

Application for Admission to an Undergraduate Coursework Program for 2009 (Diploma, Bachelor, Honours)

Applicants – Please Note:

- This form is an application for Admission ONLY; Applicants must complete **ALL** sections.
- Applicants will receive a letter detailing the outcome of this application.
- Certified copies*** of supporting documentation **MUST** be attached with this application. Failure to provide supporting documentation may delay or prevent your application being considered. Do not send original documents as they cannot be returned to you. Examples of appropriate documentation include certified Academic Records for previous studies, Birth Certificates, etc.
- If you have previously undertaken a course or units (subjects) at La Trobe University, you are not required to attach an academic transcript from La Trobe University with this application. Only submit relevant academic transcripts from other institutions, where applicable.
- Applications for Admission must be sent to the **relevant campus** in which you wish to study.
- Applicants wishing to submit more than one application must complete a separate application for each course.
- Applicants are strongly advised to check their eligibility to access HECS-HELP, if appropriate, at the "Going to Uni" website at www.goingtouni.gov.au prior to submitting their application.

A certified copy is a photocopy that has been certified to be a true copy of the original by an appropriate person such as a Justice of the Peace, Public Notary, member of the Police Force, Dentist, Pharmacist, Minister of Religion, Medical Practitioner, Solicitor, School Principal or Bank Manager.

Return the completed application form to the relevant campus. You can find closing dates for individual courses on La Trobe's Course finder database: www.latrobe.edu.au/coursefinder or by contacting the relevant Faculty, School or Division.

Albury-Wodonga Campus

Admissions Officer
Student Administration Office
La Trobe University
PO Box 821Wodonga Vic 3689

Bendigo Campus

Admissions Officer
Student Administration Office
La Trobe University
PO Box 199
Bendigo Vic 3552

Bundoora Campus

Admissions Officer
Student Administration Office
La Trobe University
Victoria 3086

Mildura Campus

Admissions Officer
Student Administration Office
La Trobe University
PO Box 4095
Mildura Vic 3502

Shepparton Campus

Admissions Officer
Student Administration Office
La Trobe University
PO Box 6044
Shepparton Vic 3632

OFFICE USE ONLY

Application Admission Basis (ie V12, E33): _____

Course Code: _____

Selection Outcome — Qualifications

Qualified for Admission NOT Qualified for Admission

Selection Outcome — Offer Status

Offer Semester 1 Semester 2
 Full-time Part-time
 Conditional Offer (Please include condition)
 Rejected application Pending application

Selection Outcome — Fee Status

Commonwealth Supported Place (CSP)
 Fee Offer

Application Authorisation

All applications **MUST** be signed and dated. Applications **WILL NOT** be accepted without this information.

Signature: _____

Name: _____

Position: _____

SIS ID Number: _____ Extention: _____

Date: / /

ADMINISTRATIVE USE ONLY

Student ID Number: / /

Application Entered: / /

Acknowledgement letter sent: / /

Selection outcome entered: / /

Applicant notified of outcome: / /

Other correspondence: / /

Conditional Offer or Special Conditions on Enrolment: _____

SECTION 1: PERSONAL DETAILS

Have you previously been enrolled at La Trobe University? Yes No

Are you currently enrolled in another La Trobe University course? Yes No

If yes, under what name was this enrolment? _____

Student ID Number :

If your name has changed since prior study, please provide your previous name and attach certified copies of documentation regarding the change.

Family Name: _____ Title: (Mr, Ms, Miss, Mrs, Dr) _____ Date of Birth: / /

Given Names: _____ Gender: Male Female

Address for Correspondence

Number and Street: _____

Suburb: _____ State: _____ Postcode: _____
 Telephone (Business/Mobile): _____ Telephone (Home): _____
 Email: _____ Facsimile: _____
 Commonwealth Higher Education Student Support Number (CHESSN): (if known)

SECTION 2: COURSE INFORMATION

Please refer to the University website; www.latrobe.edu.au/study for correct course titles.

Name of course to which you are applying: _____ Course Code: _____
 Faculty: _____ Campus: _____
 Proposed intake year: Semester 1 Semester 2
 Mode: Full-time Part-time Other admission period, if applicable (refer to course guide)

SECTION 3: EDUCATIONAL QUALIFICATIONS

a) What was your highest year level attempted (i.e. Year 10, 11, 12 Form 5, 6): _____
 What was your ENTER Score or equivalent: _____

Did you complete Year 12? Yes No If Yes, in what year did you complete Year 12?:

b) List all courses in which you have been enrolled at post-secondary and/or tertiary institutions, including incomplete degrees. Attach original or certified transcripts for each course, including incomplete courses. Please include any continuing educational courses and/or subjects completed, and if relevant to your application, attach documentary evidence of attendance/ completion.

Abbreviated Title of Qualification	Student ID Number	Awarding Institution	Period of Enrolment	Completed?
Example: BA	888888888	La Trobe University	2004 - 2006	Yes

➡ If no, please enter one of the following codes:
WIL (will complete before admission)
DIS (discontinued)
ATT (attempted)

SECTION 4: POST EDUCATIONAL STATISTICS

a) Are you of Aboriginal or Torres Strait Islander Descent?

Are you of Aboriginal Descent? Yes No
 Are you of Torres Strait Descent? Yes No

b) Please select the citizenship/residency status that applies to you

Australian Citizen New Zealand Citizen
 Permanent Humanitarian Visa (you will be required to provide evidence of permanent humanitarian visa)
 Permanent Resident Status Date you obtained Permanent Resident Status / /
 Temporary Entry Permit (please note if you are the holder of a temporary visa you must apply as an International Student. Please contact La Trobe International for further information. La Trobe International: Phone (03) 9479 1199; Email: International@latrobe.edu.au; webpage: www.latrobe.edu.au/international)
 Other (please specify)

c) Residence

Permanent home residence postcode: If residence is overseas, state country: _____
 Semester residence postcode: If residence is overseas, state country: _____
 Year 12 residence suburb postcode: If Year 12 residence is overseas, state country: _____
 Country of Birth: _____ If born overseas, indicate year of arrival in Australia:
 Language spoken at permanent residence: _____

d) What is your highest level of educational participation prior to commencement of this course?

02 Completed Higher Educational postgraduate level course completion year:
 03 Completed Higher Educational Bachelor level course completion year:
 04 Completed Higher Education sub-degree level course completion year:
 05 Have started but not completed Higher Education course last year of participation:

SECTION 7: DECLARATION AND AGREEMENT

I declare that the information provided on this form is true and complete in every detail. I authorise La Trobe University to contact my former educational institutions in order to verify any of the information I have provided with this application, if deemed necessary.

I understand the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information provided by me.

Signature: _____

Date: / /

Privacy Notice:

Details regarding collection, use, disclosure and access of personal information from this form are available from the following web site address www.latrobe.edu.au/privacy , or by contacting your local Student Administration Office, or by telephone at (03) 9479 2005

SECTION 8: CHECKLIST

Please use the following checklist to ensure your application is complete and eligible for processing. Make sure you have:

- Completed SECTION 1, including information about your previous study at La Trobe University and provision of certified copies of evidence relating to a change of name
- Completed SECTION 2, indicating the preferred course for admission
- Completed SECTION 3, indicating ALL educational qualifications attempted
- Attached certified copies of ALL educational qualifications attempted
- Completed SECTION 4
- Completed SECTION 5
- Provided all supplementary forms and information required, as listed in SECTION 6
- Ensured the correct number of signed, confidential referee reports is attached OR forwarded (to the relevant Faculty) by referees
- Signed and dated the Applicant's Declaration at SECTION 8
- Checked eligibility for a Commonwealth Supported place on the "Going to Uni" website: www.goingtouni.gov.au
- Attached any other relevant supporting information