**GENERAL INFORMATION:**

This form was designed for use by:
- **Domestic students** - Commencing and continuing students
- **International students** - International students continuing in the same course. Prospective students should complete and lodge the Application for Admission to JCU as an International Student. For details visit https://www.jcu.edu.au/international-students/apply

Advanced standing for study undertaken at another institution is granted for degree purposes only. It is the applicant’s 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.

If the applicant is enrolled in subject/s as at the census date and their application for advanced standing was lodged after the recommended dates, they will incur fees for the subject/s, even if they later receive advanced standing.

Advanced standing will only be assessed on original or certified copies of academic records or other documentation. All documents must be in English or translated into English by the issuing institution or by an official translating service.

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**1. PERSONAL DETAILS**

<table>
<thead>
<tr>
<th>Student number</th>
<th>*Applicable to current JCU students:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Dr</td>
</tr>
<tr>
<td><strong>Family name:</strong></td>
<td>____________________</td>
</tr>
<tr>
<td><strong>Given names:</strong></td>
<td>______________________________________________________________</td>
</tr>
<tr>
<td><strong>Date of birth:</strong></td>
<td><em><strong><strong>/</strong></strong></em>/_______ (DD/MM/YYYY)</td>
</tr>
<tr>
<td><strong>Email address:</strong></td>
<td>___________________________________________________________</td>
</tr>
<tr>
<td><strong>Mobile phone:</strong></td>
<td>____________________________________</td>
</tr>
<tr>
<td><strong>Work phone:</strong></td>
<td>______________________________________________________________</td>
</tr>
<tr>
<td><strong>Fax number:</strong></td>
<td>____________________________________</td>
</tr>
<tr>
<td><strong>Are you an International student?</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

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**2. ADVANCED STANDING SOUGHT**

If you are applying for advanced standing, you MUST attach documentary evidence of previous studies, including certified copies of academic transcripts (Memorandum of Results is not acceptable), titles of subjects studied, results awarded and subject outlines provided by your institution. All documents MUST be in ENGLISH or translated into English by the issuing institution or by an official translating service.

I hereby seek advanced standing toward the (enter course and major/s) ___________________________________________________________________________________________ at James Cook University

**Title of course previously undertaken** __________________________________________________________________________________

**Institution at which previous studies undertaken** __________________________________________________________________________________

I have previously been granted advanced standing for this course by JCU:  
☐ Yes  ☐ No

**Signature** ________________________________________________  
**Date** _____/_____/_______

**Applicant Checklist**
- Have you attached your Academic Transcript? ☐
- Have you attached your Unit/Subject outlines? ☐
- Have you attached Industry Experience documentation (if applicable)? ☐
- Have you completed section ‘3. Subject Details’? ☐
- Have you signed and dated this form? ☐

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**LODGEMENT INFORMATION**

Please complete this form and return to:

**TOWNSVILLE, MACKAY, MT ISA AND THURSDAY ISLAND**

- **Postal:** James Cook University  
  Student Centre  
  Education Central (Bld. 134)  
  Townsville Qld 4811  
- **In person (Townsville):** Student Centre  
  Education Central (Bld. 134)  
  James Cook Drive  
  Townsville  
  Tel: 07 4781 5255

**CAIRNS**

- **Postal:** James Cook University  
  Student Centre  
  Chancellery Building (Bld. A1)  
  Cairns Qld 4870  
- **In person:** Student Centre  
  Chancellery Building (Bld. A1)  
  McGregor Rd  
  Smithfield  
  Tel: 07 4232 1000

**JCU BRISBANE**

- **Student Administration**  
  James Cook University  
  349 Queen Street  
  Brisbane Qld 4000  
  Tel: 07 3001 7800

**JCU SINGAPORE**

- **James Cook University**  
  149 Sims Drive  
  Student Services, Block C  
  Singapore 387380  
  Tel: +65 6709 3688  
  Tel: +65 6576 6833

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**OFFICE USE ONLY:**  
**COURSE CODE:**  
**MAJOR CODE:**

Please turn over to complete your subject details.
### 3. SUBJECT DETAILS

**STUDENT TO COMPLETE:**
If applying for Recognised Prior Learning (RPL) or Professional Experience (PE), please indicate these codes in column one.

<table>
<thead>
<tr>
<th>Subjects undertaken at another institution</th>
<th>JCU Subject Code</th>
<th>Requesting Subjects used as Core (C) or Options/ Elective (E)?</th>
<th>Outcome</th>
<th>Not granted reason (codes listed below)</th>
<th>Exempt JCU subject code with credit points (eg BU1010.03)</th>
<th>General: Indicate option/ elective line that this credit is to be applied to (if required)</th>
<th>Number of credit points reduced from the course by year level</th>
<th>Type of Advanced Standing granted</th>
<th>Do not create a precedent*</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**OFFICE USE ONLY:**

<table>
<thead>
<tr>
<th>NOT GRANTED REASON CODES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISC – Inadequate support for claim</td>
</tr>
<tr>
<td>ICR – Insufficient credit remaining</td>
</tr>
<tr>
<td>IWE – Inadequate work experience</td>
</tr>
<tr>
<td>QNE – Qualifications not equivalent</td>
</tr>
<tr>
<td>QNR – Qualifications not relevant</td>
</tr>
</tbody>
</table>

**COMMENTS:**
____________________________________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________________________________

Signature of Academic Adviser/ Head of School: ____________________________  Print name: ____________________________  Date: ______/_____/______  Amend review date to: ______/_____/______

Signature of AFR/ FR/Campus Dean: ____________________________  Print name: ____________________________  Date: ______/_____/______

Data entered: _____ INITIALS  ______/_____/______  DATE

Precedent recorded: _____ INITIALS  ______/_____/______  DATE

Precedent record checked: _____ INITIALS  ______/_____/______  DATE

Copy of application forwarded to JCI to update (CoE): _____ INITIALS  ______/_____/______  DATE

*NB: Precedents will be created unless the opt-out option is ticked. Precedents will have a standard review schedule of every 2 years, unless an alternate review date is specified.

**ACKNOWLEDGEMENT OF ADVANCED STANDING APPROVED:**

Student emailed (domestic): ____________________________  Student signature (international): ____________________________  Print Name: ____________________________  Date: ______/_____/______

Data entered: _____ INITIALS  ______/_____/______  DATE

Precedent recorded: _____ INITIALS  ______/_____/______  DATE

Precedent record checked: _____ INITIALS  ______/_____/______  DATE

Copy of application forwarded to JCI to update (CoE): _____ INITIALS  ______/_____/______  DATE

Date: ______/_____/______

Acknowledgement of Advanced Standing approved: ____________________________