Direct Application form
Certificate IV, Diploma, Advanced Diploma, Associate Degree, Degree, Degree (Honours), Pathways Direct, Postgraduate (Coursework) Studies

SWIN BUR NE

SWINBURNE
UNIVERSITY OF
TECHNOLOGY

Instructions to applicants

Please follow these six steps to complete and submit your application.

APPLICATION CHECKLIST

☐ Step 1: Choose your course

☐ Step 2: Identify the correct application method

☐ Step 3: Gather your supporting documentation

☐ Step 4: Complete the application form

☐ Step 5: Submit the application form and supporting documentation

STEP 1: CHOOSE YOUR COURSE

To help choose the course you wish to apply for:

■ Search for courses at Swinburne Course Search **www.swinburne.edu.au/courses** or

■ Visit the Swinburne Future Students website at **www.swinburne.edu.au/future**

STEP 2: IDENTIFY THE CORRECT APPLICATION METHOD

Use this form if you satisfy ALL the following criteria.

You are an Australian applicant	You must be an Australian or New Zealand citizen, or hold Australian permanent residency.
You are applying for one of the following courses	A Certificate IV, Diploma, Advanced Diploma, Associate Degree, Degree, Degree (Honours), Pathways Direct or Postgraduate (Coursework) studies.
You are applying for a new course	If you are re-enrolling in your current course, do not use this form. Only complete this form if you wish to apply for a new course at Swinburne.

DO NOT use this form if ANY of the following circumstances apply to you.

You are an international applicant	If you are not an Australian or New Zealand citizen, or do not hold Australian permanent residency, you must apply through Swinburne International (do not use this form). International students (including Temporary or Provisional Residents and holders of Temporary Protection Visas) applying to study at a Swinburne campus in Australia should 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**
You are applying for an apprenticeship or traineeship	To apply for an apprenticeship or traineeship at Swinburne go to **www.tafe.swinburne.edu.au/australianapprenticeships**
You are applying for a TAFE Certificate I–III course (including pre-apprenticeships)	To apply for a TAFE Certificate I, II or III course (including pre-apprenticeships) go to **www.tafe.swinburne.edu.au** or see Swinburne Course Search (**www.swinburne.edu.au/courses**) for more details.
You are applying for the Astronomy Online course	To apply for the Swinburne Astronomy Online course go to **http://astronomy.swinburne.edu.au/sao**
You are a research applicant	For more information about applying to undertake research at Swinburne go to **www.research.swinburne.edu.au**
You are applying for a NICA course	To apply for a National Institute of Circus Arts (NICA) course see Swinburne Course Search (**www.swinburne.edu.au/courses**) for more details.

STEP 3: GATHER YOUR SUPPORTING DOCUMENTATION

What supporting documents do you need?

Check what supporting documentation is required for your application using Swinburne Course Search at www.swinburne.edu.au/courses

Supplementary forms

You may need to complete a direct application supplementary form, depending on the specific course requirements.
Supplementary forms are available from www.swinburne.edu.au/suppforms

Submit certified copies only (do not submit original documents)

All supporting documentation must be certified as a true and correct copy of the original by either the issuing body or by a person qualified to witness a statutory declaration (e.g. police officer, chemist, doctor, accountant). Photocopies of previously certified documents are not acceptable.

Provide evidence of previous results

Supporting documentation must include certified copies of all university results or transcripts and graduation certificates. Proof of name and citizenship may also be required. Applicants currently undertaking final year study must submit certified copies of their transcript of results and evidence of completion as soon as results are available.

Note: Internal Transfers or application for further studies from internal students do not require Swinburne academic transcripts.

Provide all supporting documentation in English

Please provide translations of supporting documentation if original documents are in a language other than English.

Where you obtained an award outside Australia, you must also submit:

- Evidence of completion of the relevant award (award certificate or letter of completion)
- Transcripts of results (translated into English)
- Evidence of English language proficiency (e.g. certified copy of IELTS or TOEFL test results certificate) or evidence that study was undertaken in English.

Ensure you attach all the required supporting documentation to your application.

STEP 4: COMPLETE THE APPLICATION FORM

Complete all questions, sign and date the application form. Please use BLOCK LETTERS and tick ✔ the appropriate boxes

STEP 5: SUBMIT THE APPLICATION FORM AND SUPPORTING DOCUMENTATION

Return the completed form and all supporting documentation to:

By email
domadmit@swin.edu.au
(Attach scanned documents as per Step 3 above)

Postal Address
National Admissions (H5)
Swinburne University of Technology
PO Box 218
Hawthorn VIC 3122
Australia

In person
Any Swinburne Student HQ
Hours of operation: 9am to 5pm
(Note: photocopy facilities are NOT available at Student HQ)

Details of closing dates for applications can be found on Swinburne Course Search (www.swinburne.edu.au/courses).

Supporting documentation

Attach all of the required supporting documentation to your application form. Applicants are requested not to use display folders when submitting their applications.

Acknowledgement of application

Swinburne will acknowledge receipt of your application. We may also contact you for further details or clarification of your application.

DO NOT INCLUDE THESE INSTRUCTION SHEETS WITH YOUR APPLICATION

Direct Application form
Certificate IV, Diploma, Advanced Diploma, Associate Degree, Degree, Degree (Honours), Pathways Direct, Postgraduate (Coursework) Studies

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SWINBURNE UNIVERSITY OF TECHNOLOGY

COURSE PREFERENCE

Provide details of your preferred course(s). Refer to Swinburne Course Search (**www.swinburne.edu.au/courses**) for all course details including availability, course code, delivery mode and study mode.

PREFERENCE	COURSE TYPE¹	COURSE CODE	COURSE NAME	DELIVERY MODE	CAMPUS	STUDY MODE	START DATE
(e.g. 1, 2, 3)	(e.g. Bach)	(e.g. N055)	(e.g. Bachelor of Arts)	(e.g. on-campus)	(e.g. Hawthorn)	(e.g. full-time or part-time)	(e.g. Feb 2012)
1.							
2.							
3.							

¹Course type

Enter the abbreviated course type, based on the following options:

VE Courses
Advanced Diploma: **ADip**
Diploma: **Dip**
Certificate IV: **IV**

Degree Courses
Associate Degree: **AssDeg**
Bachelor Degree: **Bach**
Honours: **Hon**

Postgraduate Courses
Graduate Certificate: **GCert**
Graduate Diploma: **GDip**
Masters by Coursework: **MCwk**

PREVIOUS ENROLMENT OR APPLICATION

Have you previously enrolled at Swinburne? ☐ Yes ☐ No

If yes, please state your Swinburne student ID number:

Have you applied for a Swinburne course in the past 12 months? ☐ Yes ☐ No

PERSONAL DETAILS

Personal information

Title (Mrs, Miss, Ms, Mr etc): _____ Gender: ☐ Female ☐ Male Date of birth: D D / M M / Y Y

Family name:

Given names:

Previous names:
(if applicable)

Government student numbers

CHESSN
This is your Commonwealth Government supplied student number. Leave blank if not known.

Victorian Student Number
This is your Victorian Government supplied student number. Leave blank if not known.

Contact information

Home telephone number:

Work telephone number:

Mobile telephone number:

Facsimile number:

Email address:

Postal address:

Number/street

Suburb/city

Country   Postcode

Home address:

Number/street

Suburb/city

Country   Postcode

Citizenship

Please tick one of the following:

Australia: ☐ Australian citizen (includes Australian citizens with dual citizenships)

New Zealand: ☐ New Zealand Citizen   ☐ New Zealand citizen with Australian permanent residency

Other countries: ☐ Citizen of country other than Australia or New Zealand **with** Australian permanent residency.

Country of citizenship:

Visa sub-class number (from your passport):

Type of visa (if known)

Note: If you are a citizen of a country other than Australia or New Zealand without Australian permanent residency, you are not eligible to complete this form.
Please go to www.international.swinburne.edu.au/apply

Country of birth

Were you born in Australia?   ☐ Yes   ☐ No

If no, what is your country of birth?

Year of arrival in Australia: Y Y Y Y

Are you of Australian Aboriginal or Torres Strait Islander descent?

☐ No   ☐ Yes, Aboriginal descent   ☐ Yes, Torres Strait Islander descent   ☐ Yes, Aboriginal and Torres Strait Islander descent

Is English your first language?

☐ Yes   ☐ No

If no, what language is spoken at home?

Pathways direct applicants

Are you applying as a Pathways Direct applicant?   ☐ Yes   ☐ No

If yes, state your current TAFE Course that you are using as the basis for this application:

Course code:

Course name:

Pathways Direct is an application method open only to students currently enrolled in a Swinburne TAFE course who are using their current TAFE enrolment as the basis for an application for a Swinburne Higher Education course.

PERSONAL DETAILS (CONTINUED)

Do you have a disability, impairment or long term medical condition?

Providing information about a disability will not disadvantage your application. This information is collected to ensure that the University provides appropriate information on the support services available to students. This information is also collected for statistical and planning purposes.

☐ No (proceed to ACADEMIC BACKGROUND)

☐ Yes

If yes, please tick one or more of the following:

☐ Hearing/Deaf ☐ Intellectual ☐ Mobility ☐ Learning ☐ Acquired Brain Impairment ☐ Visual ☐ Physical ☐ Mental Illness ☐ Medical Condition

☐ Other (please specify): _____

If you answered yes to this question, you may wish to contact the Disability Support Service for further information concerning the support services available on +61 3 9210 1181 (TAFE) or +61 3 9214 8500 (Higher Education) or visit the website **www.swinburne.edu.au/stuserv/disability**

ACADEMIC BACKGROUND

Secondary education

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

☐ VCE ☐ HSC ☐ International Baccalaureate IB ☐ VCAL ☐ Year 11 ☐ Year 10 ☐ Year 9 ☐ Year 8 (or below)

☐ Other (please specify): _____

Was this final year undertaken in Australia? ☐ Yes ☐ No

Details of final or current year of attendance:

Year: ☐☐☐☐ Name of School: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

State: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Country: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Student number (if known): ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Was this final year completed: ☐ Yes ☐ No

Are you applying for Credit Transfer or Recognition of Prior Learning (RPL)? ☐ Yes ☐ No. If yes, you must attach a detailed course or unit (subject) syllabus.

Post-secondary education

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

YEAR STARTED	YEAR COMPLETED OR CEASED	INSTITUTION	TITLE OF COURSE	COURSE TYPE (OFFICE USE ONLY)	COMPLETED
(e.g. 1983)	(e.g. 1984)	(e.g. Swinburne University of Technology)	(e.g. Diploma of Marketing)		(e.g. Yes or No)

Please submit the following documentation with your application:

■ A certified copy of all transcripts of results (refer to Step 3: Gather your supporting documentation in the instruction sheet of this application form). If you are currently studying, you must submit a transcript of results for the current teaching period.

■ Proof of completion of academic qualifications.

Have you previously been excluded or suspended from Swinburne or any other educational institution for academic or non-academic reasons? ☐ Yes ☐ No

If yes, institution and reason: . . . .

EMPLOYMENT HISTORY

Provide details of your employment history in the table below (list up to four positions).

EMPLOYER (INCLUDE POSTCODE)	POSITION	START DATE	END DATE	FULL-TIME OR PART-TIME
(e.g. Dept of Foreign Affairs and Trade, 3000)	(e.g. Senior Administrator)	(e.g. 25/03/1990)	(e.g. 10/11/2008)	(e.g. Full-time)

APPLICANT'S DECLARATION

I declare to the best of my knowledge the information entered on this form is correct and complete.

I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my academic or employment records or citizenship status may result in the withdrawal by the University of a place which may be offered, and that this withdrawal may take place at any stage during the course I undertake.

I understand that:

- My information may be disclosed to relevant government agencies and bodies (eg: DEEWR, Office of Skills Victoria) and in some cases other non-government bodies, agencies or other third parties to enable Swinburne to confirm my identity, eligibility to government support, to verify my entitlement to become an enrolled student and to otherwise progress my application.
- Confirmation of study and results from previous or current study for the purpose of determining eligibility may be undertaken.
- Swinburne collects, stores and uses personal information in accordance with Swinburne's Privacy Policy which can be accessed at: www.swinburne.edu.au/privacy
- The University will correspond with me by electronic means.

Signature of applicant: (as in passport signature page): _____   Date: ☐ D ☐ D / ☐ M ☐ M / ☐ Y ☐ Y

SENDING YOUR APPLICATION

Please refer to the checklist at the beginning of this document to ensure you have completed this form correctly and that you submit all required supporting documentation.

Electronic applications can be sent via email:
domadmit@swin.edu.au
(Attach scanned documents as per Step 3 on page 2)

Hard-copy applications can be sent by post to:
National Admissions (H5)
Swinburne University of Technology
PO Box 218
Hawthorn VIC 3122
Australia

Hard-copy applications can also be delivered in person at:
Any Swinburne Student HQ
Hours of operation: 9am to 5pm
(Note: photocopy facilities are NOT available at Student HQ)

UNDERGRADUATE HONOURS

If you are applying for an Undergraduate Honours course at Swinburne, please provide the following details. Other candidates are not required to complete this section.

Application details

Which area of study do you wish to apply for? _____

Provide a brief outline of your reasons for applying for the course:

_____

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Describe your proposed research activity for your honours thesis* (100–150 words):

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Do you have a preferred supervisor? ☐ Yes ☐ No

If yes, who is your preferred supervisor? _____

Not applicable for Design Honours applicants. Optional for Business Honours applicants. For Faculty of Information and Communication Technologies Honours applicants, please indicate your interest areas based on project information on the website: www.swinburne.edu.au/ict/courses/undergrad/honours.html

Referees

List two academic staff members who have taught you at third year level and can comment on your academic performance (staff who have taught your major are preferred).

Referee 1

Name:

Work phone:

Email address:

Referee 2

Name:

Work phone:

Email address:

Selection for the Honours course often occurs before your final results are released. Please give the name and telephone number of a contact person from your university whom we may contact regarding your final results.

Name:

Work phone:

Email address:

SIGN APPLICATION

Please ensure you have signed the APPLICANT'S DECLARATION on page 6 of this form.