

APPLICATION FOR NON AWARD AND CROSS INSTITUTIONAL STUDY

For cross institutional study, use this form only if JCU is not your home institution.

1. APPLICATION TYPE - Are you applying to study a:

- Non Award Study (example: one or more individual subjects but not an entire Diploma or Degree, also short courses)
- Cross Institutional Study (example: students from other universities who want to undertake subjects at JCU and gain credit at their home institution)

2. PERSONAL DETAILS

Student Number (8 or 10 digits):

Title: Dr Mr Ms Mrs Miss Other:

Family name:

Given name(s):

Date of birth (dd/mm/yyyy): / /

Gender: Male Female

Email address*

*once you are enrolled at JCU, all email communication will be to your JCU email address

Permanent home address:
PO Box not acceptable

Suburb:

State:

Postcode:

Mailing address:
If different from above

Suburb:

State:

Postcode:

Permanent home phone number:

Work phone number:

Mobile phone number:

Fax number:

Emergency contact name:

Relationship to you:

Emergency home phone number:

Emergency work phone number:

Has your name changed since you were last enrolled at JCU? Yes No (If yes, documentary proof is required)

CITIZENSHIP/RESIDENCY DETAILS: This information is required for Government reporting and MUST be completed.

What is your citizenship or residence status? Please choose one option only.

- Australian Citizen New Zealand citizen
- Holder of a permanent non-humanitarian visa Holder of a permanent humanitarian residence visa (evidence required)
- International student

Will you be residing in Australia during the Study Period? Yes No

If no, will you be residing outside of Australia due to a course requirement? Yes No

Are you of Australian Aboriginal or Torres Strait Islander origin? Yes No

If yes, please tick ONE box only: Aboriginal Torres Strait Islander Aboriginal and Torres Strait Islander

If you were NOT born in Australia:

What date was your residency or citizenship granted? (dd/mm/yyyy):

What was your first year of arrival? (yyyy):

In which country were you born?

OFFICE USE:

AP: _____

What country/countries do you hold citizenship?

Year: _____

Do you speak a language other than English at your permanent home residence? Yes No

If yes, what is the main non-English language spoken at your permanent home residence?

3. EDUCATION LEVEL OF YOUR PARENTS OR GUARDIANS

These questions are about the highest level of education **completed** by your parents or guardians.

This information is required by the Australian Government Department of Employment, Education and Workplace Relations for statistical purposes. JCU will not use it in the assessment of your application.

Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

Parent/ Guardian 1: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I have no parent/ guardian	Parent/ Guardian 2: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I have no parent/ guardian	What is the highest level of education completed by your parent/ guardian (tick one):
<input type="checkbox"/>	<input type="checkbox"/>	Postgraduate qualification (e.g. Graduate diploma, masters degree, PhD)
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor degree
<input type="checkbox"/>	<input type="checkbox"/>	Other post-school qualifications (e.g. Associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 12 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 10 schooling,* continued at school, but didn't complete Year 12 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 10 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Didn't complete Year 10 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Don't know *or equivalent

4. SUBJECT SELECTION

OFFICE USE ONLY:

Please indicate below which subjects you would like to study and when would you like to start:

JCU SUBJECT CODE (e.g. TM5002):	JCU SUBJECT TITLE:	STUDY PERIOD:	CAMPUS:	YEAR:

5. HOME INSTITUTION APPROVAL

(only required for students who are selecting to study cross institutionally)

Applications for cross institutional study at JCU **will not** be processed without home institution approval.

This section must be completed by your home institution. It authorises that your enrolment at JCU is approved and confirms that you will gain advanced standing (credit) at your home institution for the above subjects completed at JCU.

Name of home institution:

Course currently studying at home institution:

Is the student in a Commonwealth Supported place at the home institution:

<input type="checkbox"/> No	<input type="checkbox"/> Yes - which transitional arrangements, if any, apply to this student? <input type="checkbox"/> Pre 2008 <input type="checkbox"/> Pre 2009 <input type="checkbox"/> Pre 2010 <input type="checkbox"/> Other _____
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Signature of approving University officer: _____
(Please place institutional stamp over signature)

Name of approving officer:

Position of approving officer:

Date:

Phone number:

Email address:

6. QUALIFICATIONS

Please provide details of qualifications. **Certified** copies of official academic records for all tertiary or technical studies (other than JCU) or hospital certificate and current annual practising/licence certificate must be forwarded with your application. If your current name and the name on your supporting documentation are different, a certified copy of evidence of name change is required (e.g. marriage certificate).

NAME OF DEGREE/AWARD/CERTIFICATE (eg, Bachelor of Science)	INSTITUTION (eg. James Cook University)	YEARS UNDERTAKEN (eg, 1994-98)	DEGREE/AWARD COMPLETED (Yes/No)

7. SECONDARY SCHOOL DETAILS

Did you complete year 12?

- No
 Yes - what was the last year you attended secondary school (yyyy)? _____

8. DECLARATION

QUALIFICATION SEARCH

I authorise James Cook University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian 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.

IMPORTANT NOTICE

I declare that the information I have supplied on this form is, to the best of my knowledge, complete and correct.

INFORMED CONSENT

I understand that:

- James Cook University is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESN) to me
- James Cook University will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes
- DEEWR will store the information securely in the Higher Education Information Management System
- DEEWR may disclose the information to the Australian Taxation Office (ATO), and
- James Cook University and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

PRIVACY

I understand that information contained on this form is also collected for admission and administrative purposes. Personal information will not be passed on to any other external bodies, other than the Department of Education, Employment and Workplace Relations as outlined above, without my authorisation unless required or authorised by law.

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

9. DOCUMENT CERTIFICATION REQUIREMENTS

When preparing your application to James Cook University, it is essential that you supply certified, correct and complete supporting documentation. Failure to do so may jeopardise your chance of being made an offer. Uncertified copies and photocopies of certified copies are not acceptable. It is preferred that you submit your copies certified by:

- the Authority that issued the document
- Student Administration section of an Australian university - JCU's Student Enquiry Centre

JCU will however accept copies certified by:

- Justice of the Peace (JP)
- Commissioner for Declarations / Notary of the Public
- Barrister or Solicitor
- The University Admissions Centre of any Australian state – eg QTAC
- an Australian overseas diplomatic mission
- a police officer at or above the rank of Sergeant
- JCU registered Overseas Agents
- AusAID Posts

The person certifying photocopies of the original documentation must state that the documents they are certifying are a true copy of the original and must provide their signature, occupation and telephone number and affix the official stamp or seal of their organisation (if available) on the front of each copy. Please note that it is your responsibility to ensure that your application is complete at the time of submission. If you are completing a course in the current year you should lodge academic transcripts and proof of completing your award as soon as they are available.

10. QUALIFICATIONS IN A LANGUAGE OTHER THAN ENGLISH

Please provide certified translations and a certified copy of the original document.

11. PLEASE COMPLETE AND RETURN THIS FORM TO: (with any supporting documentation)

We look forward to receiving your application. If you need further information or help, please call Student Enquiries on freecall 1800 246 446 or email EnquiriesTownsville@jcu.edu.au

IN PERSON OR BY POST:

Townsville students:

Student Enquiry Centre, James Cook University
Ground Floor, Ken Back Chancellery Building
Angus Smith Drive, TOWNSVILLE, QLD, 4811

Cairns students:

Student Enquiry Centre, James Cook University
Building A1, McGregor Road
Smithfield, CAIRNS, QLD, 4870

Brisbane students:

349 Queen Street
Brisbane, QLD, 4000
Phone: 07 3001 7800

OFFICE USE ONLY:

FACULTY/ SCHOOL USE:	<input type="checkbox"/> ACCEPT this application <input type="checkbox"/> REJECT this application (enter reason in comments section below)			
	Comments:			
	Conditions:			
	Majors/ Teaching area: (if applicable)			
	Self-managed: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Signature of Approving officer (if applicable)	Print Name	Date	
	Head of School (if required) JCU Brisbane - Manager of Student Administration Service)	Print Name	Date	
Signature of Associate Dean/ Faculty Registrar	Print Name	Date		
For Concurrent requests across two faculties:				
Signature of Pro Vice Chancellor/Faculty Registrar	Print Name	Date		
ADMISSIONS USE:	Application entered:	<input type="checkbox"/> Yes	Date:	Initial:
	Offer made and sent:	<input type="checkbox"/> Yes	Date:	Initial:
	Offer sent by:	<input type="checkbox"/> Post	<input type="checkbox"/> Email	<input type="checkbox"/> In person
	Conditions Apply:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Condition: _____	Initial:
	File tracked to Enrolments:	<input type="checkbox"/> Yes	Date:	Initial: