

International Postgraduate Coursework Applicants:
Application Fee - \$A75 - see Item 9

University of Wollongong



Postgraduate Coursework or Research Application Form

1. Personal details (USE BLOCK LETTERS)

Title Mr Mrs Ms Miss Other Sex: Male Female

Family Name

First Names

Former Family Name (if applicable) Date of Birth: Day Month Year

Have you previously made an application to undertake or been enrolled in a course at the University of Wollongong?
 Yes No If YES, please give your student number

Are you applying through an authorised Representative of the University? - If YES, please put Representative's address under "Contact address for correspondence" below.

Contact address for correspondence

PO Box or Street Address

Suburb/Town

State/Province Postcode

Country

Telephone Country code Area code Number

Facsimile Country code Area code Number

Email*

Home address (if different from correspondence)

PO Box or Street Address

Suburb/Town

State/Province Postcode

Country

Telephone Country code Area code Number

Facsimile Country code Area code Number

Email*

*Prior to enrolment, correspondence will normally be sent to your email address.

Are you a citizen of Australia?* Yes No If NO, complete the following details

Are you an Aboriginal or Torres Strait Islander Yes No

Are you a Permanent Resident of Australia?* Yes If YES, date of Permanent Residency Day Month Year

No If NO, complete details below Permanent visa category

Citizenship Country of Permanent Residence Country of birth

*Certified proof of citizenship or permanent residency will be required prior to enrolment.

Please specify the country in which you are currently located if different from the above

2. Course application - please also refer to item 12 - special requirements

1st Preference Course Name Specialisation

2nd Preference Course Name Specialisation

When do you wish to commence the degree course? (please nominate year and tick session) Year: Full-time Part-time#

Not available to international students

If you are a Domestic Student applying for a **Postgraduate Diploma In Psychology**, see Item 12: Special Requirements & ensure that you nominate whether you intend to study on a full-time or part-time basis.

WOLLONGONG: Autumn session (Feb) Spring session (Jul) Summer session (Dec - if available)

Intake A (Jan)* Intake B (Apr)* Intake C (Jul)* Intake D (Sep)* *Business School subjects only

SYDNEY: Intake A (Jan) Intake B (Apr) Intake C (Jul) Intake D (Sep)

LOFTUS: Intake A (Jan)† Intake B (Apr)† Intake C (Jul)† Intake D (Sep)†

†Graduate Certificate in Management/Master of Management. (Not available to international students at the Loftus campus).

DISTANCE: A limited number of courses are offered by distance education. Special conditions apply -please refer to course information

3. English language proficiency

Is English your first language? Yes No – my first language is

If your first language is not English, please continue

I have completed at least one of the following (documentary evidence, including **ORIGINAL** copies of results, must be attached)

<input type="checkbox"/>	Tertiary studies in another country where English is the official language [#]	Country <input type="text"/>	Duration (years) <input type="text"/>
	Institution	<input type="text"/>	
	Name of Course	<input type="text"/>	
	Years of study in English medium	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	to <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

[#]These studies must have been undertaken within the last two years. Any qualification taught in the medium of English but from a country where English is not the official language will not be considered for exemption from English language entry requirements.

A certificate of English proficiency obtained in the last two years (eg IELTS or TOEFL)*

IELTS (ACADEMIC)	Year	Overall score	Reading	Writing	Listening	Speaking
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOEFL*	Year	Computer test score	Essay Rating	Paper test score	TWE score	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
OTHER	Name of test			Year	Score	
	<input type="text"/>			<input type="text"/>	<input type="text"/>	

*Please note only ORIGINAL IELTS and TOEFL test reports forms will be accepted. You will need to contact TOEFL in Princeton, USA in order to arrange for your original TOEFL result to be forwarded directly to the University. The University's Institutional code is 9799. Information regarding the TOEFL score reporting services can be found at www.toefl.org/toefl/tfladdcrpt.html.

If you do not meet English requirements do you intend to sit for an English proficiency test in the near future?

Yes No

If YES, when?

If you do not meet English requirements are you interested in studying English in the Wollongong University College?

Yes No

4. Academic Background

Please list your highest secondary qualification and all tertiary education qualifications, including any currently being undertaken.

Qualification/Award	School/institution	Country	Duration	Date Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Documentary evidence of your previous tertiary studies must be attached. **Refer to section 8: Certification of documents.**

Please note: Evidence of graduate status should indicate that the academic requirements of the course have been completed or that the award has been conferred.

Please provide full and complete details to ensure that a quick assessment of your qualification can be made.

5. Employment details

Years ____ to ____	Full- or part-time	Description of occupation	Employer
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Applicants with special needs

If you have a disability and require advice or assistance with your studies, please contact the Disability Liaison Officers, telephone +61 2 4221 3445 or online www.uow.edu.au/student/services/disabl.html

11. Check list

Have you:

- | | |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Answered all questions? | <input type="checkbox"/> Domestic Students only: Provided proof of Australian Citizenship or Permanent Residency. |
| <input type="checkbox"/> Enclosed a curriculum vitae/résumé/biodata sheet? | <input type="checkbox"/> Creative Arts applicants only (except journalism) - supplied a portfolio and proposal. |
| <input type="checkbox"/> Supplied a research proposal for a research course | <input type="checkbox"/> Enclosed certified copies of academic transcripts, including certified translations if necessary? |
| <input type="checkbox"/> Supplied English language proficiency scores sheets? | <input type="checkbox"/> Read and signed the declaration? <input type="checkbox"/> Made a copy of this application for your records? |

12. Special requirements

IMPORTANT

To assist with the assessment of your application for entry to those postgraduate courses listed below, you are required to submit documents additional to standard information such as certified transcripts of academic results and English language test results. If this additional information is not supplied then your application will NOT be assessed.

SPECIAL REQUIREMENTS FOR ALL RESEARCH DEGREES

DOCTORAL AND MASTERS BY RESEARCH DEGREES

All applicants for research courses must submit a written (preferably typed) proposal as part of their application. Your proposal should:

1. commence with a statement detailing any previous research or project experience you have undertaken, including if possible a copy of the abstract of such work, together with any available referees reports,
2. contain, in no more than one additional page, a clearly focussed research proposal for the study you would wish to undertake throughout your registration in the course, and
3. conclude with a statement of your motivation for wanting to undertake the research course.

It is advisable, if possible, for you to contact the Head of the relevant Academic Unit before you complete your proposal.

FACULTY OF CREATIVE ARTS APPLICATIONS

Please note that each course of study requires supporting material to be submitted with the application which is used to determine an applicant's suitability. Please refer to the Applications sections of the Creative Arts Postgraduate Studies brochure and ensure that all information, documentation, portfolio material and proposal is enclosed. To view the brochure please refer to the following website, and go to Applications and Brochures: www.uow.edu.au/prospective
Honours applications must include a proposal for both their Honours thesis and creative project (at least 500 words each).

SPECIAL REQUIREMENTS FOR NOMINATED

POSTGRADUATE COURSEWORK COURSES

Graduate Diploma in Education

A short statement explaining your interest in doing the Graduate Diploma in Education. Also include an outline of any previous formal or informal experience you may have in teaching.

In addition to the above requirements you MUST also provide the following:

1. your first and second preference for your proposed teaching methods (eg Primary, ESL, History/English, Science, etc.)
2. a letter of approval from the NSW Department of Education and Training (DET).

Graduate Diploma in Adult Education

A statement explaining:

1. your present and past responsibilities related to education and training
2. why you wish to complete the Graduate Diploma in Adult Education and Training.

Graduate Diploma in Legal Practice

For graduates of tertiary law courses other than the University of Wollongong, it will be necessary to have the equivalent studies in legal ethics, legal skills training, and professional experience as those acquired by a Wollongong graduate. Refer to the Faculty of Law Practical Training Unit for details before lodging this application. It is particularly important for international applicants to contact the faculty to discuss the requisites of the course.

Master of Forensic Accounting

If you are a member of the CPA Australia, please include a statement quoting your membership number. Please also indicate if you agree to your enrolment being communicated to CPA Australia.

Graduate Certificate/Graduate Diploma in Business Administration, MBA and MBA (Advanced)

All applicants MUST submit an Employment History form with their application and any other applications based on work experience.
This form can be found at (www.uow.edu.au/prospective/downloads/app-forms/)

Master of Health Management (Check course availability)

If you do not have a three year Bachelor degree or equivalent, then other professional qualifications plus a minimum of 2 years' work experience may be considered. Please provide a detailed statement confirming the nature and duration of your work experience, together with supporting documentation from your employer(s) on company letterhead and certified copies of academic transcripts for any previous study.

Master of Journalism/Graduate Certificate in Multicultural Journalism

Applicants are required to provide a sample of their work published in the print or electronic media. Those who cannot provide samples of such work are required to submit a 750-word opinion article on the topic: 'Journalists - Who Are they Really?'

Postgraduate Diploma in Psychology

Applicants MUST indicate on the postgraduate application form whether they intend to study on a full-time or part-time basis.

IMPORTANT: You will need to check the Psychology Department's website for information (www.psyc.uow.edu.au/) about the progress of your application which will be published early in December. It will be in a form that protects your identity.

At that time you will be required to confirm on line, or by email, that you still wish a place to be kept for you and that you want the Psychology Department to recommend to the university that you be officially offered a place. You will also be informed about the available Graduate Diploma research projects for the following year, and asked to start the process of choosing your supervisor.

Non UOW applicants will need to indicate on the postgraduate application form whether their degree is complete and enclose a transcript of their university results achieved to date. Any results received following submission of an application will need to be forwarded to the Psychology Department immediately. You can contact the Psychology Dept at the following email address: psycsec@uow.edu.au

Nutrition & Dietetics, Exercise Science, Rehabilitation and some Nursing degrees

The NSW Health Department requires all staff, including students undertaking clinical placements, in positions dealing with children and patients vulnerable by reason of health status to undergo a criminal record clearance prior to employment or placement in any capacity in the NSW Health System. This clearance will be conducted by the NSW Police Service and will be coordinated by NSW Health following enrolment. International students are required to provide an official criminal record clearance, in English, from their home country PRIOR to their arrival in Australia.

Once enrolled, nursing students will be required to determine their immunity status for a number of infectious diseases. Students MAY need to undertake a course of vaccinations.

The University of Wollongong attempts to ensure that the information contained in this form is correct at the time of production (OCT 2005). However sections may be amended without notice by the University in response to changing circumstances or for any other reason. Applicants should check with the University at the time of application/enrolment whether any later information is available.

13. Other important information for applicants

For All Students

1. Change of Name

If you have changed your name since undertaking matriculation or tertiary level examinations, or if any of your documents show a name which is different from the one that you have used on this application form, then you must present certified documentary evidence of the change (marriage certificate, deed poll, statutory declaration).

2. Airport Pick-up

A complimentary airport pick-up service is available for international students. A pick-up form will be issued with your letter of offer and is also available at www.uow.edu.au/about/accommodation

3. Accommodation

The cost of accommodation is NOT included in the tuition fee. Please refer to www.uow.edu.au/about/accommodation for further information.

4. English Language Proficiency

For information on the University's English Language Requirements please refer to the following website: www.uow.edu.au/prospective/international

5. Tuition Fees

5.1 Domestic students:

For further information on the types of financial assistance available and the Compulsory Service Charges please refer to the following website: www.uow.edu.au/student/index.html

5.2 International students:

For further information on Tuition Fees, Compulsory Service Charges, Postgraduate Application Fees, etc please refer to the following website: www.uow.edu.au/prospective/international

6. Cancellations and Refunds:

For Information on the University's Tuition Fees Refund Policy please refer to the following website: www.uow.edu.au/student/finances/feespol.html

7. Declaration and Signature

This application form must be signed.

Privacy General Consent and Disclosure Statement

Our Commitment To Privacy

The University of Wollongong is committed to protecting your privacy. Under both the Privacy and Personal Information Act 1988 (NSW) and the Privacy Amendment (Private Sector) Act 2000 (Cth), UOW (including its controlled entities), will take all reasonable steps to ensure that the collection, use, disclosure and handling of your information complies with the law.

The Privacy Policy may be viewed at www.uow.edu.au/about/privacy or by calling 1300 367 869 (within Australia).

Consent

I hereby undertake to abide by the University of Wollongong Act 1989 and with the By Laws and Rules of the University. I understand that UOW may have a need to verify the information I have supplied and thus it may exchange data with other institutions for this purpose. I further understand that UOW deals with regulatory bodies and also includes a number of separate entities, any of which may be granted all or part of this information to assist students in their work at UOW.

Disclosure

The information provided may be used for (but not limited to) the following purposes and or reasonably related purposes:

- Promotion of the UOW's resources, of scholarships, research, free enquiry, the interaction of research and teaching, and academic excellence;
- The provision of facilities for education and research, having particular regard to the needs of the Illawarra region;
- The encouragement of the dissemination, advancement, development and application of knowledge informed by free enquiry;
- The provision of course of study or instruction across a range of fields, and the carrying out of research to meet the needs of the community;
- The participation in public discourse;
- The conferring of degrees, including those of Bachelor, Master and Doctor and the awarding of diploma's certificates and other awards;
- The provision of teaching and learning that engages with advanced knowledge and inquiry;
- The development of governance, procedural rules, admission policies; and
- Financial arrangements and quality assurance processes that are sufficient to ensure the integrity of UOW's academic programs.

The information provided may be used, for (but not limited to) the following functions and or reasonably related purposes to these functions of UOW, as follows:

Commercial Functions

UOW's commercial functions comprising the commercial exploitation or development for UOW's benefit of any facility resource or property of UOW's, or in which UOW has a right or interest (including for example study research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others.

Other Services Such As Sporting or Cultural

- UOW's cultural, sporting, professional, technical and vocational services to the community; and
- UOW's general and ancillary functions as may be necessary or convenient to complement or be incidental for enabling or assisting UOW to promote the interests of UOW.

Functional Areas

The functions of UOW may be exercised within or outside of New South Wales and/or Australia.

Definitions

For the purposes of obtaining consent and providing disclosure, UOW means the University of Wollongong and includes all the associations and controlled entities of the University of Wollongong.

For the purposes of this policy document, 'student' means any person who is a member of the public and not an employee of UOW, and entitled to protection under current privacy legislation in Australia.

Related Legislation

This privacy policy response is an integrated response to other related legislation this includes the following:

- Freedom of Information Act 1989
- ICAC Act 1988
- Protected Disclosures Act 1994
- State Records Act 1998; and
- University of Wollongong Act 1989
- The By Laws and Rules of the University.

Commonwealth Informed Consent Statement

I understand that the:

- University of Wollongong 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 Commonwealth Higher Education Student Support Number (CHESSN) to me;
- University of Wollongong 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 Management System;
- DEST may disclose the information to the Australian Taxation Office (ATO); and
- University of Wollongong and DEST will not otherwise disclose the information without my consent unless required or authorised by law.

