

3. EDUCATIONAL RECORD

Please indicate the highest level of education that you have achieved [e.g. Year 10/Year 12/TAFE/University degree] and provide a certified copy of either your official tertiary academic record or your year 12 certificate. If your current name and the name on your documents are different, please attach a certified copy of documentary evidence of your name change [e.g. marriage certificate]. Please read the notes under document certification requirements.

Level of Education	Name of institution	Year of award

4. EMPLOYMENT EXPERIENCE

You must supply supporting documentation outlining your employment experience. This is to be on official company letterhead and be either a statement of service or a signed reference, outlining the position(s) you held, duties performed, length and date(s) of service and whether the position was full or part-time. If you have been self-employed, a statement from your accountant, solicitor or tax agent should be supplied.

Occupation title	Main tasks of duties usually performed	Name and address of employer	Year Commenced	Year concluded

5. PERSONAL STATEMENT

Please write a brief statement in answer to the following questions.

1. Why have you chosen your preferred course?

2. What practical steps have you taken to prepare for tertiary study?

3. What skills, knowledge and abilities do you bring to tertiary study that you believe will help you succeed in your proposed studies?

6. DECLARATION

QUALIFICATION SEARCH

I authorise James Cook University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary QualSearch will be engaged to access this academic information. I understand that James Cook University is not responsible if any educational body / institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

IMPORTANT NOTICE

I declare that the information I have supplied on this form is, to the best of my knowledge, complete and correct.

INFORMED CONSENT

I understand that:

- James Cook University 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 a Commonwealth Higher Education Student Support Number [CHESSN] to me
- James Cook University will disclose this information to the Department of Education, Employment and Workplace Relations [DEEWR] for those purposes
- DEEWR will store the information securely in the Higher Education Information Management System
- DEEWR may disclose the information to the Australian Taxation Office [ATO], and
- James Cook University and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

PRIVACY

I understand that information contained on this form is also collected for admission and administrative purposes. Personal information will not be passed on to any other external bodies, other than the Department of Education, Employment and Workplace Relations as outlined above, without my authorisation unless required or authorised by law

Signature: _____ Date [dd/mm/yyyy]: _____/_____/_____

7. APPLICATION CHECKLIST

Have you included:

- Certified copies of your educational record, such as academic transcripts or Year 12 certificate
- Official documentation supporting your employment experience
- Other documentary evidence where applicable e.g. change of name [see below]
- Certified translations of qualifications written in a language other than English, as well as a copy of the original document

and have you:

- Completed all details on the Certificate Application form
- Read the declaration
- Signed and dated this form.

8. DOCUMENT CERTIFICATION REQUIREMENTS

When preparing your application to James Cook university, it is essential that you supply certified, correct and complete supporting documentation. Failure to do so may jeopardise your chance of being made an offer. uncertified copies and photocopies of certified copies are not acceptable. It is preferred that you submit copies certified by:

- The Authority that issued the document
- an Australian university - e.g. JCU Student Enquiry Centre
- A Justice of the Peace [JP]
- A commissioner of Declarations
- A barrister or solicitor
- The University Admissions Centre of any Australian State - e.g. QTAC
- An Australian overseas diplomatic mission
- a police officer at or above the rank of Sergeant

The person certifying photocopies of the original document must state that the documents they are certifying are true copies of the original and must provide their signature, occupation and telephone number and affix the official stamp or seal of their organisation (if available) on the front of each copy.

Please note that it is your responsibility to ensure that our application is complete at the time of submission. If you are completing a course in the current year, you should lodge academic transcripts and proof of completing your award as soon as they are available.

9. PLEASE COMPLETE AND RETURN THIS FORM TO: (with any supporting documentation)

We look forward to receiving your application. If you need further information or help, please call our Student Enquiry Centre on Freecall 1800 246 446

Townsville:

Student Enquiry Centre, James Cook University
Ground Floor, Building DA1
Angus Smith Drive, TOWNSVILLE, QLD, 4811
Phone: [07] 4781 5255
Email: EnquiriesTownsville@jcu.edu.au

Cairns:

Student Enquiry Centre, James Cook University
PO Box 6811, CAIRNS, QLD, 4870
Phone: [07] 4042 1000
Email: EnquiriesCairns@jcu.edu.au

International Students:

International Student Centre
James Cook University
TOWNSVILLE QLD 4811
Phone: [07] 4781 5601
Email: ISCadmissions@jcu.edu.au

OFFICE USE ONLY

Applying for:

Entry Requirements - Ranking:

Comments:

FACULTY APPROVAL (IF REQUIRED)_____
Signature of Assoc Dean/Faculty Registrar_____
Print name_____/_____/_____
Date [dd/mm/yyyy]Offer Approved Yes No

Date [dd/mm/yyyy]:

Signature of Admissions and Examinations Manager_____/_____/_____
Date [dd/mm/yyyy]

Offer made and enrolment pack sent [dd/mm/yyyy]: / /