

Application for Admission

Applying online is our preferred method of application: www.csu.edu.au/apply-online

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. (Current Year 12 students are advised to apply through UAC or VTAC).
- Associate Degree in Policing Practice.

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

A. Instructions

1. Complete all sections of the Application for Admission form.
2. Print clearly in block letters using a blue or black pen.
3. Read the relevant online course brochure for the course you wish to apply for and ensure that you provide any additional information required. (www.csu.edu.au/courses)
4. Read Sections D, E and F 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 for Admission form and supporting documentation for each course preference, clearly marking your 1st, 2nd, 3rd, etc. preference.
6. For higher degrees by research, complete and return the additional information sheets. (see: www.csu.edu.au/apply/course-forms)
7. Mail the completed Application for Admission form with all supporting documentation, before the closing date, to:

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

by email to: admissions@csu.edu.au

or by facsimile: **02 6933 2063**

If you are applying for study at a CSU Study Centre in Melbourne or Sydney, please send your application and supporting documentation to:

Melbourne: 399 Lonsdale Street Melbourne VIC 3000

Sydney: Level 1, 63 Oxford Street Darlinghurst NSW 2010

Applications for study at a CSU Study Centre in Melbourne or Sydney can be scanned and emailed to: csuapplications@studygroup.com

Please note:

- 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.

B. Closing dates for applications

Applications for distance education courses are assessed on a continuous basis and offered to the next available intake. Applicants are strongly encouraged to take advantage of this by lodging their application as early as possible, noting the closing dates shown below. Places are offered to eligible applicants on a first-received basis and, if the course offering is subject to a quota. **Applications received after the closing date will be considered where places remain available and early residential schools can be attended.**

Closing dates

Session 1 (February – June)	On-time applications	31 October
Session 2 (July – October)	On-time applications	1 May
Session 3 (November – February)	On-time applications	1 September

Associate Degree in Policing Practice:

Associate Degree in Policing Applicants are advised to check application dates by visiting NSW Police Recruitment at: police.nsw.gov.au/recruitment

C. 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 have ongoing access to an internet connected computer capable of communicating with CSU online systems.

D. Essential supporting documentation

All applications must include clear 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 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.

E. Correctly verified documents

If you are an Australian citizen or permanent resident with overseas qualifications, you must submit verified copies only of your official overseas documents.

If you are an international applicant or applying for the Bachelor of Teaching (Primary) or Bachelor of Teaching (Secondary) courses, you must submit verified copies of your official documentation.

Who can verify copies for you?

- The official records department of the institution that originally issued the document/s.
- A bank manager or a credit union branch manager; accountant (must be a member of a professional organisation); barrister, solicitor; 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?

On each page of the document they must write 'This is a true copy of the original document sighted by me'.

On the first page, they must 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, if the verifier is a Justice of the Peace, they 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.

F. English language proficiency

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

- 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
 - were not born in one of the following countries, but have completed senior secondary study or at least one year of full-time University study in one of these countries, and the language in which the qualification was undertaken was English:
American Samoa, Australia, Botswana, Canada, Fiji, Ghana, Guyana, Ireland, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, United Kingdom (including Northern Ireland), United States of America, Zambia or Zimbabwe
- 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 most undergraduate and some postgraduate courses:

- 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 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).
- Pearson Test of English (PTE) Academic score of 54 overall with a minimum of 46 in all communicative skills.
- Cambridge English Advanced Exam (CAE) overall score of 52 with no score below 47.

NOTE: For courses with higher requirements, please check the webpage: www.csu.edu.au/apply/english-language-proficiency or contact the Admissions Office to ensure you meet the requirements for your preferred course.

NB: An Academic IELTS test is the preferred test of English Language Proficiency. A full list of acceptable tests for English Proficiency can be found at www.csu.edu.au/division/student-admin/future/english.htm

G. What next?

Mail your completed application with all supporting documentation to:

Admissions Office
Charles Sturt University
Locked Bag 676
Wagga Wagga NSW 2678
by email to: admissions@csu.edu.au
or by facsimile: **02 6933 2063**

CSU Study Centres in Melbourne or Sydney: Mail your application and supporting documentation to:

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Privacy

The personal information you provide on this form to gain admission to Charles Sturt University (CSU) is governed by the Privacy and Personal Information Protection Act 1998 (NSW). Your information will be used to assess your eligibility for admission to CSU and for other administrative functions 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. Depending on the information to be examined, this may involve the international transmission of personal information.

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 or where authorised by law, and will be disposed of in accordance with Government regulation. 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 this, please write to: **University Admissions Office, Locked Bag 676 Wagga Wagga, NSW Australia 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, Charles Sturt University, The Grange Chancellery, Panorama Ave, Bathurst, NSW Australia 2795**

1 Personal details

Title: Mr Mrs Ms Miss Dr

Family Name	First or other names
Previous family name (if applicable)	

Date of birth (DD/MM/YY) / / Gender Male Female

Address		
Town/City	Postcode	State
Country		
Telephone (incl. area code) Mobile ()	Business Hours ()	After Hours ()
Email (mandatory)		

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

Yes No If yes, please provide your CSU Identification Number (if known)

2 Course

Submit a separate, complete Application for Admission form for each preference, including all supporting documentation.
Note: If you are applying to enrol in the Single Subject Study, Cross-Institutional Study or STUDY LINK, please write "Single Subject Study", "Cross-Institutional Study" or "STUDY LINK" in the course name box and nominate the subject/s you would like to study in the boxes below.

Admission Code	Course name in full	Strand or Major (if applicable)
<input style="width:100px" type="text"/>	<input style="width:100px" type="text"/>	<input style="width:100px" type="text"/>

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

Study Mode, Campus and Session

Distance education On campus Campus _____ Session _____

A standard study load for distance education is two 8 point subjects per session, and for on campus study it is four 8 point subjects. If you wish to vary this study load, please indicate here and attach a supporting statement with your reasons. (please attach statement)

Subjects	
Subject code (e.g. ACC100)	Subject name (e.g. Accounting 1)

3 Education

Please provide details of your education – school, TAFE, college, university.

You must attach documentary evidence for all courses studied. See Section D - Essential Supporting Documentation

Secondary school

Year Completed (YYYY)	School, Institution and State or Country	Qualification Obtained	Result	Office use only

Post-secondary education (list all courses you have completed)

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

NOTE: FT = full-time; PT = part-time

Are you currently under exclusion from any tertiary institution, including CSU?

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.

4 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:

No Yes (attach transcript*)

*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)?

No Yes (attach resumé)

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

5 Employment

YOU MUST COMPLETE THIS SECTION. Many CSU courses consider the duration and type of work experience you have had when determining eligibility for admission. In addition to this summary, please attach a more detailed resumé to your Application for Admission form.

Duration		FT, PT* or Casual*	Employer	Position	Main Duties (clerical, administrative or managerial/supervisory activities)
From	To				
From	To				
From	To				
From	To				
From	To				
From	To				

*PT or Casual please indicate hours of work per week

6 Health and disability

Do you have a disability or long-term medical condition that may affect your studies? Yes No

If you have any health or disability issues that may impact on your study while at CSU, please visit Disability Services at: www.csu.edu.au/distance-education/student-support/disability-support or make contact with the Disability Liaison Officer for more information.

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7 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 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

For information about the CSU Special Consideration for Admission Scheme and an application form please go to the following website: <http://www.csu.edu.au/oncampus/getting-to-uni/special-consideration>

8 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?			
In what country is your PERMANENT home address?			
If you were not born in Australia:			
i) In what country were you born?			
ii) What was the date of your arrival in Australia?	Year		

9 Previous studies

Please indicate the highest level of educational attainment you have achieved, whether you completed the course, and the last year of completion you were enrolled in that course.

Level of attainment	Completed (✓)	Office use only	Incomplete (✓)	Office use only	Last year of enrolment (YYYY)
Higher education Postgraduate level, e.g. Higher Doctorate, Doctorate, Master degree		02		75	
Higher education Bachelor level		03		05	
Higher education Associate Degree, Diploma or Associate Diploma level (at University)		04		77	
Vocational Education and Training award course e.g. TAFE or other private provider awarding recognised AQF qualifications such as Associate Degree, Advanced Diploma, Diploma		78		79	
Vocational Education and Training award, e.g. TAFE or other private providers awarding recognised AQF qualifications such as Certificate I, II, III		10		11	
Other qualification or attainment or competence		08			
Final year of secondary education at a school (NSW Year 10 or Year 12 or equivalent)		07			
Final year of secondary education at a Registered Training Organisation such as TAFE (NSW Year 10 or Year 12 or equivalent)		76			
No prior educational attainment		09			

10 Education level of your parents or guardians

NOTE: The Australian Government Department of Employment, Education and Workplace Relations requires this information to be collected for statistical purposes. It will not be used by Charles Sturt University in the assessment of your application for admission.

These questions are about the highest level of education **completed** by your parents or guardians. Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

What is the highest level of education <u>completed</u> by your parent/guardian? (tick one): * or equivalent	Parent/guardian 1			Parent/guardian 2		
	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> No parent/guardian	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> No parent/guardian
Postgraduate qualification (e.g. Graduate Diploma, Master degree, PhD)						
Bachelor degree						
Other post-school qualification (e.g. Associate Degree, Diploma, Advanced Diploma, completed apprenticeship, VET/TAFE certificate)						
Completed Year 12 schooling*						
Completed Year 10 schooling*, continued at school, but didn't complete Year 12 schooling*						
Completed Year 10 schooling*						
Didn't complete Year 10 schooling*						
Don't know						

11 Declaration and signature

I wish to be considered for admission to the course shown in Section 2 of this Application for Admission form.

- I declare the information that will be supplied in this application and the documentation supporting it will be correct and complete.
- I acknowledge that the provision of false or misleading information may result in the cancellation of this application and/or withdrawal of any offer and/or enrolment with 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 (DoE), or its successor, and that DoE will collect and store my personal information for:
 - use in connection with the Higher Education Information Management System (HEIMS), and/or
 - use in connection with the National Data Collection on University Applications and Offers, and/or
 - other collections as DoE, or its successor, may lawfully require from time to time.

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 / /
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Name (please print):
