

APPLICATION FOR POSTGRADUATE CONCURRENT ENROLMENT

NOT FOR USE BY INTERNATIONAL OR RESEARCH APPLICANTS

1. PERSONAL DETAILS

Student Number: <input type="text"/>		
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	JCU Email address:	
Permanent home address: PO Box not acceptable		
Suburb:	State:	Postcode:
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:	
Has your name changed since you were last enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, documentary evidence required)		

CITIZEN/RESIDENCY DETAILS:

Please check your current details in eStudent under **My Details**. To update your details, complete the **Change of Personal Details** form at www.jcu.edu.au/student/forms/index.htm and provide documentary evidence (such as a certified copy of a citizenship certificate or permanent residency visa).

Are you intending to apply for advanced standing for previous studies or professional experience? Yes No
If yes, complete an **Application for Advanced standing** form.

2. 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.

Parent/ Guardian 1: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I have no parent/ guardian	Parent/ Guardian 2: <input type="checkbox"/> 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

3. DEGREE INFORMATION

NOTE: A candidate cannot enrol concurrently for any other degree or diploma of this or any other institution of higher education without the prior written permission of the Executive Dean of the appropriate Faculty or, in the case of interfaculty degrees, the Executive Deans of the appropriate Faculties.

Current degree:	OFFICE USE ONLY:
Intended concurrent degree:	
Intended major area of study/discipline:	
When do you want to start study? <input type="checkbox"/> Teaching period 1 <input type="checkbox"/> Teaching Period 2 Year (yyyy):	Unicode:
Campus of study: <input type="checkbox"/> Townsville <input type="checkbox"/> Cairns	
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	

4. REFEREES

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

Applicants for the above courses are required to provide names, addresses and positions of two referees who are prepared to comment upon your suitability to undertake these studies.

REFEREE ONE:

REFEREE TWO:

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 your Offer Pack. Please continue to Step 5).

Subject Code (e.g TM5502)	Subject Code (e.g TM5502)	Subject Code (e.g TM5502)	Graduate Certificate of Biomedical Sciences Graduate Certificate of Legal Studies Graduate Certificate of Public Policy Graduate Certificate of Research Methods Graduate Certificate of Social Science Graduate Certificate of Tropical Animal Science Graduate Diploma of Arts Graduate Diploma of Biomedical Sciences Graduate Diploma of Legal Studies	Graduate Diploma of Creative Arts Graduate Diploma of Research methods Graduate Diploma of Social Science Graduate Diploma of Tropical Animal Science Master of Biomedical Sciences Master of Tropical Animal Science Non-Award Enrolment

6. PREFERRED FEE TYPE

- Commonwealth supported
 Tuition fee paying

A number of Commonwealth supported places are available in SOME postgraduate coursework courses (refer to www.jcu.edu.au/future/studyoptions/postgraduate/JCUDEV_015704.html).

Australian citizens (and New Zealand citizens and permanent residents who reside in Australia for the 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.

Refer to www.jcu.edu.au/student/fees for more information on student contributions and tuition fees.

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, 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): ____/____/____

8. EXECUTIVE DEAN APPROVAL (Approval of both executive Deans required in the case of interfaculty degrees)

Enrolment in two courses is approved / not approved. Conditions (if applicable):

Signature of Executive Dean: _____ Faculty: _____ Date (dd/mm/yyyy): _____

Enrolment in two courses is approved / not approved. Conditions (if applicable):

Signature of Executive Dean: _____ Faculty: _____ Date (dd/mm/yyyy): _____

Offer made and Enrolment pack sent (dd/mm/yyyy): ____/____/____

9. 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.

10. QUALIFICATIONS WRITTEN IN A LANGUAGE OTHER THAN ENGLISH

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

11. APPLICATION CHECKLIST

Have you included:

- documentary evidence where applicable, e.g. change of name or citizenship details
- 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
- 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 Concurrent Enrolment* form
- read the Declaration
- signed and dated the Declaration (in blue or black pen)

12. 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