

Student No (office use only)									

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Enquiry No (office use only)									



INTERNATIONAL POSTGRADUATE
COURSEWORK APPLICANTS:
APPLICATION FEE - A\$75 - SEE ITEM 9

POSTGRADUATE COURSE WORK APPLICATION FORM

1. PERSONAL DETAILS (USE BLOCK LETTERS)

Title: Mr Mrs Ms Miss Other Gender: Male Female

Family Name*

First Name*

*As shown in passport, (if applicable)

Former Family Name (if applicable) Date of Birth

Have you previously made an application to undertake or been enrolled in a course at the UOW College or the University of Wollongong?

Yes No If YES, please give your student number

Are you a Citizen of Australia? Yes (Please provide certified documentary evidence)

No Citizenship

Country of birth Country where you are currently located

Are you a Permanent Resident of Australia? Yes (Please provide certified documentary evidence)

Permanent visa category Date of Permanent Residency

No

Are you Aboriginal or a Torres Strait Islander? Yes No

Mailing address

PO Box or Street Address

Suburb/Town

State/Province Postcode

Country

Telephone Country Code Area Code Number

Mobile

Facsimile Country Code Area Code Number

Home address (if different from mailing address)

PO Box or Street Address

Suburb/Town

State/Province Postcode

Country

Telephone Country Code Area Code Number

Mobile

Facsimile Country Code Area Code Number

Prior to enrolment correspondence will normally be sent to your email address, if applicable

Email

2. COURSE APPLICATION

1st Preference Course Name Specialisation

2nd Preference Course Name Specialisation

When do you wish to commence the degree course? (Please nominate year and tick session below) Year: Full-time Part-time#

Session Autumn Session (Feb) Spring Session (Jul) Summer Session (Dec - if available)

Location Wollongong Shoalhaven# Batemans Bay# Bega# **#Not available to international students.**

SYDNEY BUSINESS SCHOOL

Session SBS-Trimester 1 (Jan) SBS-Trimester 2 (May) SBS-Trimester 3 (Aug)

Location Innovation Campus Sydney Southern Sydney (Loftus#) Shoalhaven# Batemans Bay# Bega# Moss Vale#

Distance Limited courses available.

Some programs have special intake dates. If you are unsure of your course commencement date, please refer to <http://coursefinder.uow.edu.au/coursefinder> and then indicate your session of interest.

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3. ACADEMIC BACKGROUND – THIS SECTION MUST BE COMPLETED

Please list your highest secondary qualification and all tertiary education qualifications, including any currently being undertaken.

QUALIFICATION/AWARD	SCHOOL/INSTITUTION	COUNTRY	DURATION	DATE COMPLETED							
				d	d	m	m	y	y	y	y
				d	d	m	m	y	y	y	y
				d	d	m	m	y	y	y	y
				d	d	m	m	y	y	y	y

4. ENGLISH LANGUAGE PROFICIENCY

Is English your first language? Yes No If your first language is not English, please continue

I have completed at least one of the following within the last two years (documentary evidence, including certified copies of results, must be attached)

A certificate of English proficiency obtained in the last two years (eg IELTS or TOEFL)

	Year	Overall score	Reading	Writing	Listening	Speaking
IELTS (ACADEMIC)						
TOEFL Internet based						
OTHER	Name of test		Year	Score		

Secondary or tertiary studies in another country where English is the official language

Country	Duration (years)

For full information regarding UOW's English language requirements, including qualifications conducted in English, please visit: www.uow.edu.au/future/international/apply/english

If you do not meet UOW's English requirements are you interested in studying English at UOW College? Yes No

If yes, visit the UOWC website at www.uowcollege.edu.au for information on the programs available.

5. EMPLOYMENT DETAILS

Some courses require details of your relevant employment history to support your application

EMPLOYMENT DATES (____ TO ____)	FULL-TIME OR PART-TIME	EMPLOYER NAME AND LOCATION	POSITION TITLE

If work experience is required for entry to the program for which you are applying, please attach the following:

- Details of previous positions held including a general description of duties and responsibilities, key achievements within the role, the number of persons who report(ed) to you and the number of hours worked (if employed on a part-time basis).
- Two signed referee reports on company letterhead confirming your employment, duration and position from relevant employers, including their position, contact details, telephone number and email address. The University may contact referee/s to confirm employment details.

6. CERTIFICATION OF DOCUMENTS

Certified copies of academic marksheets, transcripts and evidence of course completion must be provided **even if the qualification is incomplete** with application. Details of required acceptable certification authorities for international students can be found at: www.uow.edu.au/future/international/apply/how/certified

If you are in Australia, photocopies of documents can be certified by a Justice of the Peace, police officer, post office manager or person holding a similar professional position. The above website provides further examples of acceptable authorities. The person certifying the document must: print their name, contact number, occupation and date verified; write "This appears to be a true copy of the original document sighted by me"; affix an official organisation stamp if available; and sign each copy. Please note that any documents sent with your application cannot be returned.

7. APPLICANTS WITH SPECIAL NEEDS

If you have a disability and require advice or assistance with your studies, please contact the Disability Liaison Officers, telephone +61 2 4221 3445 or go online www.uow.edu.au/student/services/ds

8. SPECIAL REQUIREMENTS

Some courses require submission of additional documentation. Details of these additional requirements can be found by selecting your course on the UOW CourseFinder at coursefinder.uow.edu.au, or as detailed in the relevant UOW postgraduate course guide. Areas of study which require additional documentation include:

- Clinical Exercise Physiology
- Graduate Diploma in Adult Education
- Graduate Diploma in Education
- Master of Engineering (48 credit points)
- Nursing
- Nutrition and Dietetics
- Psychology
- Rolling Stock Engineering

9. APPLICATION FEE A\$75 – INTERNATIONAL STUDENTS

Applications submitted by international applicants for postgraduate coursework programs (i.e. Graduate Certificate, Graduate Diploma or Masters by coursework) must be accompanied by an application fee of A\$75, (non-refundable), inclusive of GST. Currently enrolled UOW students are exempt from this fee. The fee applies to all applications either direct to the University or through an overseas representative. Credit card details, or a bank cheque made payable to "UOW – ITC Ltd" must be included with the application form. This fee covers application to two courses, either as preference 1 and 2 on the original application or as two separate applications. An additional application fee will be payable upon submission of an application for a third course.

Application fee payment method:

<input type="checkbox"/>	Enclosed is a cheque for A\$75.00	OR	<input type="checkbox"/>	Please debit my credit card for A\$75.00 (please tick the appropriate box)	Mastercard	<input type="checkbox"/>	Visa	<input type="checkbox"/>	Amex	<input type="checkbox"/>
Card No.	<input type="text"/>								Expiry date	<input type="text"/>
Cardholder Name	<input type="text"/>			Cardholder Signature	<input type="text"/>				CCV No*	<input type="text"/>

*CCV is the final 3 numbers on reverse of card, or the 4 numbers printed above the Amex credit card number.

10. IMPORTANT INFORMATION FOR APPLICANTS

- Privacy General Consent and Disclosure Statement:** <http://www.uow.edu.au/legal/privacy/UOW089606>
- For International Students:** A description of the Education Services for Overseas Students (ESOS) Act framework is made available electronically by the Australian Government: <http://www.aei.gov.au/>
- Change of Name:** If you have changed your name since undertaking matriculation or tertiary level examinations or if any of your documents show a name which is different from the one that you have used on this application form, then you must present certified documentary evidence of the change (a marriage certificate, deed poll, statutory declaration).
- Declaration and Signature: **This application form must be signed by the applicant.**

11. DECLARATION, TERMS & CONDITIONS AND SIGNATURE

PRIVACY AND DISCLOSURE – ALL APPLICANTS

- I declare that all the information I have given in this application is true, correct and complete, and is not false or misleading. I understand giving false or misleading information is a serious offence under state and/or federal law in Australia.
- I declare that the signature on this form is my signature, and has not been signed on my behalf by another person, including my agent or sponsor.
- I agree to tell UOW College ("College") and/or the University of Wollongong ("University") immediately if there is any change to the information I have given in this application.
- I understand the College/University reserves the right to vary or reverse any decision made on the basis of incorrect, incomplete, false or misleading information which I or my agent/sponsor may have provided, including in some circumstances, termination of my enrolment.
- I declare that I have not been excluded or subject to disciplinary action at any tertiary institution.
- I understand that the College/University may obtain official records from any educational institution I have previously attended or my employer.
- I authorise any institution or organisation named on any document provided as evidence of my qualifications or work experience OR which are named in my application, to release to the College/University any personal information which they may hold about me for the purpose of verification of my supporting documents.
- I authorise the College/University to release any personal information they may hold about me to any other educational institution which is seeking to verify my student conduct or academic record for the purpose of determining my eligibility for admission to, or enrolment at, that institution.
- I understand and accept the terms and conditions in the Privacy General Consent and Disclosure Statement which can be viewed at: <http://www.uow.edu.au/legal/privacy/UOW089606.html>.
- If the payment for my course is made by a sponsor (a third party paying my tuition fees or nominated by me as my sponsor), I agree to the release of all information to my sponsor regarding my application and subsequent enrolment including my subject results, progress reports, and enrolment details (including contact details).

CANCELLATION AND REFUNDS

- College applicants: I have read and understand the College's Fees and Refund Policy at: <http://www.uowcollege.edu.au/policies>.
- University applicants: I have read and understand the University's Fees Policy (including refunds) at: <http://www.uow.edu.au/about/policy/UOW058686.html>.

I hereby undertake to abide by the College rules and policies and the University of Wollongong Act 1989 and the By-laws, rules and policies of the University (where applicable).

I have read, understood and agree to abide by the above terms and conditions. I consent to the use of my personal information as set out above. I declare that the information provided by me in the application is true and correct.

WARNING: It is an offence to submit false or misleading documentation in support of a course application. Where false or misleading documents in support of this application (whether relating to financial, academic, work experience or any other matter) are detected, the application will be rejected, any offer of enrolment will be withdrawn, and where the student is enrolled, the enrolment of the student may be terminated; and the matter may be reported to relevant state and federal law enforcement agencies.

Applicant's signature

Date

Applications that are unsigned, or are not ticked to indicate that the applicant has read the above terms and conditions and undertakes to abide by the relevant rules and policies, will not be processed. Applications must be signed by the applicant personally. A third party must not sign on the applicant's behalf.

POSTGRADUATE COURSE WORK APPLICATION FORM

RETURN TO

UniAdvice, Building 36
University of Wollongong
NSW 2522 AUSTRALIA

OR
submit to a UOW representative
in your country

FURTHER ENQUIRIES

Within Australia
Telephone 1300 367 869
Fax (02) 4221 3233
Email uniadvice@uow.edu.au
Web www.uow.edu.au

International
Telephone +61 2 4221 3218
Fax +61 2 4221 3233
Email uniadvice@uow.edu.au
Web www.uow.edu.au/future/international

OFFICE USE ONLY

Academic unit to complete											
									Comments (should the candidate not meet the entry requirements please provide reasons for your recommendations)		
1. Is admission recommended	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
2. For the degree of											
3. Commencing year				Session	<input type="checkbox"/>	Aut	<input type="checkbox"/>	Spr	<input type="checkbox"/>	Sum	<input type="checkbox"/>
Trimester Intakes	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	Session - Other				
4. Type of program?	<input type="checkbox"/>	Grad Cert	<input type="checkbox"/>	Grad Dip	<input type="checkbox"/>	Pass	Others				
Credit Points in this program?	<input type="checkbox"/>	24	<input type="checkbox"/>	48	<input type="checkbox"/>	72	<input type="checkbox"/>	96	<input type="checkbox"/>	other	
Faculty/UniAdvice Assessment											
Assessor						Signature				Date	
(Please print name)											
1st Offer											
Code				Major			RBK	<input type="checkbox"/>	DEF	<input type="checkbox"/>	
Ad basis				CPs			CBK	<input type="checkbox"/>	UQA	<input type="checkbox"/>	
Status				Sess Fee			ENG	<input type="checkbox"/>	ACO	<input type="checkbox"/>	
Letter				Session			OJPF	<input type="checkbox"/>	USC	<input type="checkbox"/>	
Year							OPR	<input type="checkbox"/>	USA	<input type="checkbox"/>	
							OTR	<input type="checkbox"/>	ADV	Checked by	
	<input type="checkbox"/>	SFDF (Yes)	<input type="checkbox"/>	SFDF (No)	<input type="checkbox"/>	RCO	<input type="checkbox"/>				
2nd Offer											
Code				Major			RBK	<input type="checkbox"/>	DEF	<input type="checkbox"/>	
Ad basis				CPs			CBK	<input type="checkbox"/>	UQA	<input type="checkbox"/>	
Status				Sess Fee			ENG	<input type="checkbox"/>	ACO	<input type="checkbox"/>	
Letter				Session			OJPF	<input type="checkbox"/>	USC	<input type="checkbox"/>	
Year							OPR	<input type="checkbox"/>	USA	Checked by	
							OTR	<input type="checkbox"/>	ADV		
	<input type="checkbox"/>	SFDF (Yes)	<input type="checkbox"/>	SFDF (No)	<input type="checkbox"/>	RCO	<input type="checkbox"/>	English language			
Previous qualifications											
UOWC English offer											
				Course code				Length			
Comments				Course				Start date			
				Status				Finish date			
				Admission basis							

Office Use Only

Family name

Given name

Student number

Application number

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The University of Wollongong attempts to ensure that the information contained in this form is correct at the time of production (April 2013). However sections may be amended without notice by the University in response to changing circumstances or for any other reason. Applicants should check with the University at the time of application/enrolment whether any later information is available. UOW College is a registered business name of ITC Education Limited ABN 14 105 312 329. CRICOS No. 02723D. University of Wollongong CRICOS: 00102E