



APPLICATION FOR POSTGRADUATE COURSEWORK PROGRAM

SA 18

CRICOS CODE 00117J

1. Personal details

Title Dr Mr Ms Mrs Miss Other _____ Family Name _____

Given Name(s) _____ Date of birth ____ / ____ / ____

Permanent home address _____ Postcode _____

Semester mailing address _____ Postcode _____

Email address* _____

*once you are enrolled at JCU, all email communication will be via your JCU email address

Daytime phone number _____ After hours phone number _____

Mobile phone number _____ Fax number _____

2. Course information

Name of course you wish to apply for _____ Faculty/School use only - Codes:

Intended major area of study/discipline _____

When do you wish to commence study? Semester 1 Semester 2 Year 200 _____

Campus of study Townsville Cairns Holmes College (New South Wales) Holmes College (Victoria)

Do you intend to study Full Time Part Time

Have you previously been enrolled at James Cook University? Yes No

If **yes**, please indicate JCU course undertaken _____

and your JCU Student Number

If your name has changed since you were last enrolled at JCU, please provide your previous name. _____

Please also attach a certified copy of documentary evidence of your name change, e.g. your marriage certificate, statutory declaration or a deed poll.

Are you intending to apply for credit for previous studies or professional experience? Yes No *If yes, please complete an Application for Credit Previous Studies form.

3. Qualifications

Office use only : UG Uni Code

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 academic record are different, please attach a certified copy of documentary evidence of your name change (e.g. marriage certificate).

Name of Degree/Award/Certificate (eg Bachelor of Science)	Institution	Years Undertaken (eg 1994-98)	Degree/Award Completed (yes/no)

4. Citizenship/Residency

Please tick (✓) ONE box only

Were you born in Australia?

Yes

Have you been granted Australian citizenship?

Yes : indicate date your citizenship was granted

___ / ___ / ___

Have you been granted Permanent Residency?

Yes : indicate date of first arrival in Australia
as holder of a permanent visa

___ / ___ / ___

Are you a New Zealand citizen?

Yes

5. Referees [Master of Applied Science (Aquaculture), Master of Applied Science (Marine Biology), 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.

Title Initials Family Name

Position held _____

Address _____

Phone number _____

Email address _____

Title Initials Family Name

Position held _____

Address _____

Phone number _____

Email address _____

6. Declaration

IMPORTANT NOTICE

I declare that the information I have supplied on this form is, to the best of my knowledge, complete and correct. I acknowledge that my application for enrolment is subject to acceptance by the University which has power to impose conditions. I further acknowledge that in the event my application for enrolment as a student at the University is accepted by the University, I will be bound by the provisions of the relevant Student Handbook, statutes, rules and policies of the University as are in force from time to time, and will be subject to the lawful instructions of officers of the University.

Signature _____ Date _____

7. Privacy Statement

PLEASE NOTE

Information contained on this form is collected for enrolment and administrative purposes. Some information may be released to the JCU Student Association for administrative and electoral purposes. Personal information will not be passed on to any other external bodies without your authorisation unless a valid legal request has been made.

8. Please read the notes on page 4 and then return this completed form to:

Student Administration
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 Administration
counter in building A1 for onforwarding to the Townsville
Campus

3/04

9. Subject Selection

First Semester 1 January – 31 May				Second Semester 1 June – 31 December				Full Year			
Subject Code including Unit Value (eg EL1000:03)	Mode of Delivery	Subject Location	Block Dates (if applicable)	Subject Code including Unit Value (eg EL1000:03)	Mode of Delivery	Subject Location	Block Dates (if applicable)	Subject Code including Unit Value (eg EL1000:03)	Mode of Delivery	Subject Location	Block Dates (if applicable)

Mode of Delivery

I = On-campus
 B = Block mode
 L = Limited attendance
 X = External delivery

Subject Location

T = Townsville C = Cairns
 I = Mt Isa M = Mackay
 N = Holmes Colleges (New South Wales)
 V = Holmes Colleges (Victoria)

Block Dates

This section should only be completed for subjects offered by block (intensive) mode. Please indicate the dates of the block mode subject.

Office use only

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

Comments _____

Credit _____

Conditions _____

Commencement date: ____ / ____ / ____ Expiry date: ____ / ____ / ____

Attendance status: 01 – Full Time 03 – Part Time 07 – Limited Attendance (F/Time) 09 – Limited Attendance (P/Time)

Suspension approved Yes No Date of suspension From ____ / ____ / ____ to ____ / ____ / ____

Offer checked _____ / ____ / ____ / ____ Data entered _____ / ____ / ____ / ____
 Initials DD MM YYYY Initials DD MM YYYY

FACULTY/SCHOOL USE:

Subjects checked by _____ / ____ / ____ / ____
 Initials DD MM YYYY

- ACCEPT this application
 Tuition Fee paying student OR HECS Placement student

Most postgraduate coursework students are tuition fee students. For **RELEVANT COURSES ONLY** please indicate if student is to be offered a restricted HECS place.

 Signature of Approving Officer Print name Date (DD / MM / YY)

REJECT this application because _____

 Signature of Head of School Print name Date (DD / MM / YY)

 Signature of Assoc. Dean/Faculty Registrar Print name Date (DD / MM / YY)

PLEASE RETURN COMPLETED FORM TO STUDENT ADMINISTRATION WITHOUT DELAY ____ / ____ / ____ Date sent

Application checklist

Have you included:

- Certified copies of your academic transcripts (see below) **please do not include originals**
- Your CV which includes descriptions of work experience
- Certified copies of degree testamur and professional certificates (see below)
- Other documentary evidence where applicable, e.g. change of name (see below)
- Details of 2 referees and references/referee reports citing duration of service and professional experience (if you are seeking admission/credits on grounds of professional experience)

and have you:

- Completed all details on the Postgraduate Application form, including subjects etc.
- Read the Declaration
- Signed and dated this form.

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

Please provide 2 referees as outlined in section 5 of this form.

Business applicants

Are required to provide two written referee reports. Please contact the School of Business on (07) 4781 5854 for Referee Report forms.

Psychology applicants

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

Master of Rural and Remote Medicine; Postgraduate Diploma of Midwifery; Postgraduate Certificate of Nursing Science (Cardiac Nursing), (Intensive Care) and (Perioperative Care) ; Master of Advanced Nursing Practice applicants

Please complete the Hepatitis B immunisation form and return it with your application.

Graduate Certificate of Education (Tertiary Teaching) applicants requesting fee waiver

Please include a supporting statement signed by your Head of School.

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 which issued the document
- An Australian University – e.g. JCU Student Administration
- 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 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.

Qualifications written in a language other than English

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

For further assistance

We look forward to receiving your application. If we can be of further assistance, or if you require further information, please call our Enquiries Hotline on freecall 1800 246 446.