

1. PERSONAL DETAILS

Title: Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other:	Family name:										
Given name(s):	Date of birth (dd/mm/yyyy):										
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female											
Email address: (Once enrolled, all email communication will be via your JCU email address)											
Permanent home address: (PO Box is not acceptable for this address. International students must supply an overseas address.)											
Suburb:	State: Country: Postcode/ZIP:										
Semester mailing address: (If different from above)											
Suburb:	State: Postcode:										
Permanent phone number:	Work phone number:										
Mobile phone number:	Fax number:										
Emergency contact name:	Relationship to you:										
Emergency home phone number:	Emergency work phone number:										
Have you previously been enrolled at James Cook University? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide your previous student number (8 or 10 digits)	Has your name changed since you were last enrolled? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, documentary proof is required.)										
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											

CITIZENSHIP / RESIDENCY DETAILS: this information is required for government reporting and MUST be completed

What is your citizenship or residence status? Please choose one option only.

- Australian citizen
 New Zealand citizen
 Holder of a permanent (non-humanitarian) residence visa
 Holder of humanitarian permanent residence visa (evidence required)
 International student

Will you be residing in Australia during the study period? Yes No
 If no, will you be residing outside of Australia due to a course requirement? Yes No

Are you of Australian Aboriginal or Torres Strait Islander origin? Yes No
 If yes, please tick ONE box only: Aboriginal Torres Strait Islander Aboriginal and Torres Strait Islander

If you were NOT born in Australia:

What date was your visa, residency or citizenship granted? (dd/mm/yyyy):	In which country were you born?
What was your first year of arrival? (yyyy):	In which country/countries do you hold citizenship?

Do you speak a language other than English at your permanent home residence? Yes No
 If yes, what is the main non-English language spoken?

2. COURSE INFORMATION

When do you wish to start study? Teaching Period 1 Teaching Period 2 Year (yyyy): _____
 Campus of study: Townsville Cairns JCU Brisbane

3. EDUCATION LEVEL OF YOUR PARENTS OR GUARDIANS

These questions are about the highest level of education **completed** by your parents or guardians.

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 James Cook University in the assessment of your application.

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.

Question 3 continues on next page.

Name of Applicant: _____

Parent/ Guardian 1: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I have no parent/ guardian	Parent/ Guardian 2: Male <input type="checkbox"/> Female <input type="checkbox"/> I have no parent/ guardian	What is the highest level of education completed by your parent/ guardian (tick one):
<input type="checkbox"/>	<input type="checkbox"/>	Postgraduate qualification (e.g. Graduate diploma, masters degree, PhD)
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor degree
<input type="checkbox"/>	<input type="checkbox"/>	Other post-school qualifications (e.g. Associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 12 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 10 schooling,* continued at school, but didn't complete Year 12 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 10 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Didn't complete Year 10 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Don't know *or equivalent

4. QUALIFICATIONS

Please provide details of qualifications. Certified copies of official academic records for all tertiary or technical studies (other than James Cook University) or hospital certificate and current annual practising/licence certificate must be forwarded with your application. If your current name and the name on your supporting documentation are different, a certified copy of evidence of name change is required (e.g. marriage certificate).

NAME OF DEGREE/AWARD/CERTIFICATE (eg. Bachelor of Science)	INSTITUTION (eg. James Cook University)	YEARS UNDERTAKEN (eg. 1994-98)	DEGREE/AWARD COMPLETED (Yes/ No)

5. SUBJECT SELECTION AND HOME INSTITUTION APPROVAL

List all of the subjects that you wish to study during this enrolment year.

Application for cross institutional study at JCU will not be processed without home institution approval.

Course at home institution: _____

Institution: _____

JCU SUBJECT CODE	JCU SUBJECT TITLE	STUDY PERIOD

Signature of approving University Officer: _____ (please place institutional stamp over signature)

Please print name: _____ position: _____

Telephone: _____ Date (dd/mm/yyyy): ____/____/____

Email: _____

The following authorisation is to be completed by a Student Administration Officer at the home university:

Is the student in a Commonwealth Supported place at the home university? Yes No

If yes, what rate of student contribution does the student pay?

Single < 1997 Differential 1997 - 2004 2005 - 2007 2008

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 academic transcripts (see below)

Other documentation where applicable, e.g. change of name (see below)

and have you:

completed all details on the *Application for Cross Institutional Enrolment* form

written your name at the top of each page of this form

gained written approval, including fee information, from your home institution in Section 5

read the declaration signed and dated the Declaration (in blue or black pen)

If your application is successful, you will receive an *Offer Pack* with an *Offer Letter* and an *Offer Acceptance* form. Complete the *Offer Acceptance* form and return it to JCU as advised. Once admitted to cross institutional study at JCU, you will need to login to eStudent (www.jcu.edu.au/estudent) to enrol in your pre-approved subjects for your chosen study period.

Incomplete or missing documentation may delay the processing of your application.

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 your copies certified by:

- the Authority that issued the document
- Student Administration section of an Australian university - JCU's Student Enquiry Centre

JCU will however accept copies certified by:

- Justice of the Peace (JP)
- Commissioner for Declarations / Notary of the Public
- Barrister or Solicitor
- The University Admissions Centre of any Australian state – eg QTAC
- an Australian overseas diplomatic mission
- a police officer at or above the rank of Sergeant
- JCU registered Overseas Agents
- AusAID Posts

The person certifying photocopies of the original documentation must state that the documents they are certifying are a true copy 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 your 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. QUALIFICATIONS WRITTEN IN A LANGUAGE OTHER THAN ENGLISH

Please provide certified translations and a certified copy of the original documentation.

Name of Applicant: _____

10. 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

Please note that JCU needs the original of this form. Offers cannot be finalised from faxed or scanned copies of applications.

Office use only

FACULTY/SCHOOL USE:

ACCEPT this application and subject selection REJECT this application (enter reason below in comments section)

Comments: _____

Conditions: _____

Signature of Approving Officer: _____ Please print name: _____ Date: _____

Signature of Head of School _____ Print name _____ Date (dd/mm/yyyy): _____

Signature of Assoc. Dean/Faculty Registrar _____ Print name _____ Date (dd/mm/yyyy): _____

ADMISSIONS USE:

Domestic

Liability category Dom Fee Paying
 Commonwealth supported

Study Mode - Cross institutional Inbound
Availability - Domestic (1)

International

Liability category - International non-Award

Study Mode - Cross institutional Inbound
Availability - International (2)

Full payment of fees

Application entered: Yes Date: ___/___/___ Initials: _____

Offer made and sent: Yes Date: ___/___/___ Initials: _____

Conditions apply: Yes Condition: _____
 No

Conditions met: Yes No Initials: _____

Paperwork forwarded from Admissions to Enrolments

Date sent: ___/___/___

Comments: _____