APPLICATION FOR UNDERGRADUATE PROGRAM – DIRECT ENTRY

INSTRUCTIONS FOR APPLICANTS

• Answer all questions on the form unless otherwise indicated (check each section for instructions)
• This form is for use by domestic applicants wanting to apply for a place in an undergraduate program at the University of the Sunshine Coast (USC) who:
  ○ have had an enrolment in the previous two years in USC’s Tertiary Preparation Pathway; or
  ○ are enrolled in a USC/TAFE Articulation Program; or
  ○ have completed an undergraduate degree within the last two years at USC; or
  ○ are currently completing an approved TAFE Brisbane Queensland, South Bank Diploma (see usc.edu.au/southbank for approved diplomas)
• If you are an International Student, please do not use this form. Contact USC International: Tel: +61 7 5430 2843 or Email: study@usc.edu.au
• Use BLOCK LETTERS and tick ☑ boxes

1. DIRECT APPLICANT CATEGORY

☐ USC Tertiary Preparation Pathway (TPP) student*
  (*All students who are currently enrolled in or who have had an enrolment in the previous two years in TPP)

☐ USC/TAFE Articulation Program or TAFE Queensland Brisbane, South Bank Diploma student
  Please specify USC/TAFE Articulation program or TAFE Queensland Brisbane, South Bank Diploma in which you are or have been enrolled:

☐ Undergraduate student
  Students who have completed an undergraduate degree at USC within the last two years or are due to complete their degree prior to their proposed semester of commencement

2. PRIOR CONTACT WITH USC

Have you previously applied for, or undertaken a program at USC?

☐ No  ☐ Yes – if Yes, year of last enrolment: ___________

Provide USC student ID number (if known):

3. PERSONAL DETAILS

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ________
Surname/family name: __________________________
First given name: __________________________
Second given name: __________________________

Has your name changed since you last studied? ☐ No  ☐ Yes

Previous family name: __________________________
Previous given name: __________________________

If Yes, provide documentary evidence and your previous name:

Date of birth: DD / MM / YYYY

Country of birth: __________________________

Gender: ☐ Male  ☐ Female

4. CONTACT DETAILS

Mailing address

Number and Street / PO Box: __________________________

Town or Suburb: __________________________

State: __________________________

Postcode: __________________________

Permanent residential address ☐ As above

Number and Street: __________________________

Town or Suburb: __________________________

State: __________________________

Postcode: __________________________

Country: __________________________

Telephone and email details

Telephone number: __________________________

Mobile phone number: __________________________

Email address: __________________________
5. PERSONAL STATISTICAL DETAILS

► Please tick applicable box:

☐ Aboriginal  ☐ Torres Strait Islander  ☐ Aboriginal and Torres Strait Islander  ☐ Not applicable

► What is your residency 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 permit

► If not born in Australia, what year did you arrive in Australia? _________________

Disability support and services
USC has staff and services available to assist and support students with a disability. If you would like information about accessing these services please contact the Disability Services Officer on +61 7 5430 1226 or email disabilitysupport@usc.edu.au

6. PROPOSED STUDY PERIOD AND LOCATION

► Proposed Semester of commencement: ☐ Semester 1 or ☐ Semester 2, 20 ______ (Year)

► Which location are you intending to study at?

☐ Sippy Downs  ☐ Noosa  ☐ Gympie  ☐ South Bank

7. PROPOSED PROGRAM OF STUDY

Note: Applicants who have completed a USC/TAFE Articulation program or TAFE Queensland Brisbane, South Bank Diploma are NOT required to complete this section.

► Please specify the undergraduate program you wish to apply for. Refer to usc.edu.au/programs for program names, availability, prerequisites and entry requirement details. Admission assessment will be made in order of preference.

<table>
<thead>
<tr>
<th>Preference</th>
<th>Name of degree or associate degree program (eg Bachelor of Arts, Associate Degree in Science)</th>
<th>Type of Study</th>
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<td>☐ Full-time</td>
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<td>☐ Part-time</td>
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8. EDUCATIONAL HISTORY

Note: Applicants who have completed a USC/TAFE Articulation program or TAFE Queensland Brisbane, South Bank Diploma are NOT required to complete this section.

► Please list all your previous and current secondary and post-secondary studies (eg high school, TAFE, university)

<table>
<thead>
<tr>
<th>Name of Award / Qualification</th>
<th>Institution / School</th>
<th>Did you complete?</th>
<th>Year completed or last year enrolled</th>
<th>Language of instruction</th>
<th>Country</th>
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<tbody>
<tr>
<td>eg Bachelor of Science</td>
<td>University of the Sunshine Coast</td>
<td>☒ ☐</td>
<td>2006</td>
<td>English</td>
<td>Australia</td>
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EDUCATION HISTORY (CONTINUED)

► Have you ever been excluded or refused permission to continue your studies in any university award program?
   □ No □ Yes – if Yes, indicate: Year/s ________________ Program title ______________________________
   Institution __________________________________ Grounds for refusal (eg Record of failure) ________________

► DOCUMENTARY EVIDENCE

Please send documentary evidence of your qualifications with this form, specifically:

• An official, certified statement of your academic record for tertiary studies undertaken to date. Photocopies of official statements / documentation must be certified by a Justice of the Peace or relevant certifying authority.
• If you are waiting on finalisation of results, please forward official results as soon as they are available.

Note: This application will NOT be considered unless supporting documentation is submitted.

9. EMPLOYMENT HISTORY

Note: Applicants who have completed a USC/TAFE Articulation program or TAFE Queensland Brisbane, South Bank Diploma are NOT required to complete this section.

► 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 regarding the details required on the written statements please contact Student Administration.

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Occupation and major responsibilities</th>
<th>Employer</th>
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10. ENGLISH LANGUAGE PROFICIENCY

► Is English your first language? □ Yes □ No – If No, my first language is: ________________________________

If English is not your first language please fill in the following and attach documentary evidence. Tick applicable box below:

□ English proficiency test taken (eg IELTS, TOEFL, DAAD)
   Test name: __________________________ Score: __________________________ Test date: DD / MM / YYYY
   □ I intend to sit for an English proficiency test
   Test name: __________________________ Test date: DD / MM / YYYY

□ I have applied or 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
   □ One year full-time other post-secondary study

11. CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING

Note: Applicants who have completed a USC/TAFE Articulation program or TAFE Queensland Brisbane, South Bank Diploma are NOT required to complete this section.

► Do you want to claim credit transfer or recognition of prior learning for previous post-secondary / tertiary studies?
   □ No □ Yes - If Yes, to claim credit or exemptions for your previous post-secondary / tertiary studies (eg university, college, or technical or vocational institution), please attach completed Application for Credit Transfer or/and Application for Recognition of Prior Learning form, available from the USC website: usc.edu.au/credit
12. 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. Where necessary, QualSearch will be engaged to access this academic information. I understand that the University of the Sunshine Coast 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. 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.

Applicant signature: _____________________________________________   Date: _______________________________

13. APPLICANT CHECKLIST

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 (If applicable)
☐ Attached completed Application for Credit Transfer form and/or Application for Recognition of Prior Learning form (If applicable - see section 11 on page 3)
☐ Attached a certified copy of your English language test results (If applicable)
☐ If not an Australian Citizen, attached evidence of your citizenship / visa (If applicable)
☐ Attached a certified copy of evidence of your Change of Name (If applicable)
☐ Signed the Declaration

PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Policy at: usc.edu.au/privacypolicy

LODGEMENT

In person: Student Administration
Student Central, Ground floor, Building C, Sippy Downs campus

Mail: Student Administration – ML23
University of the Sunshine Coast
Maroochydore DC QLD 4558
AUSTRALIA

ENQUIRIES

Email: information@usc.edu.au
Tel: +61 7 5430 2890
Office hours: Monday – Thursday: 8.30 am – 5.00 pm
            Friday: 8.30 am – 4.30 pm
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USC STUDENT ADMINISTRATION USE ONLY

Decision by Assessor □ Approved □ Not approved

To be completed for all applicants

Certified copy of academic transcript held: □ Yes □ No – If No, requested date: _____________________

Has the applicant met the English Language proficiency requirement?

□ Not applicable

□ Satisfied – On what basis is English proficiency satisfied? ___________________________

□ If required, has documentation been provided? □ Yes □ No   English Test Score: ______________________

□ Not satisfied

Current OP / Rank: ___________________

Current basis of admission

☐ 29 (Other) ☐ 31 (higher education program) ☐ 33 (Secondary School)  ☐ 34 (TAFE other than secondary)
☐ 37 (Professional Qualifications)

Assessor’s signature: _________________________________________________   Date: ____________________________

Acknowledged email sent
Application entered (APPL)
Checklist added
Admit & BASAD
Deny & reason
Communication added
Offer pack sent
Credit information passed to enrolments

Admissions signature: _________________________________________________ Date: ____________________________

DATE STAMP

Date received at Student Administration