

Application Postgraduate Coursework

Instructions for Applicants

- Answer all questions in the form
- This form is for use by applicants to all USC postgraduate coursework programs **except** for the Master of Psychology (Clinical) and the Graduate Diploma in Education. (For more information about available programs, please refer to www.usc.edu.au/Students/Handbook/Postgrad.)
- 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. PRIOR CONTACT WITH USC

Have you previously enrolled in any program/s or course/s at the University of the Sunshine Coast?

No Yes - Student ID number (if known) _____ Year of last enrolment _____

Do you wish to apply to take up your deferred place in a postgraduate coursework program at the University of the Sunshine Coast?

No Yes - Student ID number (if known) _____ If yes, specify program in which you currently hold a deferred place: _____

2. 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

3. CONTACT DETAILS

Mailing Address

Number and Street/ P.O.Box: _____

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

Telephone: _____ Mobile: _____ Email: _____

Permanent Residential Address As above

Number and Street: _____

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

4. 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* _____
- Not applicable – residence in country other than Australia

* 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 _____

5. PROGRAM OF STUDY

Proposed semester / session of commencement: _____ Year: _____

Please specify the post-graduate coursework program you wish to apply for. See www.usc.edu.au for program names, availability and entry requirement details.

Name of postgraduate coursework program (eg Graduate Certificate in Arts, Masters in Business Administration)	Mode of Study	Type of Study
	<input type="checkbox"/> On campus <input type="checkbox"/> Online	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

<IMPORTANT NOTES>

1. APPLICANTS TAKING UP A DEFERRED USC PLACE ARE NOT REQUIRED TO COMPLETE SECTION 6 - 8 UNLESS THEY WISH TO APPLY FOR AN ALTERNATIVE POSTGRADUATE COURSEWORK PROGRAM.

6. 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

You must attach certified documentary evidence of previous and current studies (other than that undertaken at the University of the Sunshine Coast) including certified copies of academic transcripts (statement of results). Documents not in English must be accompanied by certified translations. Separate examination slips or copies of degree certificates are not acceptable. Photocopies of official statements/documentation should be certified by a Justice of the Peace or relevant certifying authority. If you are awaiting finalisation of results please forward official results and, where applicable, evidence of completion of your program as soon as they are available.

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

If yes, indicate: (i) Year/s _____ (ii) Course code/title: _____

(iii) Institution: _____ (iv) Grounds for refusal: eg. Record of failure _____

7. EMPLOYMENT HISTORY

Please provide a summary below of your employment history and attach a copy of your Curriculum Vitae/Resume.

Year(s)		Occupation and major responsibilities	Employer
From	To		

Details of other qualifications (eg. Awards, memberships, academic distinctions, research experience, publications)

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 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 Name: _____ Test date: _____ (dd/mm/yyyy)

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

I have successfully completed a course 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. 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

10. CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING

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

 *To claim credit or exemptions for your previous post-graduate studies (eg. University, college, or 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>.

11. 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: _____

12. CHECKLIST (TO BE COMPLETED BY APPLICANT)

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

- Completed all sections
- Attached certified copies of your academic qualifications documentation *
- If applicable, completed and attached an Application for Credit Transfer and Recognition of Prior Learning, with supporting documentation. This form is available at <www.usc.edu.au/credit>
- Attached a resume *
- Attached reasons for applying / personal statement and included information about relevant work experience *
- Included a certified copy of your English language test results (if required) *
- If not an Australian Citizen, attached evidence of your citizenship and visa (if applicable) *
- Signed the Declaration

* Not required for applicants taking up a deferred place

OFFICE USE ONLY**TO BE COMPLETED BY FACULTY**

Overseas Qualifications Assessment (where applicable)

Application AssessmentCompleted Undergraduate degree Yes NoRESUME – Satisfactory Yes No If no, reason and action required: _____PRIOR TERTIARY STUDIES – Satisfactory Yes No GPA: _____ On 7pt scale

If no, reason and action required: _____

GMAT / BUSINESS SELECT SCORE _____ Satisfactory Yes No**Interview Comments (if applicable)****Decision– Dean/Dean’s delegate, University of the Sunshine Coast** Approved Not approved Conditional approval

If Conditional approval, specify conditions: _____

Approved Program code	Approved Program name	Commencement	
		Semester/Session	Year

Is the approved program an alternate program to the program requested by the applicant? Yes No

If yes, date student advised of alternate program offer (if applicable): _____ / _____ / _____

Basis of Admission - 31 (Previous degree) 29 (Other – Work experience) GMAT Interview

Program Coordinator’s signature: _____

Date: _____ / _____ / _____

Dean/Dean’s delegate signature: _____

Date: _____ / _____ / _____

TO BE COMPLETED BY STUDENT ADMINISTRATIONCertified copy of academic transcript held Yes No If not, copy requested (date): _____English Proficiency Not applicable Required If required, has supporting documentation been provided? Yes No

Type of supporting documentation (and test score if applicable): _____

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

Admissions signature: _____

Date: _____