

# Application to study at JCU

Use this form if you are a domestic applicant, OR if you are applying for International non-award subjects, OR if you are a non JCU student applying for cross institutional study.



## PERSONAL DETAILS

Have you previously applied to or studied at JCU?  No  Yes - Student ID (if known):

Family Name:

Title:

Given Names:

Gender:  Male  Female  Other

Have you been known by any other name/s (if so state here)?:

Date of Birth (dd/mm/yy):

Email:

Permanent Home Address:

Mailing Address (if different from above):

Home Phone Number:

Mobile Phone Number:

Emergency Contact Name:

Relationship to you:

Emergency home phone number:

Emergency work phone number:

If you are currently studying at JCU do you intend to continue your current course at the same time as this new course/subject? <sup>1</sup>  Yes  No

Are you applying for cross institutional study?  Yes  No

If yes, complete and attach the [Home Institution Approval for Cross Institutional Study at JCU form](#)

## WHAT ARE YOU APPLYING FOR?

Course:

OR

Individual Subjects:

Major (if applicable):

Proposed Supervisor:  
(for Research Methods only)

## WHERE DO YOU WANT TO STUDY? <sup>2</sup>

Brisbane  Cairns  Mount Isa  Mackay  Thursday Island  Townsville  External

## WHEN DO YOU WANT TO START?

Year

Teaching Period 1  Teaching Period 2

Brisbane only:  Trimester 1 (March)  Trimester 2 (July)  Trimester 3 (November)

## HOW DO YOU INTEND TO STUDY? <sup>1</sup>

Full time  Part time

## FEE TYPE <sup>3</sup>

Commonwealth Supported  Tuition Fee Paying

<sup>1</sup> - We strongly recommend you contact Centrelink to check your eligibility for entitlements when splitting study load across two courses or when studying part time.

<sup>2</sup> - Not all courses available at all campuses

<sup>3</sup> - 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/courses-and-study/course-level/postgraduate>. 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 hold a current 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  Declining to answer

If yes, please select ONE only:  Aboriginal  Torres Strait Islander  Aboriginal & Torres Strait Islander

Main language spoken at home:

## EDUCATIONAL QUALIFICATIONS

Did you complete Year 12?  No  Yes

If yes, what year did you complete Year 12?:

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 (eg. Cert III in Business)	Name of Institution	Years attended		Did you complete the course? <input type="radio"/> Yes <input type="radio"/> No
		From	To	
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No

## 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="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Parent/Guardian 2 <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> 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:

- ✓ Academic transcripts
- ✓ Certificates/awards
- ✓ Additional Supporting Documentation (eg. resume, employment letter, referee report) – click here for more info
- ✓ 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)
- ✓ Australian Visa (if you are the holder of an Australian Visa)
- ✓ Proof of citizenship (if you are an Australian citizen but were born overseas)
- ✓ [Enhanced Study for Secondary School Students form](#) if you intend to study at JCU while also completing Year 11/12
- ✓ [Home Institution Approval for Cross Institutional Study at JCU form](#)- if you are applying for cross institutional study
- ✓ [Application for Advanced Standing](#) if you intend to apply for credit for previous studies

**You will need to provide an official translation for any documents in a language other than English.**

**You may be required to provide certified copies.**

## DECLARATION

### 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:

- a) 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
- b) James Cook University will disclose the information I have provided in this form to the Department of Education and Training for those purposes
- c) Department of Education and Training will store the information securely in the Higher Education Information Management System
- d) Department of Education and Training may disclose the information to the Australian Taxation Office (ATO), and
- e) 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).

## COMPLETE FORM

Applicant Signature:

Date:

*Email completed forms to:*

**Cairns, Townsville, Mackay, Mt Isa, Thursday Island campuses**  
admissions@jcu.edu.au

**Brisbane campus**  
admissions@jclub.edu.au

Find out more  
[www.jcu.edu.au/courses-and-study](http://www.jcu.edu.au/courses-and-study)