



Application for Admission

Please read the *Guide for Direct Applicants* prior to completing this application form.
Please ensure that your application is complete and attach all necessary documentation as specified in Documents Required for your application.

If you are applying for an Intensive or Offshore Delivery course please attach a passport sized photograph here

Personal Details

Have you formerly applied to or studied at the University of Canberra or the CCAE

Yes No

If known, please indicate your previous University of Canberra student ID number

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Are you a current UC-Connect, UC-Prep or UC-Start Student

Yes No

Family Name

Former Family Names (eg. Maiden name)

Given Names

Title (Please Circle)

Miss Ms Mrs Mr

Other title

Date of Birth

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Gender (Please Circle)

M F

Course Preference

Record your course preferences in order of priority (see the *Guide for Direct Applicants* for courses and codes)

Course Numbers
(eg. 723AA)

Course Name
(eg. Master of Business Administration)

1		
2		
3		

Please record the year and semester you wish to commence study

Year Semester Full-Time Part-Time

Mailing Address

Street

Town/Suburb

State

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Country

Postcode

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Telephone (bh)

Telephone (ah)

Mobile

Facsimile

Email

Residential Address (if not same as above)

Street

Town/Suburb

State

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Country

Postcode

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Telephone (bh)

Telephone (ah)

Facsimile

Have you ever been refused permission to continue your studies at any university? (*Tick correct box*)

No Yes, you must document a case to support your application

Government Statistics

Are you an Aboriginal or Torres Strait Islander?

No Yes, Aboriginal Yes, Torres Strait Islander Yes, Aboriginal and Torres Strait Islander

What is your current citizenship status?

- (1) Australian Citizenship (*including Australian citizens with dual citizenship*)
- (8) Humanitarian Visa Holder
- (2) New Zealand Citizen or a diplomat or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependant relative of such a representative, excluding those with Australian citizenship
- (3) Student with Permanent Residence status but excluding those who have New Zealand citizenship
- (4) Temporary entry permit or a diplomat or a dependant of a diplomat (*except New Zealand*) and residing in Australia during this teaching period and/or International Student Visa Holder (*you need to complete an International form instead of this form*)
- (5) Other Citizenship

In what country is your residence during the year?

Australian Postcode _____ OR Overseas Country _____

In what country were you born? When did you arrive in Australia?

Born in Australia OR Overseas Country _____
Year of Arrival in Australia _____

What language do you speak at home?

English OR Other Language _____

What was your postcode during year 12, if completed in Australia?

Postcode _____

If you are commencing a graduate course, name the institution where you completed your undergraduate studies

No undergraduate institution Prior undergraduate institution _____

Please specify whether or not you have a disability

- No, I do not have a disability
- Yes, please indicate the area of impairment
- Hearing Learning Medical Mobility Vision Psychiatric
- Other, please specify disability _____
- If you ticked **YES** to any disability, tick this box if you would like to be contacted by the UC Disabilities Office.

Qualifications

Please list ALL your educational qualifications (*incomplete and complete*). You must supply properly verified or original documentation as specified in the *Guide for Direct Applicants*. If more space is required provide details on an attachment

School / Secondary College

Year Completed	Level completed	Name and country of Institution

Post Secondary Studies

Dates Attended	Qualification	Name and Country of Institution	Complete
<i>(eg. 2000)</i>	<i>(eg. UC-START)</i>	<i>(eg. University of Canberra College)</i>	Yes/No
<i>(eg. 2002-2003)</i>	<i>(eg. Diploma of Business)</i>	<i>(eg. Canberra Institute of Technology)</i>	Yes/No
<i>(eg. 2002-2004)</i>	<i>(eg. Bachelor of Science)</i>	<i>(eg. University of Canberra)</i>	Yes/No

Employment

If you are using work experience as an entry qualification you must supply documentation as specified in the *Guide for Direct Applicants*. Please list your work experience

Date Employed	Name of Employer	Position and Type of Work
<i>(eg. 2000-2004)</i>	<i>(eg. IBM)</i>	<i>(eg. Manager-Managed the Accounts Section)</i>

If you are applying for an Honours Degree you need to complete an Honours Supplement in addition to this form

Be sure to sign the back page of your application

Privacy Statement

The University of Canberra is subject to the provisions of the Commonwealth *Privacy Act 1988* and you are entitled to protection of your privacy. This means that any information the University collects about you, including personal details, academic progress details, and personal welfare information, is treated by the University according to strict guidelines. Access to your information is restricted to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests. After you leave the University, the University may approach you to seek financial or other support.

Other than in accordance with any legal or academic obligation, the University will not disclose personal information about you. This means that we do not release any information we hold about you, including your address, or your results, even to close relatives, without your permission.

The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirements for normal operation of the University.

They include the following:

- We inform Centrelink of your enrolment details if you are receiving payments;
- We release statistical information to the Department of Education, Science and Training (DEST) as noted on your Government Statistics form;
- We disclose the personal information you have given in this application to DEST. DEST will collect and store this information for use in connection with the Higher Education Information Management System (HEIMS) for the purpose of allocating a Commonwealth Higher Education Student Support Number (CHESSN) to you;
- We tell the Australian Taxation Office (ATO) about your HELP liabilities;
- When your award is conferred, your name will be published in the record of proceedings for the conferring of awards;
- We may publish your examination results and the award of a prize or scholarship;
- Your data may be included in aggregate socio-economic data by the university for planning purposes;
- If you are an overseas student or permanent resident we give the Department of Immigration and Multicultural Affairs (DIMA), the Australian Agency for International Development (AUSAID) and DEST certain information which we are required to release;

- If you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for the enforcement of the criminal law; and
- If you apply to transfer to another tertiary institution we may release to that institution or a tertiary admission centre information about your academic progress at this University.

A further explanation of precisely what information may be passed to these Government bodies or agencies can be obtained by contacting Student Services.

Phone: 1300 301 727 (Australia)
+61 (0)2 6201 2601 (International)

Email: studentcentre@canberra.edu.au

Declaration

I am aware that submission of an incomplete application may delay or eliminate consideration of my application. I declare that all the information I have provided, to the best of my understanding and belief, is complete and correct.

I understand that the giving of false or misleading information may lead to the refusal of my application or cancellation of enrolment. I give permission to the University to obtain official records from any educational institution attended by me. As detailed in the Privacy Statement, I authorise the University to supply any relevant official records to government bodies.

I understand that information supplied by me to the University of Canberra may be made available to Australian Commonwealth and State Government agencies in accordance with the University's obligations under the ESOS Act 2000 and the national code, available from www.dest.gov.au. These obligations include the requirement to advise the appropriate Commonwealth Department of changes to my enrolment and any breach of my student visa conditions relating to my attendance or academic progress.

If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to the Australian Vice-Chancellors Committee, any of its member institutions, the Australasian Conference of Tertiary Admissions Centres, and any other relevant examining authority.

I authorise University of Canberra to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary QualSearch will be engaged to access this academic information. I understand that University of Canberra is not responsible if any educational body / institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

I have read the Privacy Statement and the Declaration above and agree with these conditions

Applicant's Signature

Date

If you are a current UC Staff Member or UC College Student please indicate your staff or college ID Number:

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Staff / College (Please Circle)

The University reserves the right to change any of the details contained in this document