

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.

1. PERSONAL DETAILS

Student number *Applicable to current JCU students:

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

Given names: _____ Date of birth: ____/____/____ (DD/MM/YYYY)

Email address*: _____ Mobile phone: _____
*once you are admitted into a JCU course, communication will be sent to your JCU email account

Work phone: _____ Fax number: _____

Are you an International student? Yes No

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?

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

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.

OFFICE USE ONLY:

Subjects undertaken at another institution	JCU Subject Code	Requesting Subjects used as Core (C) or Options/ Elective (E)?	Outcome G (Granted) N (Not granted)	Not granted reason (codes listed below)	Exempt JCU subject code with credit points (eg BU101003)	Type of Advanced Standing granted		Do not create a precedent*
						General: Indicate option/ elective line that this credit is to be applied to (if required)	Number of credit points reduced from the course by year level Credit Point Value Year Level	
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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:

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

Signature of AFR/ FR/Campus Dean: _____ Date: ___/___/___ Print name: _____ mm/yyyy

- 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: ___/___/___