

Application to study at JCU

Use this form if you are

- (1) a domestic applicant, OR
- (2) if you are applying for International non-award subjects, OR
- (3) if you are a non JCU student applying for cross institutional study.

Please complete and return this form via email to admissions@jcu.edu.au

PERSONAL DETAILS

Have you previously applied to or studied at JCU?		<input type="checkbox"/> Yes – If yes, please provide your student ID (if known)		<input type="checkbox"/> No		Student ID					
Family Name								Title			
Given Names						Date of Birth					
Gender		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other									
Have you been known by any other name/s? – If yes, please state them here and provide change of name documents to confirm legal name.											
If you are currently studying at JCU do you intend to continue your current course at the same time as this new course subject? We strongly recommend you contact Centrelink to check your eligibility for entitlements when splitting study load across two courses or when studying part time.								<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you applying for cross institutional study? – If yes, complete and attach the Home Institution Approval for Cross Institutional Study at JCU form								<input type="checkbox"/> Yes <input type="checkbox"/> No			

CONTACT DETAILS

Telephone				Mobile/Cell Phone			
Email							
Permanent home address							
Suburb/City				State			
Post/Zip code							
Is your mailing address the same as your permanent home address?				<input type="checkbox"/> Yes <input type="checkbox"/> No – If no, please provide your mailing address below			
Mailing address							
Suburb/City				State			
Post/Zip code							

EMERGENCY CONTACT DETAILS

Name				Surname			
Relationship to you				Mobile/Cell Phone			
Home telephone				Work telephone			

WHAT ARE YOU APPLYING FOR?

Course name				Individual Subjects	
Major (if applicable)					
Proposed Supervisor (for Research Methods only)					
		OR			

WHERE DO YOU WANT TO STUDY?

<input type="checkbox"/> JCU Brisbane <input type="checkbox"/> JCU Cairns, Nguma-bada campus, Smithfield <input type="checkbox"/> JCU Mackay <input type="checkbox"/> JCU Mt Isa, Murtupuni campus <input type="checkbox"/> JCU Thursday Island <input type="checkbox"/> JCU Townsville, Bebegu Yumba campus, Douglas <input type="checkbox"/> External	
Please note: Not all courses are available at all campuses	

WHEN DO YOU WANT TO STUDY?

Year

☐ Teaching Period 1 ☐ Teaching Period 2 OR ☐ Trimester 1 ☐ Trimester 2 ☐ Trimester 3

For more information on start dates please visit <https://www.jcu.edu.au/students/important-dates>

HOW DO YOU INTEND TO STUDY?

☐ Full time ☐ Part time

We strongly recommend you contact Centrelink to check your eligibility for entitlements when splitting study load across two courses or when studying part time.

FEE TYPE

☐ Commonwealth Supported ☐ Tuition Fee Paying

All domestic undergraduate degrees are Commonwealth Supported. A number of Commonwealth Supported Places are available in SOME domestic postgraduate coursework courses. Refer to <https://www.jcu.edu.au/students/fees-and-financial-support/commonwealth-supported-fees-and-payment-options>. Please refer to <https://www.jcu.edu.au/students/fees-and-financial-support> for more information on student fees.

CITIZENSHIP / RESIDENCY

Country of Citizenship

Country of Birth

Do you have a valid Australian Visa

☐ Yes – If yes please provide a copy ☐ No

If you were born overseas, what was your first year of arrival?

Do you identify as Aboriginal, Torres Strait Islander, Aboriginal and Torres Strait Islander?

☐ Yes ☐ No ☐ Decline to answer

If yes, please select ONE only

☐ Aboriginal ☐ Torres Strait Islander ☐ Aboriginal & Torres Strait Islander

Main language spoken at home

EDUCATIONAL QUALIFICATIONS

What is your highest level of secondary school?

☐ Year 9 ☐ Year 10 ☐ Year 11 ☐ Year 12 ☐ High school level is unknown

Year completed

What is the highest qualification level you have completed?

☐ Doctoral Degree

☐ Master Degree Graduate Diploma or Graduate Certificate

☐ Bachelor Degree

☐ Advanced Diploma or Associate Degree

☐ Diploma

☐ Certificate IV

☐ Certificate III

☐ Certificate II

☐ Certificate I

☐ None of the above

Year completed

If you are currently completing year 11/12, please provide your LUI (Your 10-digit learner unique identifier or LUI is created when your school or learning provider registers you with the QCAA. It is different from your school ID.)

Provide details of any courses that you currently or have previously been enrolled in (including trade certificates, certificates, tertiary preparatory courses and tertiary level courses).

NAME / LEVEL OF COURSE	NAME OF INSTITUTION	YEARS ATTENDED		COURSE COMPLETED
		From	To	
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Certified copies of your documents may be requested as part of our application verification process. All documents must be translated into English by the issuing institution or by an official translating service. Some programs consider entry based on work experience. Please provide a current curriculum vitae if you would like to be considered for entry based on your work experience.

EMPLOYMENT EXPERIENCE

POSITION / JOB TITLE

KEY DUTIES UNDERTAKEN

DURATION OF EMPLOYMENT

EDUCATION LEVEL OF PARENTS / GUARDIANS

This information is required by the Australian Government for statistical purposes. It will not be used in the assessment of your application.

PARENT / GUARDIAN 1 <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	PARENT / GUARDIAN 2 <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	What is the highest level of education completed by the person/s who were your parents/guardians during school years:
<input type="checkbox"/>	<input type="checkbox"/>	Postgraduate Qualification (e.g. Graduate diploma, Masters)
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor degree
<input type="checkbox"/>	<input type="checkbox"/>	Other post-school qualification (e.g. Advanced Diploma, VET/TAFE certificate, apprenticeship)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 12 schooling
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 10 schooling
<input type="checkbox"/>	<input type="checkbox"/>	Did not complete Year 10 schooling
<input type="checkbox"/>	<input type="checkbox"/>	Do not know

ATTACHMENTS

Where possible, include the following with your application:

<input type="checkbox"/> Academic transcripts
<input type="checkbox"/> Certificates/awards
<input type="checkbox"/> Additional Supporting Documentation (eg. resume, employment letter, referee report)
<input type="checkbox"/> Marriage Certificate/Deed Poll/Change of Name Certificate (if your name is different from that on your qualifications and/or you have previously studied at JCU under a different name)
<input type="checkbox"/> Australian Visa (if you are the holder of an Australian Visa)
<input type="checkbox"/> Proof of citizenship (if you are an Australian citizen but were born overseas)
<input type="checkbox"/> Enhanced Study for Secondary School Students form if you intend to study at JCU while also completing Year 11/12
<input type="checkbox"/> Home Institution Approval for Cross Institutional Study at JCU form (if you are applying for cross institutional study)
<input type="checkbox"/> Application for Advanced Standing if you intend to apply for credit for previous studies. Please indicate via the tick box if you intend to apply for credit.

DECLARATION (all applicants must complete)

1. QUALIFICATION SEARCH & INFORMATION VERIFICATION

- 1.1 I authorise James Cook University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian or overseas 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.
- 1.2 I authorise James Cook University to contact the referees named in my application to seek additional information or clarification. I acknowledge that James Cook University may seek to verify any publications listed in which I am named as an author by contacting the publisher, editor or co-authors and may seek to contact staff from the Educational Institution where any research projects, theses or dissertations referred to in this application were obtained.

2. INFORMED CONSENT

- 2.1 I understand that:
- James Cook University is collecting the information which I have provided in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 or the Research Training Scheme and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me
 - James Cook University will disclose the information I have provided in this form to the Department of Education and Training for those purposes
 - Department of Education and Training will store the information securely in the Higher Education Information Management System
 - Department of Education and Training may disclose the information to the Australian Taxation Office (ATO), and
 - James Cook University and Department of Education and Training will not otherwise disclose the information without my consent unless required or authorised by law.

3. PRIVACY

- 3.1 James Cook University complies with the Information Privacy Act 2009. The information contained in this form is collected for admission and administrative purposes. The information will be held by James Cook University and may be accessed and used by people employed by the University. Personal information will not be passed on to any other external bodies, other than as outlined above, without my authorisation unless required or authorised by law, or otherwise in accordance with the Information Privacy Principles. The provision of this information is voluntary, but if this information is not provided, the University may be unable to process my application or provide services to me. I have a right of access to, and correction of my personal information, subject to any exceptions in relevant legislation. I can direct any enquiries I may have in relation to privacy to the University's Privacy Officer (Deputy Director, Governance Support and Corporate Information, Governance and Corporate Services Office, James Cook University, Townsville Qld 4811).

Applicant Signature

Date