

Application for Admission



Inquiries: Telephone 02 6933 4334 | Fax 02 6933 2063 | Email admissions@csu.edu.au | www.csu.edu.au

To be completed by applicants who are Australian or New Zealand citizens or who have permanent residency status in Australia and who are seeking admission to:

- any course offered by distance education; any postgraduate on campus course; any part-time undergraduate on campus course;
- full-time on campus courses after the UAC and VTAC final closing dates;
- Associate Degree in Policing Practice.

Applications for full-time undergraduate courses should apply through UAC or VTAC as appropriate.

Applicants for the Associate Student Program or Study Link subjects should also complete the relevant Supplementary form and attach it to this application for admission. (See <http://www.csu.edu.au/forms>)

1 >>> Instructions

1. Complete all sections of the application form.
2. Print clearly in block letters using a blue or black pen.
3. Read the relevant web pages or brochure for the course you wish to apply for and ensure that you provide any additional information required. (<http://www.csu.edu.au/courses>)
4. Read Page 2 of this form carefully to ensure your application meets the documentary requirements.
5. If you wish to apply for more than one course, you must submit a separate application form and supporting documentation for each course preference, clearly marking your 1st, 2nd, 3rd, etc. preference.
6. For research higher degrees, complete and return the additional information sheets.
7. Mail the completed application form with all supporting documentation, before the closing date, to: Admissions Office, Charles Sturt University, Locked Bag 676, WAGGA WAGGA, NSW, 2678

Please note:

- Facsimile, scanned or electronic copies of applications to the Admissions Office are not accepted.
- CSU considers eligible applications for offer to a course, in order of receipt. Date of receipt refers to the date all information required is received by the Admissions Office. Failure to provide full and complete information and documentation with your application, will result in delays in processing and ultimately consideration for admission.

2 >>> Closing dates for applications

Applications to distance education courses are open year round. Applications are assessed for eligibility on a continuous basis and then held pending an offer for the next available intake. Applicants are strongly encouraged to take advantage of this by lodging their application as early as possible. As some courses are subject to imposed quotas, applications received after the closing date(s) will only be considered if there are places available.

Closing dates for semester courses:

- | | |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30 September | for all distance education and postgraduate on campus Autumn intake courses to commence in February. |
| 1 May | for all distance education and postgraduate on campus Spring intake courses to commence in July. Not all courses have a mid-year intake. Please check the CSU web page http://www.csu.edu.au/student/midyear for availability. |
| 2 January | for part-time on campus courses. |

Check with the Admissions Office for the final date late applications will be accepted for semester courses. However applications received after designated closing date for a given intake may only be considered if there still places available in the nominated course.

Offers to successful applicants will begin to be despatched from October for the Autumn Session intake and May for the Spring Session intake.

Closing dates for trimester courses (except for the Associate Degree in Policing Practice):

- | | |
|------------|-------------------------------------|
| 1 December | for courses commencing in January |
| 30 March | for courses commencing in May |
| 20 July | for courses commencing in September |

Associate Degree in Policing Practice:

There is no closing date for applications to the Associate Degree in Policing Practice. Applications are accepted on an ongoing basis and eligible applicants are added to the pool of all eligible applicants for the course, to be considered for the next available intake.

3 >>> Assumed internet access

CSU places great emphasis on services to its students. It is a leader in the provision of online services and, in particular, the use of the internet in the support of teaching, administration and communications with students. The online environment is so integrated into all aspects of student life and the learning experience at CSU that the University now assumes that all on campus and distance education students at CSU will be able to access an internet connected computer capable of communicating with CSU online systems.



4 >>> Essential supporting documentation

All applications must include clear, correctly verified copies of the following documents:

- Official transcripts of any post-secondary or tertiary studies indicating the subjects attempted, grades obtained and proof of completion. (NB: results notices or enrolment records are not sufficient.)
- For postgraduate courses - copies of official transcripts and proof of completion of undergraduate courses completed.
- If you are not an Australian or New Zealand citizen, evidence of permanent residency status in Australia (e.g. a clear copy of relevant passport pages showing visa status).
- If you reside overseas and/or your education qualifications are held from countries where English is not the main language, you must provide evidence of proficiency in the English language.

Also note: If your post-secondary study or tertiary study is in a name other than that which appears on this application form, you must provide verified evidence of that name change, e.g. marriage certificate or other legal documentation.

DO NOT send originals as CSU will not return documents to you.

5 >>> Correctly verified documents

Any official documentation included with your application must be verified as a true and accurate copy. Do not send originals as CSU does not return documents. Documents not correctly verified will result in delays in the processing of your application and its consideration for admission.

Who can verify copies for you?

- The official records department of the institution that originally issued the document/s.
- Anyone currently employed as a professional person.
- A bank manager or a credit union branch manager; accountant (must be a member of a professional organisation); barrister, solicitor or patent attorney; police officer of the rank of sergeant and above; postal manager; principal of an Australian secondary college, high school, primary school or TAFE college.
- A Justice of the Peace with a registration number.

How should the authorised officer verify each document?

They must write 'This is a true copy of the original document sighted by me'.

Sign, and print the following details: name, address, business hours telephone number, profession or occupation or organisation and the date verified. They must include the official stamp or seal of the verifier's organisation on the copy if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print their registration number and the state in which they are registered as a Justice of the Peace.

Documents not verified or not verified correctly

CSU is not permitted to process:

- Documents that have been verified by an immediate relative or a person residing at the same address as the applicant.
- Documents that are just photocopies, that is, not verified.
- Documents that have not been correctly verified.
- Documents verified by a Justice of the Peace without a registration number.

6 >>> English language proficiency

Applicants will be deemed to have sufficient English proficiency if they:

- a)
 - have completed all their formal studies in one or more of the following countries; or
 - were born in one of the following countries and have completed at least one qualification in one of those countries; or
 - have completed senior secondary study or at least one year of full-time University study in one of the following countries: Australia, Canada, Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, South Africa, Singapore, Solomon Islands, United Kingdom, United States of America, Western Samoa or Zambia
- b) have successfully completed one year of full-time (or part-time equivalent) post-secondary study at an affiliate institution of the University, with English as the medium of instruction and assessment.

All other applicants must demonstrate proficiency explicitly.

Any of the following results, obtained within two years of commencement of the course for which the applicant is applying, can be used to demonstrate English proficiency for undergraduate courses (postgraduate courses have different requirements. Check the Handbook or contact the Admissions Office for details):

- Academic IELTS (International English Language Testing System) test result with a minimum overall score of 6.0 and no score below 5.5 in each of the individual skill areas.
- TOEFL (Test of English as a Foreign Language) paper-based score of 550 with a TWE of 5.0
- TOEFL computer-based score of 213 and Essay Rating of 5.0
- TOEFL internet-based score of 80 for undergraduate and postgraduate coursework programs, and 90 for postgraduate research candidates with a minimum score of 25 in the writing section
- Completion of an AQF Certificate IV (including English for Academic Purposes).
- A score of 155 in the verbal component of the Special Tertiary Admissions Test (STAT).

A full list of acceptable tests for English Proficiency can be found in the CSU Admissions Regulations section 5.5 www.csu.edu.au/acad_sec/regulations.htm.

7 >>> Checklist

Don't delay the processing of your application. Before mailing your application, have you:

- Completed all sections of the application form?
- Attached all required supporting documents such as transcripts, resumé and supporting statements?
- Had all your documents verified in accordance with the requirements specified in Section 5 of this form?
- If you want us to acknowledge receipt of your application form, have you included a self-addressed and stamped business-sized envelope or the Acknowledgement Card that was included in your inquiry pack-with a stamp duly affixed?
- Read the declaration at Section 18 and signed the application for admission form.

Mail your completed application with all supporting documentation to:

Admissions Office, Charles Sturt University, Locked Bag 676, WAGGA WAGGA NSW 2678

DO NOT FAX, SCAN or EMAIL your application – it will not be accepted.





Office use only	
App Ent'd	
App Chk'd	
Docs Chk'd	
Docs Req'd	
Eligible Ineligible Reason	
Rank	
Credit Assessed	
BOA	

Refer to the Section 7 Checklist before you mail your application to: **Admissions Office Charles Sturt University Locked Bag 676 WAGGA WAGGA NSW 2678**

8 >>> Personal details

Title

Mr Mrs Ms Miss Dr

Family name **First or other names**

Previous family name

Date of birth (DD/MM/YY)

/ /

Gender

Male Female

Address

Town/City **Postcode** **State**

Country

Telephone (incl. Area Code)

Home () Business ()

Facsimile () Email

Have you inquired or been enrolled previously at CSU, Mitchell College of Advanced Education, Riverina-Murray Institute of Higher Education or Riverina College of Advanced Education?

Yes No

Are you currently a member of staff at CSU or affiliated institutions?

Yes No

If yes, please provide your Student/Staff Identification Number (if known)

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9 >>> Course

Submit a separate, complete application form for each preference including all supporting documentation.

Note: If you are applying to enrol in the Associate Student Program or STUDY LINK, please write "Associate Student Program" or "STUDY LINK" in the course name box and also complete the additional subject nomination form available at <http://www.csu.edu.au/forms>.

Code **Course name in full** **Strand or Major (if applicable)**

Study Mode

Distance education Part-time on campus Full-time on campus

If you are applying for more than one course, is this your 1st, 2nd, 3rd or 4th preference?

10 >>> Citizenship and residency

			Office use only
Are you of Australian Aboriginal descent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you of Torres Strait Islander descent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you of both Australian Aboriginal and Torres Strait Islander descent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you an Australian citizen? (if not born in Australia, a verified copy of citizenship certificate must be supplied)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you a New Zealand citizen? (with or without Australian permanent residency status)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you are not an Australian citizen: If you answer yes to any of these questions, you must supply a verified copy of your passport visa page.			
i) Do you have Permanent Resident status in Australia (other than New Zealand citizens)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ii) Do you have a Permanent Humanitarian visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
iii) Are you an overseas student with a temporary entry permit and currently residing in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you speak a language other than English at your permanent home residence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If YES what language is spoken? >>>	<input type="text"/>		
In what country is your PERMANENT home address? >>>	<input type="text"/>		
If you were not born in Australia:			
i) In what country were you born? >>>	<input type="text"/>		
ii) What was the date of your arrival in Australia? >>>	Month	Year	

11 >>> Previous studies

Please indicate the **highest** level of educational attainment you have achieved and the year of completion.

Level of attainment	Achieved Yes/No	Year of completion (YYYY)	Office use only
Higher education postgraduate level	<input type="checkbox"/>	<input type="text"/>	02
Higher education Bachelor level	<input type="checkbox"/>	<input type="text"/>	03
Higher education Diploma or Associate Diploma level	<input type="checkbox"/>	<input type="text"/>	04
An incomplete higher education course ie started but not finished	<input type="checkbox"/>	<input type="text"/>	050000
TAFE award course (e.g. Certificate I, II, III or IV)	<input type="checkbox"/>	<input type="text"/>	06
Final year of secondary education at a School or TAFE (NSW Year 10 or Year 12 or equivalent)	<input type="checkbox"/>	<input type="text"/>	07
Other qualification or attainment or competence	<input type="checkbox"/>	<input type="text"/>	08
No prior educational attainment	<input type="checkbox"/>	<input type="text"/>	090000

12 >>> Physical and sensory disability

			Office use only
Do you have a disability or long term medical condition which may affect your studies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please indicate the area of impairment:	<input type="checkbox"/> hearing <input type="checkbox"/> learning <input type="checkbox"/> mobility <input type="checkbox"/> vision <input type="checkbox"/> medical	<input type="checkbox"/> other >>> <input type="text"/>	



13 >>> Educational disadvantage

CSU will consider the special circumstances of applicants who believe they have been disadvantaged in their education.

You are eligible to apply for Special Consideration if:

- You are an Australian citizen or permanent resident;
- You are applying for an undergraduate qualification;
- Your studies in preparation for university entrance have been affected by circumstances beyond your control; and
- You have not been previously enrolled in an Australian or overseas university

Do you wish to apply for Special Consideration as an educationally disadvantaged applicant?

If yes, a brochure and application form will be sent to you.

Yes No

Office use only

Form sent

/ /

14 >>> Education

Please provide details of your education – school, TAFE, college, university. You must attach documentary evidence for all courses studied. See page 2 section 4

School

Year Completed (YYYY)	School, Institution and State or Country	Qualification Obtained	TER/UAI or Aggregate Mark	Office use only

Post-Secondary Education

Duration		FT or PT	Name of TAFE, College, University	Name of Course studied, with details or major studied and class of honours (if applicable)	Completed Yes/No
From Year	To Year				

Are you currently under exclusion from any tertiary institution?

Yes No

If yes, you must provide a statement and/or evidence that the circumstances operating at the time of exclusion no longer apply and/or that you have taken action during the period of exclusion to improve the likelihood of your success in the course for which you are applying.

15 >>> Application for credit

Do you wish to apply for credit (recognition of prior learning)?

Based on previous relevant study?

Name of the institution where previous study was completed

Yes **attach transcripts*** No

*You must provide a verified copy of the official transcript of results, a description of the grading system used, the weighting of the subject in relation to the course (e.g. course requires completion of 192 subject points; this subject worth 8 points) and a description of the subject content. This information should be provided from the institution's official handbook/calendar for the appropriate year wherever possible.

Based on relevant work experience (proficiency credit)?

Yes **attach detailed resumé** No

Proficiency credit is not applicable in all courses. If applying for credit based on relevant work experience, **you must provide** a supporting statement specifying the particular aspects of your work experience and the corresponding subjects where you believe you have gained proficiency as a result of that particular work experience. An additional statement from your employer about your work experience would also be useful. Your application for proficiency credit will be delayed if this information is not attached to your application.

Office use only >>>

PIC

CIC

16 >>> Employment

YOU MUST COMPLETE THIS SECTION, even if you then choose to attach a more detailed resumé. Please attach a more detailed resumé to your application for admission form if your course(s) admission criteria includes work experience or you believe your work experience will enhance the competitiveness of your application.

Duration	FT, PT or Casual*	Employer	Position	Main Duties
From / /				
To / /				
From / /				
To / /				
From / /				
To / /				

* PT or Casual please indicate hours of work per week

17 >>> Privacy

The personal information you provide on this form is protected by the Privacy and Personal Information Protection Act 1998 (NSW). You should be aware that you are providing this information of your own free will for the purpose of seeking admission to a course at Charles Sturt University. Your information will be used to assess your eligibility for admission to Charles Sturt University and for the related purpose of establishing and maintaining student records within the University (and where you may be studying with a CSU partner or affiliate institution, establishing student records at that institution). We may disclose some of your information to other individuals or organisations to check the academic and other qualifications upon which your application for admission is based, to meet legislative reporting requirements, and for the administration and collection of fees. We may also disclose some of your information to the CSU Student Association and the CSU Alumni Office for the purpose of initiating contact with you.

The personal information you provide will not be made available to any other person or organisation outside of the University or for any other purpose without your consent. Your personal information will be stored in the records of the Student Administration for a period of six months after an unsuccessful application or six years after your course of study ceases.

You may access your personal information to ensure that it is not inaccurate, irrelevant to the purposes for which it was collected, misleading, incomplete or out-of-date. You may also ask us to amend any of the information we hold about you or add comments or explanation in relation to the information we hold on you. To do any of these things, please write to: **University Admissions Office, Locked Bag 676, Wagga Wagga NSW 2678** or to the Student Administration Office at your administrative campus.

If you are unhappy with the way we have handled or failed to handle your personal information you may apply to have the matter reviewed by lodging a formal application to the University Secretary whose address is given below.

The University Secretary, Charles Sturt University, The Grange, Panorama Ave, Bathurst NSW 2795

18 >>> Declaration and signature

I wish to be considered for admission to the course shown in Section 9 of this application form.

- I declare the information supplied in this application and the documentation supporting it is correct and complete.
- I acknowledge that the provision of false or misleading information may result in the non-acceptance of this application or immediate expulsion from the University.
- I authorise the University to verify any information provided by me.
- I authorise the University to obtain, where necessary, from any other educational institution evidence of my academic record or to seek other corroborating evidence with respect to my application.
- I authorise the University to release details of my CSU academic records as requested by other education institutions to assist and corroborate the processing of applications I may make to such institutions.
- I understand that the University may disclose the personal information I have given in this application to the Department of Education, Science and Training (DEST) and that DEST will collect and store my personal information for use in connection with the Higher Education Information Management System.

NB: Your application may be cancelled if you do not provide true and complete information in connection with your application, or if you make any changes to the above declaration and authority.

Signature >>

Date / /