

APPLICATION FOR ADMISSION TO HONOURS

(WHERE JCU IS NOT THE HOME INSTITUTION)
Including Postgraduate Diploma of Psychology

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: 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:	
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) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
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 If yes, complete an <i>Application for Advanced Standing form</i>		

CITIZEN/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? 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 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

OFFICE USE ONLY:

Name of course you wish to apply for:	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		

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: <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

4. QUALIFICATIONS

Please provide details of qualifications. **Certified** copies of official academic records for all tertiary or technical studies (other than James Cook University) 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). If you are completing your degree in Study Period 2 this year, you must forward your Study period 2 results to the relevant School as soon as they become available. Please include a covering letter indicating that the results are to support your Honours application. If your current name and the name on your supporting documentation are different, a certified copy 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. REFEREES

[Name two persons who are willing and in a position to support your application]

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

For additional requirements - Please see the Application Checklist at the end of this form.

REFEREE ONE:

Title: Initials: Family Name:
Position held:
Address:

Phone number:
Email address:

REFEREE TWO:

Title: Initials: Family Name:
Position held
Address:

Phone number:
Email address:

5. 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): _____ / _____ / _____

6. 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

7. APPLICATION CHECKLIST**Have you included:**

- certified copies of your official academic transcripts (see below) please do not include originals
- certified copies of degree testamur and professional certificates (see below)
- your CV which includes descriptions of work experience (if applicable)
- other documentary evidence where applicable, e.g. change of name

and have you:

- completed all relevant sections of the Application for Admission to Honours form
- read the Declaration
- signed and dated the Declaration in blue or black pen

School of Marine and Tropical Biology Applicants

Last date to lodge this application is first working Monday in December for February intake and first working Monday in July for September intake. Applications received after this date will be accepted, but may not be assessed in time for the start of the course. Please also download the Additional Information form from http://www.jcu.edu.au/mtb/idc/groups/public/documents/subject_description/jcudev_018625.pdf complete and attach to this application at the time of lodgement.

Psychology Applicants

Please return this completed form by **30 November** to the appropriate campus.

Applicants who apply for Psychology honours (where JCU is not the home institution) will be made an offer into the Bachelor of Psychology - fourth year, and receive advanced standing for up to 63 credit points. Psychology Honours is only available to students who have completed their undergraduate Psychology degree at JCU. Please note, if you intend to study part-time, thesis must be completed in second year of enrolment. You must provide the following details of qualifications with this application:

- i. Certified copies of official academic records for all tertiary or technical studies;
- ii. Documentary evidence of having an APS-accredited three-year sequence in Psychology (e.g. photocopy from university handbook of degree rules including number of units/points and any required subjects);
- iii. Certified copy of documentary evidence of name change (e.g. marriage certificate) if your current name and the name on your academic record are different.
- iv. If you are a current third year student, you will need to make arrangements with your third year coordinator to obtain percentage marks and letter grades prior to the official release of marks (applicable to applicants completing third year subjects in second semester of the current year). These marks must be emailed to the School of Arts and Social Sciences on psychology@jcu.edu.au by **4 December** giving details of the subject code and title, units or credit points, percentage mark and letter grade of second semester subjects. A certified copy of your academic record must then be provided with your enrolment. Results will be verified on receipt of Academic record. Incorrect email advice may render the offer invalid.

If you are a current JCU third year student, do not use this form. Please contact the School of Arts and Social Sciences on 47814301 or email: psychology@jcu.edu.au

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 document.

10. OFFICE USE ONLY**STUDENT ADMISSION USE:** Entry requirements met: Yes Faculty approval required Basis of admission: TEApplication entered: Yes Date: / / Initials: Offer made: Yes Date: / / Initials:CHESSN required: Yes No Number created: / / Initials:Conditions Apply: Yes Condition: _____ No Conditions met: Yes No

Paperwork forwarded from Admissions to Enrolments Date sent: / / Initials:

Comments:

FACULTY/SCHOOL USE: **ACCEPT THIS APPLICATION** for Study Period _____ For course code: _____

Signature of Honours Coordinator: Print name: Date: / /

Signature of Head of School: Print name: Date: / /

Signature of Assoc. Dean/Faculty Registrar: Print name: Date: / /

 REJECT THIS APPLICATION because: