

## HOW TO APPLY

### Important Checklist to ensure a quick response to your application.

- Please print clearly in black or blue ink and complete all questions correctly.
- Prior to making an application please familiarise yourself with any Specific Requirements which relate to the course you are applying for. Refer to [www.uac.edu.au](http://www.uac.edu.au).
- Enclose original or certified\* copies of all previous qualifications including award certificates (if applicable) and academic transcripts with grading system descriptions.
- Enclose Application for Recognition of Prior Learning (RPL) if applicable.
- If you are a Permanent Resident, please include certified\* proof of residency status.
- If your previous studies do not meet Curtin's standard English requirements, enclose certified\* copies of your English language qualification or details of English language proficiency. Refer [www.prospective.curtin.edu.au](http://www.prospective.curtin.edu.au)
- Enclose certified\* copy of evidence for change of name.
- Read and sign the Applicant's Declaration.

### Lodging your application

Please complete this form and return to the relevant Divisional Student Services Office. Application processing times can vary and will be dependant upon the time of year the Application is submitted, however as a guide Applications are usually acknowledged within 14 days.  
IMPORTANT: If you apply by fax or email, offers can only be made once original or certified documentation and your original signature are sighted by Curtin staff. Facsimile copies of documents are not acceptable. Supporting documentation will need to be mailed once a conditional offer has been made.

### Documents

\*Certified means witnessed by a Curtin Representative, a Notary Public, Commissioner for Declarations, Justice of the Peace or the Academic Registrar of the Institute that issued the transcript. For further information refer to the Guidelines on Certification [www.prospective.curtin.edu.au/howto/applydirect.html](http://www.prospective.curtin.edu.au/howto/applydirect.html)

### Closing dates for applications

To confirm the closing dates, please check the website [www.prospective.curtin.edu.au](http://www.prospective.curtin.edu.au) or contact the University's Admission Centre.  
Note: Admission to some courses is highly competitive, and applicants are encouraged to submit their application as early as possible.

## PLEASE SUBMIT YOUR APPLICATION TO

### The Sydney Campus of Curtin University of Technology (Curtin Sydney)

Curtin House, 39 Regent Street  
Chippendale NSW 2008 Australia

Telephone: +61 2 8399 7888  
Facsimile: +61 2 8399 7899  
Email: [info@sydney.curtin.edu.au](mailto:info@sydney.curtin.edu.au)  
Web: [www.sydney.curtin.edu.au](http://www.sydney.curtin.edu.au)

Sydney Campus



### To assist us in evaluating the effectiveness of our marketing strategies, please indicate how you first heard about the Course you are applying for.

<input type="checkbox"/> Prospectus	<input type="checkbox"/> Website	<input type="checkbox"/> TISC Guide	<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Recruitment Event
Other (please give details)				

## CURTIN USE ONLY To be completed by Authorised staff Qualification Assessment

<b>Authorised Officer please indicate status of applicant</b>
<input type="checkbox"/> Qualified
<input type="checkbox"/> Not Qualified
<input type="checkbox"/> Qualified with conditions
<input type="checkbox"/> Subject to provision of certified documents
<input type="checkbox"/> Subject to providing final transcripts and award certificates
<input type="checkbox"/> Subject to satisfying the University English competency requirements
<input type="checkbox"/> Subject to successful completion of current studies qualification
<input type="checkbox"/> Other _____
<b>Please indicate the relevant liability category</b>
<input type="checkbox"/> International Student–Offshore <input type="checkbox"/> Domestic Fee Paying <input type="checkbox"/> International Student–Partner <input type="checkbox"/> Commonwealth Supported
Name and Signature of Authorised Officer: _____

## BASIS OF ADMISSION

<input checked="" type="checkbox"/>	Please indicate the Basis for Admission	Highest Level of Attainment
	School Leaver – TEE	Employment experience
	Completed University Qualification	Secondary Education
	Completed VET (TAFE) Qualification	Bachelor/Postgraduate
	Completed one full-time semester (or equivalent) at University	TAFE Award
	Mature Age – TEE	Incomplete course
	STAT Test	Other Qualification
	Completion of Extension Units	
	Completion of 2 OUA Units	
	University Bridging/Foundation Program	
	Completed Private Provider Qualification (AQF)	
	Special Consideration	
	Special Matriculation	
	Completed Registered General/Mental Health Nurse	
	International Year 12 equivalent	
	International Post-Secondary qualification	

**Non-Standard Entry**  Special Consideration  Matriculation  BOTPL

(Application and supporting certified documents to be sent to the University Admission Centre for assessment)

<b>PLEASE INDICATE YOUR REASON FOR RECOMMENDATION FOR MATRICULATION OR SPECIAL CONSIDERATION</b>
_____
_____
_____
_____
_____
Authorised Officer: _____ Date: _____

## UNIVERSITY ADMISSION CENTRE

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<input type="checkbox"/> Approved with Conditions _____
Authorised Officer Name _____
Signature _____
Date of approval _____ Matriculation No: _____

CRICOS Provider Code 02637B

# Application for Admission to an Undergraduate or Postgraduate Award



Name _____ Title _____ Given Name/s _____ Family Name _____
On all official documentation your name will appear as Given Name/s, Family Name - if this is not how your name appears in your passport or birth certificate, please print your name in the space below as it appears on these documents.
Curtin Student ID (if previously a Curtin/WAIT Student)
Email _____ Telephone _____
Course Number
Course Title (eg. Bachelor of Commerce)
Major area of study (eg. Accounting & Finance)

- International students applying to study **onshore in Australia** should complete an "International Application for Admission to an Undergraduate Degree or Postgraduate Coursework Degree"
- Students wishing to enrol in **extension studies** or not for award should complete an "Application to Enrol - Non-Award" form

**ALL APPLICATION FORMS ARE AVAILABLE FOR DOWNLOAD FROM [WWW.PROSPECTIVE.CURTIN.EDU.AU](http://WWW.PROSPECTIVE.CURTIN.EDU.AU)**

## PERSONAL DETAILS

If your name has changed since you were last enrolled at Curtin/WAIT, please print previous name and provide certified evidence. (eg. Marriage Certificate)											
Are you a current Curtin student applying to switch courses? <input type="checkbox"/> Yes <input type="checkbox"/> No											
If yes, please state course number and title of course you are currently enrolled in.											
If you are a Curtin Staff member, please provide Curtin staff ID number.											
Date of Birth										<input type="checkbox"/> Male <input type="checkbox"/> Female	
			Day		Month		Year				

## CONTACT ADDRESS

Number and Street					
Suburb/Town					
State		Postcode		Country	

## PERMANENT ADDRESS (if different from above) Note: A Post Office Box Number is **NOT** acceptable

Number and Street					
Suburb/Town					
State		Postcode		Country	

Which address do you have as your mailing address?  Contact  Permanent

## OTHER CONTACT DETAILS

Home Telephone		Work Telephone	
Mobile Telephone		Fax No.	

## PERSONAL STATISTICAL DETAILS

The information below is used for the purposes of Government reporting.

What is your Citizenship or Residency Status? Please tick relevant category and where necessary provide dates.											
<input type="checkbox"/> Australian Citizen		<input type="checkbox"/> Australian Permanent Resident (Humanitarian Visa)		<input type="checkbox"/> Possess a Temporary Entry Visa (or diplomat or consular representative)							
<input type="checkbox"/> Australian Permanent Resident		<input type="checkbox"/> New Zealand Citizen (or diplomat or consular representative)		<input type="checkbox"/> Overseas student residing overseas during your studies							
Please indicate applicable Visa Subclass _____											
What date was residency granted? (applicable to Australian permanent residents including humanitarian)											
			Day		Month		Year				
In which country were you born?											
If you were not born in Australia what was your first year of arrival? (not applicable to overseas students residing overseas)											
			Year								
What is your country of citizenship?											
What is the main language spoken at your permanent home residence?											
Are you of Aboriginal descent? <input type="checkbox"/> Yes <input type="checkbox"/> No											
Are you of Torres Strait Island descent? <input type="checkbox"/> Yes <input type="checkbox"/> No											

## MEDICAL/DISABILITY NEEDS

The information below is used to assist the University in monitoring, supporting and improving services to students with medical/disability requirements. Disclosing this information will not affect your admission to the University.	
Do you have a disability, impairment or long-term medical condition which may affect your studies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes to the above question, please indicate the type/s of disability <input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Learning <input type="checkbox"/> Medical <input type="checkbox"/> Mobility <input type="checkbox"/> Other	
Would you like to receive information on support services, equipment and facilities available that may assist you? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## SECONDARY LEVEL EDUCATION

Please complete the following information if you completed Year 12 studies within Australia in the last two years.

Name of Year 12 Institution		State	
The year in which you attended Year 12		What Suburb/postcode were you residing in when you completed Year 12?	

## EDUCATIONAL QUALIFICATIONS

Please provide details of all formal studies that you have completed or those that you are currently undertaking. This information will be used to assess your eligibility for admission into Curtin.	
You are required to supply an original or certified* copy of your academic award/s and transcript/s for all tertiary studies except those undertaken at Curtin. Academic records must contain an explanation of grading system descriptions.	

## QUALIFICATIONS FOR ENTRY

Educational Attainment	Name of Institution	Course Title (if applicable)	Last Year completed/enrolled OR expected year/date of completion
Completed Higher Education postgraduate level course			
Completed Higher Education bachelor level course			
Completed Higher Education Diploma/Assoc. Degree level course (include courses taken overseas)			
Incomplete Higher Education course			
Completed TAFE/VET award course			
Completed other Australian qualification or Certificate of Attainment or Competence eg. Nursing Registration, University Preparation Course			
Other Educational Qualification or Certificate of Attainment/Competence (including Secondary and Post-Secondary)			

## OTHER SCORES (Please provide scores if applicable)

Special Tertiary Admissions Test (STAT)				
V	Q	E	Overall Score	Year

## RECOGNITION OF PRIOR LEARNING

Would you like your qualification/s to be assessed for Recognition of Prior Learning <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, you are required to submit an Application for Recognition of Prior Learning with your application. This form can be downloaded from <a href="http://www.prospective.curtin.edu.au">www.prospective.curtin.edu.au</a>	

## ENGLISH LANGUAGE PROFICIENCY

As all courses are taught in English, applicants will need to meet Curtin's English language requirement. If your educational qualifications were not completed wholly or predominantly in English, please indicate what test/s you have sat (or intend sitting) and attach certified documentary evidence of results (as outlined on the checklist)		
<input type="checkbox"/> GCE 'O' level	<input type="checkbox"/> IELTS	<input type="checkbox"/> TOEFL
<input type="checkbox"/> CUTE	<input type="checkbox"/> ESL/ELACS	<input type="checkbox"/> Other (Please Specify) _____
Please indicate if you are also applying for <input type="checkbox"/> English Language Enabling Course or <input type="checkbox"/> ELICOS		
Indicate the intended month of intake _____		

## COURSE INFORMATION (Please check availability at [www.handbook.edu.au](http://www.handbook.edu.au))

How do you intend to study? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
What is your intended study mode? <input type="checkbox"/> Internal <input type="checkbox"/> Fully online <input type="checkbox"/> Partially online <input type="checkbox"/> External*		
Do you intend studying at an Australian campus? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, What campus eg. Bentley, Kalgoorlie _____ Note: *Students studying externally can only do this through the Bentley campus		
If you answered no to the above question, please indicate the offshore Partner Institution and campus you intend studying at Partner Institution _____ campus _____		
When do you wish to commence studies?	Year	Study Period (eg. Semester 1, Semester 2)

## ARE YOU APPLYING FOR SPECIAL CONSIDERATION? Yes No

Note: Applicants who believe they warrant special consideration due to extraordinary circumstances are also required to submit a Personal Statement with this application. (Guidelines for special consideration are outlined at [www.prospective.curtin.edu.au](http://www.prospective.curtin.edu.au). Only applications which meet the criteria will be eligible for Special Consideration.)

## APPLICANT'S DECLARATION AND SIGNATURE

I declare that I have read the instructions on this application form and that the information I have provided is complete and correct.	
I understand that the information collected on this form is to enable Curtin University of Technology to assess my application, create a record on its student database, undertake statistical analysis, meet statutory reporting requirements and further inform me about the course to which I am applying as well as the University's other courses/events. The information will be accessed by officers of the University strictly for these purposes and disclosed to State and Australian Government agencies (eg. DES, DEST) where required by law and to contractors (such as mail houses) engaged by the University to perform services on its behalf. Where personal information is to be provided to contractors, the University will require that confidentiality agreements be first entered into.	
I understand that if I do not complete all the questions on this form, it may not be possible for the University to process my application.	
I authorise Curtin University of Technology to obtain further academic information or official student records from any educational institution or recognised educational qualifications assessment body necessary and/or, where my work experience is relevant, to verify my employment history for the purpose of making an informed decision about my application.	
I understand that I have the right to access and amend personal information that Curtin holds about me, subject to legislation, by contacting the Freedom of Information Coordinator at <a href="mailto:foi@curtin.edu.au">foi@curtin.edu.au</a> .	
I acknowledge that Curtin University of Technology reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.	
Signature	Date

## PRIVACY STATEMENT

At Curtin University of Technology, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does, is "personal information". For details of how the University will use, disclose and protect your personal information please refer to <http://about.curtin.edu.au/privacy.html>