



CRICOS CODES 00117J (QLD)

APPLICATION FOR POSTGRADUATE COURSEWORK PROGRAM

(INCLUDES GRADUATE DIPLOMA OF EDUCATION, AND GRADUATE CERTIFICATE OR GRADUATE DIPLOMA OF RESEARCH METHODS)

NOT FOR USE BY INTERNATIONAL OR RESEARCH APPLICANTS

Applications for Psychology programs, Marine Biology and Graduate Diploma of Education close on 31 October 2008.

1. PERSONAL DETAILS	
Title: <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <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* <small>*once you are enrolled at JCU, all email communication will be via your JCU email address</small>
Permanent home address: <small>PO Box not acceptable</small>	
Suburb:	State: Postcode:
Mailing address: <small>If different from above</small>	
Suburb:	State: Postcode:
Permanent phone number:	Permanent 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your current or previous JCU student number (8 or 10 digits)	
Has your name changed since you were last enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, documentary evidence required)	
Are you intending to apply for advanced standing for previous studies or professional experience? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, complete an <i>Application for Advanced Standing</i> form</small>	
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.	
<input type="checkbox"/> Australian citizen (includes dual citizenship) <input type="checkbox"/> New Zealand citizen <input type="checkbox"/> Holder of a permanent (non-humanitarian) residence visa <input type="checkbox"/> Holder of a humanitarian permanent residence visa (evidence required) <input type="checkbox"/> International student - DO NOT complete this form. Contact the International Student Centre on iscenquiries@jcu.edu.au	
Will you be residing in Australia during the Study Period? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, will you be residing outside of Australia due to a course requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you of Australian Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please tick ONE box only: <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander	
If you were NOT born in Australia:	What date was your residency or citizenship granted? (dd/mm/yyyy):
	What was your first year of arrival? (yyyy)
	In which country were you born?
	What country/countries do you hold citizenship?
	Do you speak a language other than English at your permanent home residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the main non-English language spoken at your permanent home residence?
2. COURSE INFORMATION	
Name of course you wish to apply for:	Office use only:
Intended major area of study/discipline:	
When do you wish to commence study? Teaching Period 1: <input type="checkbox"/> Teaching Period 2: <input type="checkbox"/> Year (yyyy): Do you intend on undertaking a Block subject in January, June or July? <input type="checkbox"/> Yes <input type="checkbox"/> No	Unicode:
Campus of study: <input type="checkbox"/> Townsville <input type="checkbox"/> Cairns <input type="checkbox"/> JCU Brisbane	
Do you intend to study?: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Do you intend to study?: <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Limited Attendance

3. 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)

4. REFEREES

[Master of Applied Science (Aquaculture), Master of Applied Science (Marine Biology), Public Health and Tropical Medicine, Nursing Science and Psychology applicants only]

Applicants for the above courses are required to provide the names, addresses and positions of two referees who are prepared to comment upon your suitability to undertake these studies. **Business degree applicants** – please see the Application Checklist at the end of this form.

REFEREE 1			REFEREE 2		
Title:	Initials:	Family name:	Title:	Initials	Family name:
Address:			Address:		
Phone number:			Phone number:		
Email address:			Email address:		

5. SUBJECT SELECTION – This section only needs to be completed for those courses listed below.

[Subjects for all other courses are not required at this stage. Further details will be provided in the offer pack. Please continue to SECTION 6.]

Subject Code (e.g TM5502)	Subject Code (e.g TM5502)	Subject Code (e.g TM5502)		
			Graduate Certificate of Biomedical Sciences	Graduate Diploma of Creative Arts
			Graduate Certificate of Legal Studies	Graduate Diploma of Legal Studies
			Graduate Certificate of Research Methods	Graduate Diploma of Research Methods
			Graduate Certificate of Social Science	Graduate Diploma of Social Science
			Graduate Certificate of Tropical Animal Science	Graduate Diploma of Tropical Animal Science
			Graduate Diploma of Arts	Master of Biomedical Sciences
			Graduate Diploma of Biomedical Sciences	Master of Tropical Animal Science

6. PREFERRED FEE TYPE

<p>A number of Commonwealth supported places are available in SOME postgraduate coursework courses (see information opposite).</p> <p>Australian citizens (and New Zealand citizens and permanent residents who reside in Australia for duration of their unit of study) have the option (in these courses) of paying a student contribution as a Commonwealth supported student (previously called HECS) or tuition fees.</p> <p>Refer to www.jcu.edu.au/student/fees/index for more information on student contributions and tuition fees.</p> <p>Please indicate your preferred fee type:</p> <p><input type="checkbox"/> Commonwealth supported</p> <p><input type="checkbox"/> Tuition fee paying</p>	<p>A number of Commonwealth supported places ARE available in most postgraduate coursework courses in the following discipline areas:</p> <ul style="list-style-type: none"> Allied Health Astronomy Education Health Science Indigenous Studies Information Technology Medical Nursing Psychology Public Health Science Social Policy Social Science Social Work Tourism 	<p>Commonwealth supported places ARE NOT available in postgraduate coursework courses in the following discipline areas:</p> <ul style="list-style-type: none"> Accounting Arts Business Creative Arts Economics Engineering Hospitality Journalism/Writing Law Tropical Animal Science Veterinary Science Women's Studies
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7. 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, Science and Training (DEST) for those purposes
- DEST will store the information securely in the Higher Education Information Management System
- DEST may disclose the information to the Australian Taxation Office (ATO), and
- James Cook University and DEST 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, Science and Training as outlined above, without my authorisation unless required or authorised by law.

Signature:

Date: (dd/mm/yyyy)

OFFICE USE ONLY

STUDENT ADMINISTRATION USE: Entry requirements met Yes Faculty approval required as per Rule

Basis of admission: AU EX MA OB PQ SS TE TF

Comments:

Conditions:

Commencement date: (dd/mm/yyyy)

Offer checked (initials): _____ Date: (dd/mm/yyyy) _____ Data entered (initials): _____ Date: (dd/mm/yyyy) _____

FACULTY/SCHOOL USE: Subjects checked by (initials): _____ Date: (dd/mm/yyyy) _____

ACCEPT THIS APPLICATION

Signature of approving officer: _____ Print name: _____ Date: (dd/mm/yyyy) _____

Name of school: _____ Self managed: Yes No

REJECT THIS APPLICATION because:

Signature of Head of School: _____ Print name: _____ Date: (dd/mm/yyyy) _____
(JCU Brisbane – Manager Student Administration Services)

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

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.

10. APPLICATION CHECKLIST

Have you included:

- certified copies of your official academic transcripts (see section 8) **please do not include originals**
- certified copies of degree testamur and professional certificates (see section 8)
- your CV which includes descriptions of work experience
- other documentary evidence where applicable, e.g. change of name
- details of two referees and references/referee reports for Master of Applied Science (Aquaculture), Master of Applied Science (Marine Biology), Public Health and Tropical Medicine, Nursing Science and Psychology applicants
- Psychology applicants must ensure their referee reports are sent to their nominated referees to complete
- certified copies of documents citing duration of service and professional experience (if you are seeking admission/advanced standing on grounds of professional experience)

and have you:

- completed all relevant sections of the *Application for Postgraduate Coursework Program* form
- read the Declaration
- signed and dated this form

Graduate Diploma of Education (GradDipEd) applicants

Last date to lodge this application is Friday 31 October. Applications received after this date may not be assessed in time for the start of the course. Applicants must complete an *Additional Information* form and submit this with your application. Please contact the School of Education (07) 4781 4465 for a copy of this form or download it from www.jcu.edu.au/soe/postgrad/JCUPRD_036544.html

Townsville campus: Primary and Secondary majors available.

Cairns campus: Grades 1-9 available for Graduate Diploma of Education.

Marine Biology applicants

Last date to lodge this application is Friday 31 October. Applications received after this date may not be assessed in time for the start of the course. Applicants must submit a copy of their CV and a personal statement outlining why they wish to do the course and their long-term academic goals with this application (statement should be between one paragraph and one page in length).

Business applicants

If applying for a Graduate Certificate of Business Administration, applicants without a previous degree must also submit a letter of support from your employer on official company letterhead verifying your management work history. Contact 07 4781 5854 for further information.

Psychology applicants

Have you applied for any other course at JCU this year? Yes No If Yes, which course _____

Master of Advanced Nursing Practice; Master of Rural and Remote Medicine; Master of Midwifery; Postgraduate Diploma of Midwifery; Postgraduate Certificate of Nursing Science (Advanced Clinical Practice), (Cardiac), (Intensive Care), (Neonatal Care), (Perioperative Care) and (Renal); Graduate Diploma of Exercise Physiology (Clinical); and Master of Nursing (Nurse Practitioner) applicants

A Hepatitis B immunisation form must be completed and returned it with your application.

JCU staff applying for the Graduate Certificate of Education (Tertiary Teaching)

Some JCU staff are eligible for a fee waiver for the Graduate Certificate of Education (Tertiary Teaching). For further information, contact Teaching and Learning Development. Application for a fee waiver must include a Supporting Statement signed by Head of School.

NAME OF APPLICANT:

11. FOR FURTHER HELP

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

12. RETURN THIS COMPLETED FORM TO: (with any supporting documentation)

Student Enquiry Centre
James Cook University
Townsville Qld 4811
Telephone: 07 4781 5255
Email: EnquiriesTownsville@jcu.edu.au

Cairns Students:
Forms can be handed in to the Student Enquiry
Centre in building A1 for on forwarding to the
Townsville Campus

JCU Brisbane Students:
349 Queen Street
Brisbane Qld 4000
Telephone: 07 3001 7800