

# APPLICATION FOR ADMISSION to a postgraduate COURSEWORK degree, diploma or graduate certificate LOCAL STUDENTS



THE UNIVERSITY OF  
NEW SOUTH WALES

APPLICATION FEE: AUD \$100  
(non-refundable)  
CRICOS Provider No: 00098G

## NOTES FOR APPLICANTS:

USE THIS FORM ONLY IF YOU ARE NOT ABLE TO APPLY TO THE UNIVERSITY ONLINE: <http://www.apply.unsw.edu.au>

PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THIS APPLICATION

### ❖ INTERNATIONAL STUDENTS

International students should apply only <http://www.apply.unsw.edu.au> or by using an "International Application Form" available from the International Office on tel: 61 2 9385 6996 or email [internationaloffice@unsw.edu.au](mailto:internationaloffice@unsw.edu.au)

### ❖ RESEARCH STUDENTS

Applicants for Research degrees should apply only <http://www.apply.unsw.edu.au> or complete an Application for Admission to Research Programs form available from Student Recruitment on tel: 61 2 9385 1844 or email [studentrecruitment@unsw.edu.au](mailto:studentrecruitment@unsw.edu.au) or Research Student Administration on tel: 61 2 9385 3105 or email [thesis@unsw.edu.au](mailto:thesis@unsw.edu.au)

### ❖ PROGRAM INFORMATION

You are advised to read the relevant information in the Postgraduate Handbook or on the relevant Faculty website before completing this form.

### ❖ CLOSING DATES

Applications for first semester (February/March entry) are due by 30<sup>th</sup> November of the previous year, and for second semester (July entry) by 31<sup>st</sup> May of the year you are applying for. Before lodging an application for semester 2 please check with the relevant Admissions Office regarding the availability of mid year entry.

All programs in Couple and Family Therapy, and Psychology close 1 November.

**LATE APPLICATIONS** - Entry to postgraduate coursework programs is very competitive. Late applications will only be accepted if places are still available, and the application can be processed in time for the start of semester.

### ❖ DOCUMENTATION

You are required to supply with each application a certified copy of the full official transcript of your academic record in English for **all** tertiary study undertaken. This must show all courses attempted including failures, marks and/or grades and a statement that all requirements for the degree or diploma have been satisfied. (Please note a "course" is a subject, module or unit of study).

If you are currently enrolled in a program at another institution you should attach a certified copy of the official transcript of your results to date, and send results of your present program as soon as they are available. If a transcript is not yet available, you must attach a written record which includes grades in all courses. This information will be verified when your transcript is received.

If you have changed your name and your documents are in your former name, you must provide evidence of your name change.

### ❖ CERTIFICATION

To ensure the safety of documents, certified photocopies rather than originals should be provided. However, original copies of English Language tests are required. Photocopies of other documentation must be certified. The University of New South Wales accepts documents certified by any of the following:

- Accountant – member of a recognised professional accounting body or a Registered Tax Agent;
- Manager of a bank or credit union, other than managers of Bank Travel Centres;
- Barrister, Solicitor or Patent Attorney;
- Police Officer in charge of Police Stations or of the rank of Sergeant and above;
- Postal Manager;
- Principal of an Australian Secondary College, High School or Primary School;
- Hospital Registrar

Or an authorised officer in:

- A tertiary admissions centre (for example, the NSW Universities Admissions Centre, UAC)
- The Admissions Office or Student Services Office at any Australian university or TAFE College;
- The official records department of the institution that originally issued the document(s).

Or

- A Justice of the Peace with a Registration number. Copies certified by a Justice of the Peace without a Registration number will NOT be accepted.

Officers verifying documents should;

- Write "This is a true copy of the original document sighted by me"
- Sign; and print the following details
  - Name
  - Address
  - Contact telephone number
  - Profession or occupation or organisation
  - Date verified

And 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
- The state in which they are registered as a Justice of the Peace

### ❖ ENGLISH PROFICIENCY

If your qualifications were obtained from a university or other recognised institution where the medium of instruction was not English, you must provide evidence of proficiency in the English language. Applicants whose first language is not English may also be asked to provide evidence of English proficiency. Please consult the University's brochure entitled "English Language Proficiency" for details of acceptable tests and minimum scores or visit the following website - [http://www.international.unsw.edu.au/prospective/entry\\_english.shtml](http://www.international.unsw.edu.au/prospective/entry_english.shtml)

# APPLICATION FORM

Please type or write in black ink using capital letters. Please tick boxes clearly.

## 1. STUDENT IDENTIFICATION NUMBER

Have you applied to The University of New South Wales before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what was: Your first year of first application?	Your student identification number? _ _ _ _ _	

## 2. PERSONAL DETAILS

Family Name:	Other Names:		
Previous Family Name:	Date of Birth: dd/mm/yy	Sex: M <input type="checkbox"/>	F <input type="checkbox"/>
Postal Address:			
Post Code			
Email:	Fax: ( )		
Telephone: work ( )	home ( )		
Citizenship: Australian Citizen <input type="checkbox"/>	New Zealand Citizen <input type="checkbox"/>		
Australian Permanent Resident* <input type="checkbox"/>	Country of Citizenship _____		
* Please attach certified evidence of your residency status			
If none of these categories applies, you must apply on an International Application Form – see notes for applicants			

## 3. PROGRAM PREFERENCES

Preferred semester and year of commencement: (eg Semester 1, 2005) <input type="checkbox"/> S1 (March) <input type="checkbox"/> S2 (July) Year						
After an application has been submitted changes are possible but additions will constitute a new application and fee						
Award title and program in which you wish to enrol (e.g. MEngSc in Electrical Engineering, GradDip Commerce)						
Program Code (eg 8910)	Name of Program (eg Master Education)	Plan eg (EDSTAA8910) OR if academic plan unknown, nominated area of study	Attendance mode:			
			Internal	External	Full time	Part time
1.						
2.						
3.						

## 4. ENGLISH LANGUAGE PROFICIENCY

(a) Is English your first language? <input type="checkbox"/> Yes <input type="checkbox"/> No, If no, please answer questions 4 (b) & (c)
(b) Have you completed a degree or diploma within the last 2 years, where the sole language of instruction was English? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state degree and institution :
(c) Have you undertaken an English Language Test within the last 2 years? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Date taken: English Test Name: Result (if known):
<b>Please note that only original copies of English Test results will be accepted.</b>

**5. TERTIARY STUDIES****NB All attempts at tertiary study whether current, completed or abandoned, must be disclosed**

Name of Institution (and location if not in Australia)	Program undertaken and years of attendance From ___ / ___ To ___ / ___ mm yy mm yy	Completed Yes/No [if No please indicate when you expect to complete]	Normal duration of this program in years	Class or Grade of completed degree [such as honours/ cum laude etc]
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		

Have you requested the Institution to provide the results directly to the University of New South Wales?  Yes  No

**6. DETAILS OF OTHER QUALIFICATIONS HELD  
and DETAILS OF PROFESSIONAL EXPERIENCE**

Please provide details of any membership of professional bodies such as Institute of Chartered Accountants (ICAA), IEAust, IPESMA etc. Applicants for admission to programs having a professional experience requirement must attach a curriculum vitae or resume which details their experience including name of employer, dates of service and nature of duties or position occupied.

**7. CHECKLIST**

- 1. Questions 1 through to 6 have been answered in full.
- 2. A certified copy of the full official transcript of your academic record for each program attempted has been provided in English.
- 3. Proof of completion of any previous tertiary qualification(s) has been provided.
- 4. Evidence of satisfying the University's English Language Requirement has been provided.
- 5. Proof of name change, if relevant, has been provided.
- 6. Curriculum Vitae/Resume, if required, has been provided.
- 7. The declaration at the end of this application has been signed and dated.

**8. PRIVACY NOTIFICATION**

The University of New South Wales [UNSW] acknowledges and respects the privacy of individuals. The information you provide on this application form is "personal information" as defined by the Privacy and Personal Information Act, 1998 (NSW) [the Act].

The information you provide is collected and held by UNSW in order to assess your application for admission to a postgraduate coursework program and for administrative and statistical purposes, or to send you information about UNSW activities that may be of interest to you. You have the right of access to, and alteration of, the information concerning yourself in accordance with the Act and the UNSW Privacy Management Plan. UNSW will not disclose your personal information without your consent and without due cause, except as required by law. You have the right to refuse this consent, but if the consent is not given your application may not be processed. Express consent to disclosure is given in 9 below.

### 9. a) COMMONWEALTH SUPPORTED PLACE OR FEE HELP

See [www.my.unsw.edu.au](http://www.my.unsw.edu.au) for more information.

I understand that The University of New South Wales is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me.

The University of New South Wales will disclose this information to the Department of Education, Science and Training (DEST) for those purposes.

DEST will store the information securely in the Higher Education Information Management System.

DEST may disclose the information to the Australian Taxation Office (ATO) and The University of New South Wales and DEST will not otherwise disclose the information without my consent unless required or authorised by law.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If applying for a COMMONWEALTH SUPPORTED PLACE OR FEE-HELP you must sign this section.**

**Unsigned applications will not be processed.**

### 9. b) ACCESS AND ACCURACY OF INFORMATION

I declare that the information submitted in this application is correct and complete. I authorise the University to obtain information from any tertiary institution previously or currently attended by me. If any information supplied by me is considered to be untrue, incomplete or misleading in any respect, I understand the University may take such action as it believes necessary including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it and I consent to such disclosure. I understand the University reserves the right to vary or reverse any decision made on the basis of untrue, incomplete or misleading information.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Unsigned applications will not be processed.**

### 10. APPLICATION FEE

Unless your application is **solely** for a program for which only Commonwealth supported places are available – see the leaflet *Information for Local Postgraduate Applicants* for further details - a non-refundable application fee of AUD\$100.00 applies. Please note the **majority** of postgraduate programs will require an application fee.

You may pay the fee by cheque, made payable to "The University of New South Wales", and enclose it with this form, or by credit card, as below:

I, \_\_\_\_\_, authorise The University of New South Wales to charge to my credit card the amount of AUD\$100.00, as payment for my application fee.

Applicant Name (print): \_\_\_\_\_

Name on card, if different (print): \_\_\_\_\_

Credit Card Type (e.g Visa): \_\_\_\_\_ Credit Card Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Amount: AUD\$100.00

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: THE APPLICATION FEE FOR ONLINE APPLICATIONS IS \$50.00. SEE <http://www.apply.unsw.edu.au>**

**Applications submitted without an application fee will not be processed.**

### TO LODGE YOUR APPLICATION:

#### BY MAIL:

Direct Admissions Office  
The University of New South Wales  
UNSW SYDNEY NSW 2052

#### IN PERSON:

NewSouthQ  
Lower Ground Floor  
Chancellery Building  
Gate 9 High Street  
Kensington NSW