

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 for Admission 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 Parts 4, 5 and 6 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 for Admission 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 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 only be considered where places remain available.

Closing dates for semester based courses

Autumn Session	(February - June)	On-time closing date 31 October Final date for applications 10 December
Spring Session	(July-November)	On-time closing date 1 May Final date for applications 1 June

(NB: Not all courses have a mid-year intake. Please check the CSU web page www.csu.edu.au/student/midyear for availability.)

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 have ongoing 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?

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.

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, United Kingdom, Singapore, South Africa, Solomon Islands, 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)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answer yes to any of these questions, you must supply a verified copy of your passport visa page.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
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?	>>>	Month Year	

11 >>> Previous studies

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

Level of attainment	Year of completion (YYYY)	Office use only
Higher education Postgraduate level		02
Higher education Bachelor level		03
Higher education Diploma or Associate Diploma level		04
An incomplete higher education course i.e. started but not finished		05
A completed Vocational Education & Training award e.g. TAFE or other private providers awarding recognised qualifications such as Certificate I, II, III, Diploma or Advanced Diploma		10
An incomplete Vocational Education & Training award e.g. TAFE or other private providers awarding recognised qualifications such as Certificate I, II, III, Diploma or Advanced Diploma		11
Final year of secondary education at a School or TAFE (NSW Year 10 or Year 12 or equivalent)		07
Other qualification or attainment or competence		08
No prior educational attainment		09

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	>>>		



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 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/division/studserv/equity/special-consideration/index.htm>

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 transcript*** 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 resume*** 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 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 any of these things, 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 whose address is given below.

The University Secretary, Charles Sturt University, The Grange, Panorama Ave Bathurst, NSW Australia 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 / /
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