

Application Due Dates:

Applications received after these dates may not be approved to commence in the next teaching period

Study Period 1:

International students applying to course transfer to Medicine, Dentistry, Veterinary Science: 31 August

International students applying to course transfer to Physiotherapy: 30 September

*Additional applications forms are required for these courses. See www.jcu.edu.au/dthm/forms

31 January - for all other courses

Study Period 2: 30 Jun - for courses that permit mid-year entry

This form is NOT for use by:

- New students wishing to change preference
- Students studying a subsequent or concurrent degree
- Honours applicants
- Domestic students applying for Medicine, Veterinary Science, Physiotherapy, Dentistry, Health Sciences (Physician Assistant), or the Nursing/Midwifery joint degree. New and course transferring students must apply through QTAC

1. PERSONAL DETAILS

Student number:

Title: Dr Mr Mrs Ms Miss Other: _____ Date of birth (dd/mm/yyyy): _____/_____/_____

Given names: _____ Family name: _____

Permanent home address: _____
(PO Box is not acceptable for this address)

Postcode: _____ Telephone: _____

JCU email address: _____@my.jcu.edu.au Mobile phone: _____

Personal email address (if you studied before 2010): _____

*once you are admitted into a JCU course, communication will be sent to your JCU email account

Work phone number: _____

Are you an international student? Yes No If yes, what is your country of citizenship: _____

In what year did you leave secondary school? Did you complete Year 12? Yes No

Has your name changed since you were last enrolled? [If yes, certified documentary evidence is required] Yes No

If your application is successful, once you are admitted to your new course you will be required to check and update your personal details through eStudent.

2. COURSE INFORMATION

When do you wish to start study? Study Period _____ Year _____

Do you intend to study: Full Time Part Time

Do you intend to study: Internal External Limited Attendance

Current course

Course Title: _____ Campus: _____

Major 1: _____ Major 2: _____

Minor 1: _____ Minor 2: _____

Year last enrolled: _____

Proposed course

Preference 1: Course Title: _____ Campus: _____

Major 1 /FTA: _____ Major 2 /STA: _____

(FTA – first teaching area)

(STA – second teaching area)

Minor 1: _____ Minor 2: _____

Please list any other course/s you want to be considered for in this intake period, should you be unsuccessful in the above application. You will be offered a place in your highest approved preference.

Preference 2: Course Title: _____ Campus: _____

Major 1: _____ Major 2: _____

Minor 1: _____ Minor 2: _____

Preference 3: Course Title: _____ Campus: _____

Major 1: _____ Major 2: _____

Minor 1: _____ Minor 2: _____

Student Name: _____

3. INTERNATIONAL STUDENT DECLARATION

I declare that the information I have supplied on the application form is, to the best of my knowledge, complete and correct. I acknowledge that my application for admission is subject to acceptance by the University which has power to impose conditions. I further acknowledge that in the event my application for admission as a student at the University is accepted by the University, and in consideration of provision of educational resources by the University, I will be bound by the provisions of the relevant student handbooks, 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.

Privacy: Personal information supplied on this form will be handled in accordance with JCU's Privacy Policy (available at www.jcu.edu.au). I acknowledge that this information may be provided to other areas of JCU and to third parties for administrative and legislative purposes (under the ESOS Act 2000 and the National Code), including but not limited to the JCU Student Association; JCU's educational representatives and business partners; Australian Commonwealth and State agencies; other academic institutions to verify my previous qualifications; the Fund Manager of the ESOS Assurance Fund; and my Overseas Student Health Cover (OSHC) provider.

4. DECLARATION

I certify that the information provided on this form is, to the best of my knowledge, complete and correct.
International students: I have read and understand the Declaration in Section 3 of this form.

APPROVALS (Office use):

Accept Application for: Preference 1 Preference 2 Preference 3 OR REJECT
Reason for Rejection:

Commencing Study Period/Year _____

COMMENTS:

CONDITIONS:

Signature of approving officer: _____ Printname: _____ Date: ____/____/____

Signature of Head of School: _____ Printname: _____ Date: ____/____/____

Signature of AD/CD/AFR/FR: _____ Printname: _____ Date: ____/____/____

Signature of 2nd Faculty's AD/CD/AFR/FR: _____ Printname: _____ Date: ____/____/____

FACULTY ADMIN USE (Office use):

Entry requirements met: Yes No

Conditions met (if applicable): Yes N/A

Student contact details updated (if necessary) Yes N/A

Application entered: Yes Entered by: _____ Date: ____/____/____

Application Assessment entered Yes Entered by: _____ Date: ____/____/____

Offer Issued (International): Yes Entered by: _____ Date: ____/____/____

Acceptance Received (International): Yes Entered by: _____ Date: ____/____/____

Study Plan expanded: Yes Entered by: _____ Date: ____/____/____

Advanced standing processed and comments added: Yes N/A Pending Entered by: _____ Date: ____/____/____

File tracked to Enrolments: Yes Entered by: _____ Date: ____/____/____

ENROLMENTS USE (Office use):

Offer created: Yes

Ed Background checked: Yes

CGS entered: Yes

WD Course: Yes No

SSP Finance parameteres entered: Yes _____

Student emailed: Yes

Processed by: _____ Date: ____/____/____

1. PERSONAL DETAILS

Student number:

Date of birth: _____ / _____ / _____ (DD/MM/YYYY)

Title: Dr Mr Mrs Ms Miss Other: _____ Family name: _____

Given names: _____ Mobile Phone: _____

JCU email address: _____@my.jcu.edu.au Work phone: _____

Personal email address (if you studied before 2010): _____
*once you are admitted into a JCU course, communication will be sent to your JCU email account

2. DECLARATION

I hereby seek advanced standing for my change of course from _____ to _____ at JCU
course & major course & major

Student Signature: _____ Date (dd/mm/yyyy): _____ / _____ / _____

3. ADVANCED STANDING (includes JCU subjects and external studies)

Notes for students applying for advanced standing:

- Advanced standing for study undertaken at another institution is granted for degree purposes only. It is your responsibility, through the institution at which the study was completed, to ensure the acceptability of these subjects for professional accreditation purposes.
- Advanced standing is allocated against the requirements of your admitted course and major at the time the advanced standing application is lodged. If you change course and/or major, return from AWOL or withdraw from your course, this may influence the advanced standing that is applicable and/or the remaining requirements for the completion of your course.
- It is your responsibility to ensure that you are not enrolled in any subject/s after the census date for which advanced standing is pending. You will incur fees for subjects that you are enrolled in after the census date, even if you later receive advanced standing.
- Advanced standing will only be assessed on original or certified copies of academic record or other documentation. All documents MUST be provided in English. Current JCU students do not need to provide an academic transcript.
- If applying for advanced standing for Recognised Prior Learning (RPL) or Professional Experience (PE), please indicate these codes in column one.

STUDENT TO COMPLETE:

OFFICE USE ONLY:

	Subjects undertaken at another institution	Subjects undertaken at JCU	Outcome G(Granted) N(Not granted)	Not granted reason (codes listed below)	Type of Advanced Standing granted		
					Exempt JCU subject code with credit points (eg BU1010:03)	General: Indicate option/elective line that this credit is to be applied to (if required)	Number of credit points reduced from the course per year
						Credit Point Value	Year Level
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
Total applied							

NOT GRANTED REASON CODES: ISC – Inadequate support for claim ICR – Insufficient credit remaining IWE – Inadequate work experience QNE – Qualifications not equivalent QNR – Qualifications not relevant

COMMENTS:

4. APPROVALS

Signature of Academic Adviser/ Head of School: _____ Print name: _____ Date: _____ / _____ / _____

Signature of AFR/ FR: _____ Print name: _____ Date: _____ / _____ / _____

Acknowledgement of Advanced Standing Approved:

Student emailed Date (dd/mm/yyyy): _____ / _____ / _____

Student Name: _____

5. APPLICANT CHECKLIST

Students wishing to change course SHOULD NOT enrol online into subjects under their original course: Your application will be assessed. If successful, you will be offered to the highest approved preference as outlined in part 2 of the Change of Course form.

Domestic Students will receive a confirmation email and will need to Accept your Offer online through eStudent, then enrol in subjects for your new course. Your previous course will be withdrawn once you have accepted your new offer. If you have outstanding results in that course, the withdrawal will happen after results are released.

Any subject enrolment in your old course for current or future study periods will be withdrawn if before the census date. You will need to enrol into these subjects under the new course if you wish to continue studying them.

If you are a Commonwealth supported student, you will need to submit a Request for Commonwealth supported and HECS -HELP form online through eStudent. This must be completed before enrolling in any subjects in your new course. If you are eligible and want to defer payment of your Student Services and Amenities Fee, you need to submit a SA-HELP form for your new course.

If you decide not to continue with this application, please advise your Faculty Office from your JCU email address.

International Students should follow the instructions provided in their offer letter. Your offer will be sent to your JCU email address. You will need to sign and return the relevant forms and payment (if required) before you can be admitted to your course.

Once admitted, you will receive a confirmation email and will need to enrol in subjects for your new course. Your previous course will be withdrawn. If you have outstanding results in that course, the withdrawal will happen after results are released.

Any subject enrolment for current or future study periods will be withdrawn if before the census date. You will need to enrol into these subjects under the new course if you wish to continue studying them.

If you decide not to continue with this application, please advise the Student Centre (Townsville, Cairns) or Student Administration (Brisbane, Singapore).

Have you:

- completed all details on the Course Transfer Application – Undergraduate Students form and Advanced Standing application
- attached other correctly certified documentary evidence where applicable (e.g. change of name/academic record - current JCU students do not need to provide an academic transcript)
- read the declaration
- signed and dated both the Course Transfer and Advanced Standing application.

6. RETURN DETAILS

Townsville

Postal : James Cook University
Student Centre
Education Central (Bld. 134)
Townsville, 4811

In person: Student Centre
Education Central (Bld. 134)
James Cook Drive
Townsville
Tel: 07 4781 5255

Email: admissions@jcu.edu.au
internationaladmissions@jcu.edu.au

Cairns

Postal: James Cook University
Student Centre
Chancellery Building (Bld. A1)
Cairns, 4870

In person: Student Centre
Chancellery Building (Bld. A1)
McGregor Road
Smithfield
Tel: 07 4232 1000

Email: admissions@jcu.edu.au
internationaladmissions@jcu.edu.au

Brisbane

Student Services
James Cook University
349 Queen Street
Brisbane 4000
Tel: 07 3001 7800

Email: enrolments@jcu.edu.au

Singapore

James Cook University
149 Sims Drive
Student Services, Block C
Singapore 387380
Tel: +65 6709 3688

Incomplete forms or missing documentation may delay the processing of your application.

Please refer to the application deadlines on page 1 of this form. Some Medicine, Health and Molecular Science courses require additional forms. See www.jcu.edu.au/dthm/forms