

Application for Admission to Postgraduate COURSEWORK PROGRAM for 2008

(Graduate Certificate, Postgraduate Diploma, Graduate Diploma, Masters)

Applicants – Please Note:

1. This form is an application for admission ONLY. Applicants will receive a letter acknowledging receipt of the application.
2. Applicants will receive a letter detailing the outcome of this application.
3. Certified copies of supporting documentation MUST be attached with this application. Failure to provide supporting documentation may delay your application being considered. Examples of appropriate documentation include certified Academic Records for previous studies, Certificates, etc.
Do not send original copies of any of these documents as they cannot be returned to you.
4. Applications for Admission must be forwarded to the relevant campus at which you wish to study.
5. Applicants wishing to submit more than one application, will need to complete separate applications.
6. Applicants are strongly advised to check their eligibility to access HECS-HELP or FEE-HELP, if appropriate, at the Going to Uni website at www.goingtouni.gov.au prior to submitting their application.

Albury-Wodonga Campus

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

1. Personal Details

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

If Yes, under what name was this enrolment _____

Student ID Number:

Family Name:

Mr/Mrs/Miss/Dr: Date of Birth ____ / ____ / ____

Given Names:

Gender (please circle): MALE FEMALE

Postal Address:

(Block Letters) Town/Suburb:

State: Postcode:

Telephone (Home): Telephone (Business): Telephone (Mobile):

Email Address:

CHESSN (if known):

2. Choice of course

Preferred Start Date: First Semester Second Semester Other admission period _____

Please indicate the course you wish to apply for. Refer to the University website www.latrobe.edu.au/study for correct course titles. You must lodge a separate application for any other courses you wish to be considered for.

Course Name:

Campus: Mode: Full Time Part Time

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 Full-time/Part-time (circle appropriate) YOC _____

Conditional Offer (Please include condition)

Rejected application Pending application

Selection Outcome – Fee Status

Commonwealth Supported Place (CSP) offer Fee offer

Application Authorisation

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

Signature _____ / ____ / ____

ADMINISTRATION USE ONLY

Student ID _____

Application entered / ____ / ____

Acknowledgment letter sent / ____ / ____

Selection outcome entered / ____ / ____

Applicant notified of outcome / ____ / ____

Other correspondence / ____ / ____

Conditional Offer or Special Conditions on Enrolment

3. Education Qualification

Name of School

Highest Year level attempted (ie Year 10,11,12,Form 5,6)

Year of last attendance

ENTER Score or equivalent

OFFICE USE ONLY

Information Verified

Post Secondary Education

| Course Name | ID Number | First Yr | Last Yr | Institution Name | Qualification Gained (Codes below) |
|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please use the codes in brackets to describe qualification status:
 Completed (CSP), Will complete before Admission (WIL), Discontinued (DIS), Attempted (ATT)
 (Please ensure you attach certified copies of transcripts for all secondary and post-secondary studies undertaken.)

4. Post Education Statistics

Aboriginal or Torres Strait Islander

- 2 Not of Aboriginal/Torres Strait Islander Origin
- 3 Aboriginal origin
- 4 Torres Strait Islander origin
- 5 Aboriginal and Torres Strait Islander origin

Citizenship/Residence Status

You must provide evidence of Residency or Citizenship

- 1 Australian citizen
- 2 NZ citizen
- 3 Permanent resident
- 4 Temp Entry Permit

Permanent Residence Status

If you indicate you are a Permanent Resident, complete the following. You must provide evidence of Permanent Residency.

- 1 Student residing in Australia
- 2 Student residing outside Australia
- 3 Permanent resident > 1 Year

Date Permanent Residence granted ___ / ___ / ___

Country of Birth

Country of birth, if born overseas indicate year of arrival

Country of birth

Language

Year of arrival

Year of arrival

Main language spoken at permanent residence.

Postcode

Permanent home resident postcode

If permanent residence is overseas, state country

Semester resident postcode

If semester residence is overseas, state country

Year 12 resident suburb postcode

If Year 12 residence is overseas, state country

Highest Educational Participation and Year of Participation

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

- 02 Completed Higher Education postgraduate level course completion year is
- 03 Completed Higher Education Bachelor level course completion year is
- 04 Completed Higher Education sub-degree level course completion year is
- 05 Have started but not completed Higher Education course completion year is
- 10 Completed Vocational & Technical Education course (e.g. TAFE) completion year is
- 11 Started but not completed Vocational & Technical Education course (e.g. TAFE) completion year is
- 07 Completed final year of secondary education course at school or TAFE completion year is
- 08 Other qualification or certificate of attainment or competence - complete or incomplete completion year is
- 09 No prior educational attainment completion year is

5. Employment Details

Present Occupation

Employment Duration Years Months

Details of Employer

Name:

Postal Address:

State: Postcode:

Address: Any other relevant employment history since leaving school.

| Year of Employment | Occupation | Employers Name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

6. Any Other Additional Information

You are invited to support this information with any material you believe will be relevant in the evaluation of your application. Students should attach a short explanation detailing why they believe they should be selected into the Course.

7. Applicant's Declaration

I declare that the information provided within this application is true and correct. I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information provided by me. 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.

Signature: _____ Date: ___ / ___ / _____

8. Check Sheet

Please use the following checklist to ensure your application is complete and able to be processed.

- Completed Section 1 including indicating if I have previously studied at La Trobe University
- Completed Section 2 indicating the preferred course for Admission
- Completed Section 3 indicating ALL Educational Qualifications which have been attempted
- Attached **certified copies** of ALL claims of Educational Qualifications listed in Section 3
- Completed Section 4
- Completed Section 5 and 6, attaching supporting information
- Read, understand and agree to the Applicant's Declaration
- Sign and date the Applicant's Declaration at Section 7
- Attached **certified copies** of either a Birth Certificate, citizenship certificate or permanent residency visa.
- Attached **certified copy** of birth certificate, passport or evidence of citizenship or permanent residency.
- Checked my eligibility for a Commonwealth Supported Place on the Going to Uni website..

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

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