounting) to new UG admission criteria	Lena Shifrina and Natalie Bates Bittencourt	Academic Board	16.10.2020