

Submit Applications to:

Domestic Students

Faculty of Business
University of the Sunshine Coast
Maroochydore DC QLD 4558
Fax 07 5430 1231
Email businessfaculty@usc.edu.au
Phone 07 5430 1221

International Students

International Relations
University of the Sunshine Coast
Maroochydore DC QLD 4558 AUSTRALIA
Fax +61 7 5430 2836
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CRICOS Provider Code 01595D

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GRADUATE COURSEWORK STUDIES APPLICATION

- For use by students applying for on campus and online postgraduate programs eg MMgt, MBA, MFinPlan, and subsidiary programs.
- Students applying for Research higher degrees should use the Application for Admission to a Higher Degree by Research form
- Domestic students are Australian or New Zealand citizens or those with official Australian permanent residency status
- International students are those who will study on a student visa or some other form of temporary entry permit

1. PERSONAL DETAILS

Have you ever been previously enrolled at University of the Sunshine Coast? NO YES ID Number _____

Name

Title (Mr, Ms, etc) Family / Surname (as on passport) Given or Other Name/s (as on passport)

Previous name/s (if applicable). Please provide proof of name change, if documents issued in another name (eg. Marriage Certificate)

Sex Male Female

What is your Citizenship or Residence Status?

- Australian citizen New Zealand citizen Holder of a permanent humanitarian visa (please provide documentary evidence of your permanent residency status) Australian Permanent Resident

- International Student intending to study on a Student Visa Other Temporary Resident – please attach visa

Country of Citizenship _____

In what country were you born? _____ Date of Birth _____ / _____ / _____
Day Month Year

Email Address

Postal address: All offer and enrolment information will be sent to this address

Contact telephone number

Fax number

Permanent residential address: ie. where you normally live in your home country

Permanent home telephone number

Other telephone number

2. PREFERRED PROGRAM AND ENTRY DATE

Year / Session you wish to start Year _____ Session 1 (Feb to Jun) Session 2 (Jun to Oct) Session 3 (Oct to Feb)

Mode of study Full-time Part-time On Campus Online Multi-modal

Program applying for:

- Master of Business Administration (MBA) Master of Management (MMgt) Master of Financial Planning (MFinPlan)
 Grad Dip in Business Administration (GDBA) Grad Dip in Management (GDMgt) Grad Dip in Financial Planning (GDFinPlan)
 Grad Cert in Business Administration (CCBA) Grad Cert in Management (GCMgt) Grad Cert in Financial Planning (GCFinPlan)

NOTE: Business Administration and Management – On Campus and Online. Financial Planning – Online only.

Advanced Standing: If you have completed, or partially completed, studies at postgraduate level you may be eligible for advanced standing.

Do you wish to apply for advanced standing in recognition of prior studies? YES NO

If "YES" please complete an *Application for Advanced Standing* form and attach this to your application

3. OTHER REQUIRED DETAILS

Year of arrival in Australia (where applicable) _____

Do you speak a language other than English at your permanent home residence? YES NO

If "YES" please indicate the language that is spoken most often: _____

Is English your first language? YES NO If "NO" what is your first language? _____

Are you of Aboriginal or Torres Strait Island origin? Aboriginal Torres Strait Islander Both

Are you the first person in your immediate family to study at a university? YES NO

Support Services: The following information is used in a confidential manner to assist you in accessing support.

Do you have a disability, impairment or long-term medical condition which may affect your studies? YES NO

If "YES", please indicate the area of impairment by placing a tick in the appropriate box and attach appropriate documentation to the application.

Hearing Learning Mobility Vision Medical Other

4. ENTRY QUALIFICATIONS Avoid processing delays – send certified copies of your qualifications with your application

Your application will be considered on the basis of the documentary evidence provided with this application. Please summarise your education qualifications below and ATTACH ALL REQUIRED DOCUMENTS AS DETAILED UNDER "DOCUMENTARY EVIDENCE".

University, College and Technical Level Studies

If you have ever undertaken University, College or technical level studies show ALL attempts made at these studies. Please attach a certified copy of your official record of results in all subjects undertaken and if completed, evidence of successful completion eg. award certificate showing the name of the award/qualification obtained.

Year(s) undertaken (From – To)	Name of course/award (eg Bachelor of Science)	Institution/University/College (eg Mirra Costa College)	GPA	State or Country	Results attached (YES/NO)	Certificate attached (YES/NO)
to						
to						
to						

Have you ever been refused permission to continue your studies in any course? YES NO

If "YES" show (i) Year(s) _____ (ii) Institution(s) _____

(iii) Grounds for refusal (eg record of failure) _____

Summary of Employment Experience

Please provide details of your previous employment. Please also attach a resumé (2-3 pages)

Year(s)	Full or Part-time	Description of Employment	Employer
to			
to			
to			
to			

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

Referees

Written or oral referee's reports may be required. Please give the names and contact details of two people who are prepared to comment on your suitability to undertake your preferred program.

1. Name _____ Phone _____ Email _____

2. Name _____ Phone _____ Email _____

5. ENGLISH PROFICIENCY (go to next section if English is your first language)

If English is NOT your first language, you must supply evidence of English proficiency before you can start a University program. Refer to the section on "Documentary Evidence" for details of acceptable evidence of English proficiency.

Was English the medium of instruction for all classes and examinations in:

Secondary school? NO YES If "YES" please supply documentary evidence.

University or College? NO YES If "YES" please supply documentary evidence.

Do you hold a certificate of English proficiency obtained in the last 2 years, eg IELTS, TOEFL?

NO YES If "YES" please supply your results certificate

Do you intend to sit for an English proficiency test in the near future?

NO YES If "YES" when _____ Please supply results when available.

A conditional offer may be made, subject to receiving satisfactory English test results.

If you do not meet the English requirements for entry to your chosen program do you wish to enrol in an English language program?

NO YES If "YES" please complete an English language program application form and send it with this application

6. ADMISSION STATISTICAL DETAILS

(This information is required by the Commonwealth Government)

Answer all questions by placing a tick in the appropriate boxes. Please indicate the most recent year of enrolment if 2 or 3 is ticked.

Have you ever completed any of the following (you should assume success in current studies):

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

7. VISA AND HEALTH COVER DETAILS (complete only if you are an international online student)

Do you have a current passport? NO YES If "YES" Passport number _____ Country of issue _____

Do you currently hold a visa for entry into Australia? NO YES If "YES" please attach a photocopy of your visa and passport

Are you currently studying in Australia? NO YES If "YES" Date of Completion of current course _____

Name of course currently studying _____ Name of School _____

Do you currently have Overseas Student Health Cover (OSHC) NO YES If "YES" please attach a copy of your OSHC card

Do you have a partner / husband / wife / dependent child:

a) already in Australia? NO YES b) intending to accompany or join you in Australia? NO YES

Have you or your family applied for permanent residence in Australia? NO YES

8. CHECKLIST

An application can be processed quickly if you have taken the actions listed below. Please check the following to avoid delay.

- Answered all questions.
- Included certified / notarised copies of your academic qualifications documentation.
- Included a copy of your English language test results (if required).
- Included a resumé (2-3 pages).
- Included an advanced standing application form and supporting documentation if applying for advanced standing.

9. 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 correct 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 the Australian Vice-Chancellors Committee (AVCC) and AVCC 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 SOLAR.

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 to the Commonwealth Department of Education, Science and Training, the Australian Taxation Office, etc. For more information, the University's Privacy Plan is available at <http://www.usc.edu.au/PrivacyPlan>

Applicant's Signature _____ Date _____

10. DOCUMENTARY EVIDENCE

- ◆ Ensure all photocopies of supporting documents are certified copies ie signed by a Justice of the Peace, Notary Public, or other certifying authority as a true copy of the original. Signatures must appear on the front of each page.
- ◆ Include for each qualification or program of study you have undertaken, a certified copy of your official final results and the award certificate if completed. Separate examination slips or term report cards are not acceptable.
- ◆ If your documents were issued in a foreign language you must supply a certified copy in the original language and an official English translation.
- ◆ If English is not your first language, you must also supply evidence of English proficiency or indicate your intention to undertake English language study. Evidence of English proficiency may include:
 - An original official IELTS or TOEFL test results certificate meeting our minimum score requirement.
 - An original letter from your school or institution confirming that all classes were conducted and examined in English.
- ◆ If you are applying for advanced standing please supply brief descriptions of each subject/course completed. Please also provide an outline of the program structure eg credit points and / or number of courses required for completion, the level and length of the program. This information should be provided from an official source eg University Handbook.

11. COURSE SCHEDULE 2007 - 2008

Master of Business Administration and Subsidiary Degrees (Available Online and On Campus)

Master of Management and Subsidiary Degrees (Available Online and On Campus)

SESSION 1	SESSION 2	SESSION 3
ACC701 Accounting for Managers	BUS702 Economics for Managers	BUS704 Corporate Finance
BUS703 Research Methods for Managers	BUS706 International Business Law and Ethics	MGT702 Managing People
BUS705 Innovation and Entrepreneurship	INF701 Information Systems for Managers	MGT703 Strategic Management
MKG701 Marketing Management	MGT701 Managing Organisations	MGT704 Global Business Management

GCBA and GCMgt Students must complete a total of four courses from the above list.

GDBA and GDMgt Students must complete a total of eight courses from the above list.

MBA and MMgt Students must complete all twelve courses from the above list.

Note: Maximum of four courses per session for full-time study. Minimum of three courses per session for on campus full-time international students.

Master of Financial Planning and Subsidiary Degrees (Available Online Only)

SESSION 1	SESSION 2	SESSION 3
REQUIRED	REQUIRED	REQUIRED
FIN710 Superannuation and Retirement Planning	FIN712 Taxation Planning and Estate Planning	BUS704 Corporate Finance
FIN720 Financial & Investment Planning	FIN721 Risk Management & Insurance Planning	FIN711 Financial Plan Development, Consulting and Negotiation #
ELECTIVE	ELECTIVE	ELECTIVE
ACC701 Accounting for Managers	BUS702 Economics for Managers	MGT702 Managing People
BUS703 Research Methods for Managers	BUS706 International Business Law and Ethics	MGT703 Strategic Management
BUS705 Innovation and Entrepreneurship	INF701 Information Systems for Managers	MGT704 Global Business Management
MKG701 Marketing Management	MGT701 Managing Organisations	

GCFinPlan Students must complete any four courses from the required course list.

GDFinPlan Students must complete all six courses from the required course list, plus any two elective courses.

MFinPlan Students must complete all six courses from the required course list, plus any six elective courses.

Note: Maximum of four courses per session for full-time study.

FIN711 is a capstone course. FIN720 and either FIN710 or FIN712 must be completed before attempting this course.

12. OFFICE USE ONLY

A OVERSEAS QUALIFICATIONS ASSESSMENT (where applicable)

B APPLICATION ASSESSMENT – Faculty of Business

RESUMÉ Satisfactory YES NO If no, reason and action required: _____

PRIOR TERTIARY STUDIES Satisfactory YES NO If no, reason and action required: _____

Certified copy of Academic Transcript held YES NO
 If no, 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) _____

Student Admin/IR follow up completed

Student Admin/IR follow up completed

Date application input into ACT	Date student notified of decision	Date sent to Student Admin/IR

C ADVANCED STANDING ADVICE - Dean/Dean's Delegate, University of the Sunshine Coast

If studies from more than one institution have been considered, please indicate the institution from which the majority of Advanced Standing was awarded (required for DEST reporting purposes). Please give specific USC course name and code for each Advanced Standing to be awarded.

Advanced Standing Granted: _____

Major source of Advanced Standing (e.g. RMIT): _____

D DECISION - Dean/Dean's Delegate, University of the Sunshine Coast

Basis of Admission – 31 (Previous degree) 29 (Other – Work Experience)

Is program change required due to tertiary qualifications? YES NO

Date student advised of program change (if applicable) _____ / _____ / _____

Dean/Dean's Delegate Signature: _____ Date _____ / _____ / _____

E STUDENT ADMINISTRATION - Admissions

Application Confirmed (signature): _____ Date _____ / _____ / _____

Outstanding Documentation Checklist	Admit & BASAD	Advanced Standing processed	SOLAR Password created	Offer advice sent by email	FEE-HELP sent