

Application for Admission

You can now apply online at www.csu.edu.au/apply-online

To be completed by applicants who do not hold Australian or New Zealand citizenship or Australian Permanent Residency and who are seeking admission to any course offered by distance education study.

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 web pages or 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. For research higher degrees, complete the additional information sheets (www.csu.edu.au/forms/#research) and return with your Application for Admission
6. Return the completed Application for Admission form with all supporting documentation before the closing date to the Charles Sturt University Admissions Office:

Post:
 Admissions Office
 Charles Sturt University
 Locked Bag 676
 WAGGA WAGGA NSW 2678
 AUSTRALIA

Email:
admissions@csu.edu.au

Fax:
 +61 2 6933 2063

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 only be considered where places remain available.

Closing dates

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

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

Check the relevant web pages or brochure for the course you wish to apply for and ensure that you provide any additional information required.

www.csu.edu.au/courses

All applications must include clear, correctly verified copies of the following documents:

- Official transcripts of any secondary, post-secondary or tertiary studies indicating the subjects attempted, grades obtained and certificate of completion.
(Note: results notices or enrolment records are not sufficient.)
- For postgraduate courses - copies of official transcripts and proof of completion of undergraduate courses completed.

You must provide evidence of proficiency in the English language – see Section 3 English Language Proficiency.

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.

NOTE: CSU does not return documents.

E. Correctly verified documents

Any official documentation included with your application must be verified as a true and accurate copy. 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?

- An authorised officer from the institution that originally issued the documents
- An Australian Overseas Diplomatic Mission or Australian Education Office
- An authorised Charles Sturt University representative (agent)
- A Public Notary
- A Justice of the Peace with a registration number
- A CSU staff member.

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:

- 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
 - 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:
Australia, Canada, Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, Singapore, Solomon Islands, South Africa, United Kingdom
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 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).

NOTE: Some courses have a higher English Language Proficiency requirement and you should check www.csu.edu.au/division/student-admin/future/english.htm 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. 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 E of this form?
- Read the declaration and signed at Section 11 of the Application for Admission form?

Return your completed application with all supporting documentation to:

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

Email to: admissions@csu.edu.au

Fax to: +61 2 6933 2063

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, 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/Zip code |
| State/Province | Country |
| Telephone (include country code and area code) | |
| Home | Business |
| Facsimile | Email |
| If you have previously been enrolled at Charles Sturt University please provide your student number: | |

2 Course

Not all courses are available for study in each intake. You should check the online course brochure at www.csu.edu.au/courses to confirm the offering. Your application will be considered for the next available intake. Please indicate if you wish to study in a future year (i.e. not this year).

| | | | | | |
|--|---|--|--|----------------------|----------------------|
| Course name in full: e.g Bachelor of Nursing (first preference) | ADMISSION CODE: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Intake: | <input type="checkbox"/> Session 1 (March) | <input type="checkbox"/> Session 2 (July) | <input type="checkbox"/> Session 3 (November) | | |
| Course name in full: e.g Bachelor of Information Technology (second preference) | ADMISSION CODE: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Intake: | <input type="checkbox"/> Session 1 (March) | <input type="checkbox"/> Session 2 (July) | <input type="checkbox"/> Session 3 (November) | | |

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|-----------------|--|----------------------------|--|
| App Entered | | Eligible/Ineligible reason | |
| App Checked | | Rank | |
| Docs Checked | | Credit assessed | |
| Docs Required | | BOA | |

3 English language proficiency

All international students must demonstrate an acceptable level of English proficiency to gain admission to Charles Sturt University. If you have completed formal studies in Australia, Canada, Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, Singapore, the Solomon Islands, South Africa, the United Kingdom, the USA, Western Samoa or Zambia, you have satisfied CSU's English proficiency admission requirement.

It should be noted that IELTS is the preferred test.

Please indicate your level of English proficiency by providing English language test results taken in the last two years:

| | | | | | |
|---|---------|--------------------------|---------|----------|---------|
| Academic IELTS | Overall | Listening | Reading | Speaking | Writing |
| TOEFL | Overall | Test for written English | | | |
| Other (please specify) | | | | | |
| If you do not have test results, please indicate when you took, or intend to take, the English language test. Please forward the results as soon as possible. | | | | | |

4 Citizenship and residency

| | |
|---|------------------------|
| | Office use only |
| What is your country of citizenship? | |
| What is your first language? | |
| What is your country of birth? | |
| If you are currently living in Australia but do not have permanent residence, please indicate your current visa status | |
| If you currently hold an Australian student visa, please provide details of the visa subclass, visa number and visa expiry date | |

5 Education

Secondary school study (High school)

| Year completed | School | Highest level completed | Country |
|----------------|--------|-------------------------|---------|
| | | | |

Post secondary school study

| Duration | | Name of Institution | Country | Name of course studied, with details of major studied and class of honours (if applicable) | Year completed |
|-----------|---------|---------------------|---------|--|----------------|
| From Year | To Year | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

If you have not yet completed your course, please indicate when you expect to qualify for your award.

6 Exemptions/credit

Do you wish to apply for exemptions/credit?

Yes*

No

Name of the institution where previous study was completed

*You must provide a verified copy of your results as well as a verified copy of the English translation. Also attach a subject outline fully describing the content of the subject that you believe warrants consideration for exemption/credit. Your application for exemption/credit cannot be determined until this information is received.

| | |
|-----------------|-----|
| Office use only | PIC |
| | CIC |

7 Employment experience

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/Country | Position | Main duties (e.g. clerical, administrative or managerial/supervisory activities) |
|----------|----|--------------------|------------------|----------|--|
| From | To | | | | |
| From | To | | | | |
| From | To | | | | |
| From | To | | | | |
| From | To | | | | |
| From | To | | | | |

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

*PT or Casual please indicate hours of work per week

8 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 | | | | | | |

9 Health and disability

Do you have a disability or long-term medical condition that may affect your studies?

Yes*

No

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*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/division/studserv/equity or make contact with the Disability Liaison Officer for more information.

10 Your Representative / Agent's contact information

By providing these contact details you are authorising Charles Sturt University to send a copy of all correspondence relating to your admission and first session enrolment to that person.

| | | |
|---|--------------------------|----------------------|
| Representative/Agent name | | Agent's stamp |
| Address | | |
| | | |
| | | |
| Town/City | Postcode/Zip code | |
| State/Province | Country | |
| Telephone (include country code and area code) | | |
| Home | Business | |
| Facsimile | Email | |

11 Declaration and signature

I wish to be considered for admission to the course/s 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 including 'Qualsearch', 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, Employment and Workplace Relations (DEEWR), or its successor, and that DEEWR will collect and store my personal information for:
 - (a) use in connection with the Higher Education Information Management System (HEIMS), and/or
 - (b) use in connection with the National Data Collection on University Applications and Offers, and/or
 - (c) other collections as DEEWR, 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: | |
| Name (please print): | Date / / |

Return Application for Admission form to:

**Admissions Office
Charles Sturt University
Locked Bag 676
WAGGA WAGGA NSW 2678
AUSTRALIA**

**Facsimile: +61 2 6933 2063
Email: admissions@csu.edu.au**

**Enquiries:
Telephone: +61 2 6933 4334**