

## WHO SHOULD COMPLETE THIS FORM?

Australian and New Zealand citizens or holders of an Australian Permanent Residence visa who wish to apply for mid-year entry to an undergraduate program at Swinburne University of Technology should complete this form.

International students, including Temporary or Provisional Residents and holders of Temporary Protection Visas, should not use this form. International students must contact Swinburne International on +61 3 8676 7002 (from overseas) or 1800 897 973 (from within Australia) or go to [www.international.swinburne.edu.au/apply](http://www.international.swinburne.edu.au/apply)

## GUIDE TO COMPLETING THIS FORM

Step 1: Complete all questions, sign and date the application form.

- Please use BLOCK LETTERS.
- Please tick  the appropriate boxes.

Step 2: Ensure that you attach certified copies of all university results or transcripts, graduation certificates and proof of name and citizenship

- Certified documents must be signed by an authorized person (refer to 'Should I provide supporting documentation') and must include an original signature, the name, address and title of the person signing, and an appropriate registration number. Photocopies of previously certified documents are not acceptable.

Step 3: Ensure that you attach a current Curriculum Vitae.

Step 4: Return the completed form and all supporting documentation to:

Postal Address  
Admissions (H6)  
Swinburne University of Technology  
PO Box 218  
HAWTHORN VIC 3122

In person  
Student Information Centre  
(on any campus)

- The closing date for Mid-Year applications is 11 July 2008
- Applicants should not use display folders when submitting their applications.

## SHOULD I PROVIDE SUPPORTING DOCUMENTATION?

- Proof of identification is essential for all applications.
- Copies of supporting documentation may be required by Swinburne University of Technology depending on your response to Section C: Questions 2 & 7, Section D: Questions 1 & 2 and Section E: Question 1. Supporting documentation must be certified as a true and correct copy of the original by either the issuing body or by persons qualified to accept a statutory declaration e.g. police, chemists, doctors, accountants etc. Swinburne University of Technology accepts no responsibility for documents submitted.
- Do not submit original documents.
- Please provide translations of supporting documentation if original documents are in a language other than English.
- Please check the program requirements to ascertain whether additional information such as portfolios is required with your application.

Applicants who have obtained an award outside Australia must submit:

- Evidence of completion of the relevant award, i.e. award certificate or letter of completion.
  - Transcript/s of results.
  - Evidence of English language proficiency, i.e. certified copy of IELTS or TOEFL test results certificate or evidence that study was undertaken in English.
- Failure to produce the required documents may result in a delay in the processing of your application.

## WHAT WILL HAPPEN AFTER I LODGE MY APPLICATION FORM?

- A University staff member will contact you if you are required to attend an interview or provide additional information to support your application.
- All applicants will be acknowledged and advised on the outcome of their applications.





**SECTION D: EDUCATIONAL HISTORY**

If Questions 1 and 2 of this section are completed you must submit the following documents:

- (a) a certified copy of all transcripts of results (refer to "Should I provide supporting documentation" notes on cover page of this application form).  
If you are currently studying, you must submit the current teaching period transcript of results; and
- (b) proof of completion of academic qualifications.

**1. SECONDARY EDUCATION**

(a) What is the highest level of secondary studies you have completed or attempted? (please tick)

VCE  HSC  IB  TOP  Other (please specify).....

(b) Were these studies undertaken in Australia?  Yes  No, please name country.....

(c) Please enter details of the highest level of your secondary studies in the table below

Year attempted/ completed e.g. 1996	Name of School	State (if in Australia)	Student Number (if known)										Completed Yes / No			

**2. POST-SECONDARY EDUCATION**

List any studies you have completed or attempted at university, TAFE or other post-secondary institution.

Year started	Year completed/ ceased	Institution	Title of Program	Program Type (use codes shown below)	Completed Yes / No

**Course Codes**

**Higher Education**

PG: Higher Degree, e.g. PhD, Doctorate, Masters, Post.Grad Diploma/Certificate    BD: Bachelor Degree (Pass/Honours)    OL: Open Learning  
 DP: Diploma from a university, C.A.E. or Teachers College (not TAFE)    NA: Continuing Education/Single Unit of Study

**TAFE Qualifications**

CF: Certificate IV    CD: Diploma    CA: Advanced Diploma    CE: Certificate III    OC: Apprenticeship, Trade Certificate    CS: Other TAFE Awards

**Other Qualifications**

NS: Hospital Based Nursing    OB: Short Courses    OA: Other Academic Award

**SECTION E: EMPLOYMENT HISTORY**

**1. Employment Details**

List details of your employment history in the table below and attach a copy of your curriculum vitae to this application.

Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	Employer	Nature of Work	Full-time or Part-time

2. Will your current employer be financially supporting your studies?  Yes  No

(If yes, please provide details below in the event your application is successful).

Sponsoring Organisation: .....

Contact name for invoicing: .....

Address: .....

Telephone Number: ..... Fax Number: ..... Email: .....

