



Melbourne Australia

## SCHOOL OF EDUCATIONAL STUDIES

### Application for Admission (Offshore Programs) to Doctor of Education (EdD)

Application No \_\_\_\_\_ (Office use only)

#### Personal Data

Family name: \_\_\_\_\_ Title (Mrs, Ms, Mr, etc.): \_\_\_\_\_

Given names: \_\_\_\_\_

If you have changed your name, give your previous name: \_\_\_\_\_

Previous La Trobe University student number (if any): \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(day) (month) (year)

Gender:  Male  Female

Permanent home address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tel. No: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Fax No: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Email address: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_

#### Degree data

Name of Offshore Institution: \_\_\_\_\_

Full title of the program you would like to study at La Trobe University (full title of degree):

\_\_\_\_\_  
Proposed commencement date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(day) (month) (year)

I understand that my thesis will be supervised by: \_\_\_\_\_

**Research Proposal** (give a concise title for your research project and attach a summary of approximately 300 words, of your research proposal)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject enrolment: Year of Course: \_\_\_\_\_

Subject Code	Subject Title	Semester	Credit Points	Subject Approval

<b>English language proficiency</b>
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You must provide evidence of proficiency in English in one of the following tests. Tick the relevant box and show your score.

- A satisfactory score in the International English Language Testing System (IELTS) administered by the British Council and/or Australian Education Centres.

Overall band score \_\_\_\_\_ Lowest individual band score \_\_\_\_\_

- A satisfactory score in the Test of English as a Foreign language (TOEFL) and in the Test of Written English (TWE).

TOEFL score \_\_\_\_\_ TWE score \_\_\_\_\_

- A satisfactory mark or score in another examination or test acceptable to the University (eg completion of a degree at a University in a country where the main language is English)

Give details \_\_\_\_\_

<b>Academic Qualifications</b>
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List all courses in which you have been enrolled at tertiary institutions. *Attach certified academic transcripts translated into English.*

Abbreviated Title of Qualification	Awarding Institution	Period of Enrolment	Did you complete? When?	Language of instruction
eg BSc	La Trobe University	1973/76	Yes: 1976	English
(a)				
(b)				
©				
(d)				

**Award(s) for Achievement**

Have you ever received an award, scholarship or other recognition for academic achievement(s)?

Yes       No      If yes, provide brief details (attach separate sheet if necessary)

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**Research experience**

Have you ever completed a thesis or long essay?       Yes       No

If yes, attach details, such as examiners' reports if available, or a copy of the thesis.

**Publications**

Have you been the author or co-author of any publication(s)?       Yes       No

If yes, attach a list of any significant publications.

**Employment history**

List all relevant work experience: previous and current, full time and part time. If part time, give the number of hours worked each week (eg P/T 25 hrs/wk)

Dates of employment	F/T P/T	Job Title	Name and Address of Employer	Duties & Responsibilities
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

Professional qualifications and other experience (attach documentation, transcripts etc.)

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**Commitment to Employer**

Are you under bond or other commitment to any employer/institution?       Yes       No

If yes: what is the nature of your commitment?

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Provide details of your employer and a letter of support detailing leave arrangements to study

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Why do you wish to study this degree? How will this degree affect your future employment?**

Attach a separate sheet if necessary.

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**Nomination of Referees**

**Academic Referees**

All applicants must request two senior academics familiar with their recent achievements to send a report to the University on the appropriate form. List referees who have agreed to provide reports.

REFEREE 1

Name and Title \_\_\_\_\_

Address \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

REFEREE 2

Name and Title \_\_\_\_\_

Address \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**CHECKLIST**

Check that you have:

- completed and signed two copies of the application form
- answered all questions; and
- attached the application fee (A\$50)

Check that you have attached to each application:

- certified copy of evidence of any change of name
- summary of research proposal (for research degrees only)
- evidence of English language proficiency
- original or certified copies of academic transcripts issued by all institutions where you have been enrolled (translated into English)
- details of any awards for achievement
- list of any publications
- any letter of support from your employer

**Declaration and agreement**

**I declare** that the information supplied with this application is true and complete in every detail

**I acknowledge** that providing incorrect information or withholding relevant information may result in the University withdrawing any offer of a place, and that this withdrawal may take place at any stage during the course of the study.

**I authorise** La Trobe University to request and obtain further information from any educational institution or employer which may be required to confirm or clarify my suitability and eligibility for masters or doctoral studies.

**I accept** that the application and supporting documentation (excluding hard cover theses) become the property of La Trobe University and are not returnable.

**I understand** and **agree** that, if I am offered a place, I must confirm my acceptance as specified in the University's letter of offer. I understand that all visa and travel requirements will be my responsibility.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Send two copies of this application and all supporting documents, and the A\$50 application fee, to the Program Administrator at the external institution for forwarding to La Trobe University.

