

Application Undergraduate (Direct)

Instructions for Applicants

- This form is used by domestic applicants to apply for a place in an undergraduate program at the University of the Sunshine Coast who:
 - have had an enrolment in the previous twelve months in the University of the Sunshine Coast Tertiary Preparation Pathway; or
 - are enrolled in a USC/TAFE Articulation Program; or
 - are applying to take up a deferred USC place.
- All other applicants for Undergraduate programs must apply through the Queensland Tertiary Admissions Centre (QTAC).
- Do not complete this form if you are an International student ie. if you are **not** an Australian/New Zealand citizen or an Australian permanent resident or permanent humanitarian visa holder.
- Use BLOCK LETTERS and tick check boxes where required.

Please submit completed form to:

Student Administration – ML23
University of the Sunshine Coast
MAROOCHYDORE DC QLD 4558
AUSTRALIA

1. DIRECT APPLICANT CATEGORY (PLEASE TICK ONE CATEGORY)

Current* Tertiary Preparation Pathway (TPP) student (*All students who are currently enrolled in or who have completed TPP in the last twelve months)

Deferred student Please specify program in which you hold a deferred place: _____

USC/TAFE Articulation Program Please specify USC/TAFE Articulation program in which you are or have been enrolled: _____

2. USC STUDENT ID NUMBER

USC Student ID Number (If known): _____

3. PERSONAL DETAILS

Title: Mr/Mrs/Miss/Ms/Dr/Other: _____ Given Name/s: _____ Family Name: _____

Previous Family Name eg. Maiden name: _____ Preferred name: _____

Date of Birth: ____/____/____ (Day/Month/Year) Country of Birth: _____ Gender: Male Female

4. CONTACT DETAILS

Mailing Address

Number and Street / P.O.Box: _____

City/Town/Suburb: _____ State: _____ Postcode: _____ Country: _____

Telephone (Day time): _____ Mobile: _____ Email: _____

Permanent Residential Address As above

Number and Street: _____

City/Town/Suburb: _____ State: _____ Postcode: _____ Country: _____

5. PERSONAL STATISTICAL DETAILS

Are you of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin mark both 'Yes' boxes.

Yes, Aboriginal Yes, Torres Strait Islander No

What is your citizenship? _____ If not born in Australia, what year did you arrive in Australia? _____

What is your residence status in Australia? Tick one of the following.

- Australian citizen
- New Zealand citizen (or diplomat or consular representative)
- Possess a permanent resident visa (excluding New Zealand citizens)
- Possess a permanent humanitarian visa
- Possess a temporary entry visa eg. Student visa or temporary resident visa or you are a diplomat or a dependent of a diplomat (except New Zealand) and will reside in Australia during semester *
- Other – please specify* _____

* Applicants in these categories **do not** complete this form. You must lodge an International Student Application Form.

Do you have a disability, impairment or long-term medical condition that may affect your studies? No Yes

If yes, please indicate the area of impairment: Hearing Learning Mobility Vision Medical Other

6. PROPOSED SEMESTER OF COMMENCEMENT

When do you wish to commence your Undergraduate degree program?

Semester 1 Semester 2 Year: 20

<IMPORTANT NOTES>

1. APPLICANTS WHO HAVE COMPLETED A USC/TAFE ARTICULATION PROGRAM ARE NOT REQUIRED TO COMPLETE SECTION 7 - 9.
2. APPLICANTS TAKING UP A DEFERRED USC PLACE ARE NOT REQUIRED TO COMPLETE SECTION 7 - 10 UNLESS THEY WISH TO APPLY FOR AN ALTERNATIVE USC UNDERGRADUATE / ASSOCIATE DEGREE PROGRAM.


7. PROGRAM OF STUDY

Indicate in preference order the program to which entry is sought. See www.usc.edu.au for program names, availability, prerequisites, and admission entry requirement details. Admission assessment will be made in order of preference.

Preference	Name of degree or associate degree program (eg Bachelor of Arts, Associate Degree in Science)	Type of Study
1		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
2		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
3		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

8. ENGLISH LANGUAGE PROFICIENCY

Is English your first language? Yes No – my first language is: _____

 If English is not your first language please fill in the following and attach certified documentary evidence:

English proficiency test taken (eg. Cambridge, IELTS, TOEFL, DAAD): _____ Score: _____ Date: _____ (dd/mm/yyyy)

I intend to sit for an English Proficiency test Test name: _____ Test date: _____ (dd/mm/yyyy)


I have applied/am currently taking an English Language Program at USC.

I have successfully completed a program delivered in English within the last five years, for:

two years full-time secondary study one year full-time University level study two years full-time other post-secondary study

9. EMPLOYMENT HISTORY

To be completed only by applicants wishing to use their employment experience as a method or basis of admission.


 If applicable, please provide a summary below of your recent relevant employment history and attach written statements from your employer/s. For more information in relation to the details required on the written statements, please refer to www.usc.edu.au/Students/Future/HowtoApply/NonYear12Students/EmploymentExperience.

Year(s)		Occupation and major responsibilities	Employer
From	To		

10. EDUCATIONAL HISTORY

Please list all your previous and current secondary and post-secondary studies (eg. High School, TAFE, University)

Institution/School	Name of Award/Qualification	Year completed or year to be completed	Language of instruction	Country

 Certified documentary evidence of previous and current studies (other than that undertaken at the University of the Sunshine Coast) must be attached including full academic transcripts (statement of results) and certificate of completion (if applicable). Documents not in English must be accompanied by certified translations. (Applicants taking up a deferred USC place are not required to attach this documentary evidence)

10. EDUCATIONAL HISTORY (CONT.)

Have you ever been excluded or refused permission to continue your studies in any program? No Yes

If yes, indicate: (i) Year/s _____ (ii) Program code/title: _____
 (iii) Institution: _____ (iv) Grounds for refusal: eg. Record of failure _____

11. ADMISSION STATISTICAL DETAILS

The Australian Government Department of Employment, Education and Workplace Relations requires this information to be collected for statistical purposes. It will not be used by USC in the assessment of your application for admission.

Prior study details

Answer all questions by placing a tick in the appropriate boxes and indicate the most recent year of enrolment if 2 or 3 is ticked. You should assume success in current studies. Have you ever completed any of the following:

	Never commenced	or	Commenced but not expected to complete this year	or	Completed or expect to complete this year	in	Most recent year of enrolment (If 2 or 3 is ticked)
(a) Postgraduate course(s) of any type?	1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	or	3 <input type="checkbox"/>	in	_____
(b) Bachelor's degree course(s)?	1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	or	3 <input type="checkbox"/>	in	_____
(c) Associate Degree, Advanced Diploma or course(s) at an institution other than a TAFE college?	1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	or	3 <input type="checkbox"/>	in	_____
(d) Associate Degree, Advanced Diploma or Diploma course(s) at a TAFE college?	1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	or	3 <input type="checkbox"/>	in	_____
(e) TAFE award course(s) other than the above (do not count secondary education, or hobby/recreation/leisure or personal enrichment courses)	1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	or	3 <input type="checkbox"/>	in	_____
			Never commenced or incomplete and do not expect to complete this year		Completed or expect to complete this year		Year of completion/expected completion (if 2 is ticked)
(f) Year 12/matriculation at high school, secondary school or secondary college?			1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	in	_____
(g) Year 12/matriculation at another institution (eg external study, 'night school', private study college)?			1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	in	_____
(h) Some other qualification or certificate of attainment or competence which may be recognised for tertiary entrance?			1 <input type="checkbox"/>	or	2 <input type="checkbox"/>	in	_____

Education level of your parents or guardians

These questions are about the highest level of education **completed** by your parents or guardians.

Please answer about the people (up to two) who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.

Parent/guardian 1

Male Female No parent/guardian

What is the highest level of education completed by your parent/guardian 1? (Tick one ✓)

Postgraduate qualification (e.g. graduate diploma, masters degree, PhD)

Bachelor degree

Other post-school qualification (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)

Completed Year 12 schooling*

Completed Year 10 schooling*, continued at school, but didn't complete Year 12 schooling*

Completed Year 10 schooling*

Didn't complete Year 10 schooling (includes completed primary schooling only, or did not go to school)

Don't know

* or equivalent

Parent/guardian 2

Male Female No parent/guardian

What is the highest level of education completed by your parent/guardian 2? (Tick one ✓)

Postgraduate qualification (e.g. graduate diploma, masters degree, PhD)

Bachelor degree

Other post-school qualification (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)

Completed Year 12 schooling*

Completed Year 10 schooling*, continued at school, but didn't complete Year 12 schooling*

Completed Year 10 schooling*


Didn't complete Year 10 schooling (includes completed primary schooling only, or did not go to school)

Don't know

* or equivalent

12. CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING

Do you want to claim credit transfer or recognition of prior learning for previous post-secondary studies? No Yes*

 * To claim credit transfer or recognition of prior learning for your previous post-secondary studies (eg. University, college, technical or vocational institutions), please attach a completed Application for Credit Transfer and Recognition of Prior Learning form, available from the USC website <www.usc.edu.au/credit>. Please note that courses completed through Tertiary Preparation Pathway or other bridging programs cannot be used as credit towards an Undergraduate degree.

13. DECLARATION

I agree to obey the policies, guidelines and rules of the University of the Sunshine Coast as far as they may apply to me. I declare that the information supplied herein is true and complete. I authorise the University to obtain official records from any other educational institution previously attended by me, and acknowledge that the University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. If any information is discovered to be untrue or misleading in any respect I understand that the University may collect, store and disclose this information to Universities Australia and Universities Australia member institutions and any other relevant authority.

The University of the Sunshine Coast uses email and/or mail to communicate administrative matters to students. I agree to check my University email account on a regular basis and to maintain current mailing address details on USCCentral.

The University of the Sunshine Coast is collecting the information on this form to carry out its functions under the University of the Sunshine Coast Act 1998. The University may disclose some or all of this information, to appropriate agencies if required including the Commonwealth Department of Education, Employment and Workplace Relations and the Australian Taxation Office. For more information, the University's Privacy Plan is available online at <www.usc.edu.au/privacyplan>.

Applicant signature: _____ Date: _____

14. CHECKLIST (TO BE COMPLETED BY APPLICANT)

An application can be processed quickly if you have taken the actions listed below:

- Completed all relevant sections
- Attached certified copies of your academic qualifications documentation (not required for students taking up a deferred USC place.)
- If applicable, attached an Application for Credit Transfer and Recognition of Prior Learning, with supporting documentation. This form is available at <www.usc.edu.au/credit>
- If not an Australian Citizen, attached evidence of your residency and visa (if applicable)
- Attached a certified copy of your English language test results (if required)
- Signed the Declaration

OFFICE USE ONLY

Decision by Assessor Approved Not Approved

To be completed for Deferred applicants only

Does the applicant wish to be considered for an alternative program Yes No

Alternative Program Name: _____

Original OP/Rank _____ Original basis of admission _____

To be completed for all applicants

Certified copies of relevant documents received Yes No

English Proficiency Not applicable Required If required, has documentation been provided? Yes No

Type of document supplied _____ English Test Score _____

Current OP/Rank _____

Current basis of admission

- 29 (Other) 31 (Higher education Program) 33 (Secondary School) 34 (TAFE other than secondary) 37 (Professional Qualification)

Assessor's signature: _____ Date: _____

Application Entered (APPL)	Admit & BASAD	Deny & Reason	Checklist Added	Communication Added	Acknowledge Email Sent	Credit Info Passed To Enrolments	OfferPack Sent

Admissions signature: _____ Date: _____