

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to ensure that it is not inaccurate, irrelevant to the purposes for which it was collected, misleading, incomplete or out-of-date.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 type="text"/>	<input type="text"/>	<input 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)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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.

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	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):
