

# APPLICATION FOR DOMESTIC POSTGRADUATE STUDIES

Applications for Psychology programs, Marine Biology, Tropical Marine Ecology & Fisheries Biology and Graduate Diploma of Education close on the last working day in October.

## 1. APPLICATION TYPE - are you applying to study a:

- Postgraduate Course (example: Graduate Certificate, Graduate Diploma, Postgraduate Certificate, Postgraduate Diploma, Master or Doctorate)
- Concurrent Study (example: students who are already admitted to a course and plan to undertake additional study that is not part of their current course)

## 2. PERSONAL DETAILS

Student number (8 or 10 digits):

Title:  Dr  Mr  Ms  Mrs  Miss  Other:

Family name:

Given name(s):

Date of birth (dd/mm/yyyy):    /    /

Gender:  Male  Female

Email address\*

\*once you are enrolled at JCU, all email communication will be to your JCU email address.

Permanent home address:  
PO Box not acceptable

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mailing address:  
If different from above

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Permanent home phone number:

Work phone number:

Mobile phone number:

Fax number:

Emergency contact name:

Relationship to you:

Emergency home phone number:

Emergency work phone number:

Has your name changed since you were last enrolled?  Yes  No (If yes, documentary evidence required)

Are you intending to apply for advanced standing for previous studies or professional experience?  Yes  No  
If yes, complete an *Application for Advanced Standing form*

**CITIZENSHIP/RESIDENCY DETAILS:** This information is required for Government reporting and MUST be completed.

What is your citizenship or residence status? Please choose one option only.

- Australian Citizen  New Zealand citizen
- Holder of a permanent non-humanitarian visa  Holder of a permanent humanitarian residence visa (evidence required)
- International student (DO NOT complete this form. Contact the International Student Centre: [iscenquiries@jcu.edu.au](mailto:iscenquiries@jcu.edu.au))

Will you be residing in Australia during the Study Period?  Yes  No

If no, will you be residing outside of Australia due to a course requirement?  Yes  No

Are you of Australian Aboriginal or Torres Strait Islander origin?  Yes  No

If yes, please tick ONE box only:  Aboriginal  Torres Strait Islander  Aboriginal and Torres Strait Islander

If you were NOT born in Australia:

What date was your residency or citizenship granted (dd/mm/yyyy)?

What was your first year of arrival (yyyy)?

In which country were you born?

What country/countries do you hold citizenship?

Do you speak a language other than English at your permanent home residence?  Yes  No

If yes, what is the main non-English language spoken at your permanent home residence?

OFFICE USE:

AP: \_\_\_\_\_

Year: \_\_\_\_\_

### 3. EDUCATION LEVEL OF YOUR PARENTS OR GUARDIANS

These questions are about the highest level of education **completed** by your parents or guardians.

*This information is required by the Australian Government Department of Employment, Education and Workplace Relations for statistical purposes. JCU will not use it in the assessment of your application.*

Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

Parent/ Guardian 1: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I have no parent/ guardian	Parent/ Guardian 2: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I have no parent/ guardian	What is the highest level of education <b>completed</b> by your parent/ guardian (tick one):
<input type="checkbox"/>	<input type="checkbox"/>	Postgraduate qualification (e.g. Graduate diploma, masters degree, PhD)
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor degree
<input type="checkbox"/>	<input type="checkbox"/>	Other post-school qualifications (e.g. Associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 12 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 10 schooling,* continued at school, but didn't complete Year 12 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 10 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Didn't complete Year 10 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Don't know <span style="float: right;">*or equivalent</span>

### 4. COURSE INFORMATION

OFFICE USE ONLY:

Name of course you wish to apply for:

Intended major area of study/discipline:

When do you plan to start study:

- Teaching Period 1, 20\_\_\_\_\_
- Teaching Period 2, 20\_\_\_\_\_

Where do you plan to study:

- Townsville
- Cairns
- Brisbane

Do you intend to study:

- Full time  Internal
- Part time  External
- Limited Attendance

### 5. CONCURRENT STUDY (this section only applies to students currently admitted to a course at JCU who plan to undertake another course at the same time)

Do you want to undertake concurrent study?

No - proceed to the next question

Yes - what is the name of the course you are currently studying: \_\_\_\_\_

This application is subject to the approval for the Pro Vice Chancellor/Faculty Registrar for your faculty.

### 6. QUALIFICATIONS

Please provide details of qualifications. **Certified** copies of official academic records for all tertiary or technical studies (other than JCU) or hospital certificate and current annual practising/licence certificate must be forwarded with your application. If your current name and the name on your supporting documentation are different, a certified copy of evidence of name change is required (e.g. marriage certificate).

NAME OF DEGREE/AWARD/CERTIFICATE (eg, Bachelor of Science)	INSTITUTION (eg. James Cook University)	YEARS UNDERTAKEN (eg, 1994-98)	DEGREE/AWARD COMPLETED (Yes/No)

### 7. REFEREES

[Master of Applied Science (Aquaculture; Marine Biology, Tropical Marine Ecology & Fisheries Biology), Public Health and Tropical Medicine, Nursing Science and Psychology applicants only]

Applicants for the above courses are required to provide names, addresses and positions of two referees who are prepared to comment upon your suitability to undertake these studies. For additional requirements - please see the Application Checklist at the end of this form.

REFEREE ONE:

Title:      Initials:      Family Name:

Address:

Phone number:

Email address:

REFEREE TWO:

Title:      Initials:      Family Name:

Address:

Phone number:

Email address:

**8. SUBJECT SELECTION** - This section only needs to be completed for those courses listed below. (Subjects for all other courses are not required at this stage. Further details will be provided in your *Offer Pack*).

Subject Code (e.g TM5502)	Subject Code (e.g TM5502)	Subject Code (e.g TM5502)	Graduate Certificate of Arts	Graduate Diploma of Legal Studies
			Graduate Certificate of Biomedical Sciences	Graduate Diploma of Social Science
			Graduate Certificate of Research Methods	Graduate Diploma of Tropical Animal Science
			Graduate Certificate of Tropical Animal Science	Postgraduate Diploma of Research Methods
			Graduate Diploma of Arts	Master of Tropical Veterinary Science
			Graduate Diploma of Biomedical Sciences	Master of Biomedical Sciences
			Graduate Diploma of Creative Arts	Master of Tropical Animal Science

## 9. PREFERRED FEE TYPE

Commonwealth supported     Tuition fee paying

A number of Commonwealth supported places are available in **SOME** postgraduate coursework courses. Refer to the course listing at the back of this application.

Australian citizens (and New Zealand citizens and permanent residents who reside in Australia for duration of their unit of study) have the option of paying a student contribution as a Commonwealth supported student (previously called HECS) or tuition fees.

Refer to [www.jcu.edu.au/student/fees/index](http://www.jcu.edu.au/student/fees/index) for more information on student contributions and tuition fees.

## 10. DECLARATION

### QUALIFICATION SEARCH

I authorise James Cook University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary QualSearch will be engaged to access this academic information. I understand that James Cook University is not responsible if any educational body / institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

### IMPORTANT NOTICE

I declare that the information I have supplied on this form is, to the best of my knowledge, complete and correct.

### INFORMED CONSENT

I understand that:

- James Cook University is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the *Higher Education Support Act 2003* and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me
- James Cook University will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes
- DEEWR will store the information securely in the Higher Education Information Management System
- DEEWR may disclose the information to the Australian Taxation Office (ATO), and
- James Cook University and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

### PRIVACY

I understand that information contained on this form is also collected for admission and administrative purposes. Personal information will not be passed on to any other external bodies, other than the Department of Education, Employment and Workplace Relations as outlined above, without my authorisation unless required or authorised by law.

**Signature:** \_\_\_\_\_ **Date (dd/mm/yyyy):** \_\_\_\_/\_\_\_\_/\_\_\_\_

## 11. DOCUMENT CERTIFICATION REQUIREMENTS

When preparing your application to James Cook University, it is essential that you supply certified, correct and complete supporting documentation. Failure to do so may jeopardise your chance of being made an offer. Uncertified copies and photocopies of certified copies are not acceptable. It is preferred that you submit your copies certified by:

- the Authority that issued the document
- Student Administration section of an Australian university - JCU's Student Enquiry Centre

JCU will however accept copies certified by:

- Justice of the Peace (JP)
- Commissioner for Declarations / Notary of the Public
- Barrister or Solicitor
- The University Admissions Centre of any Australian state – eg QTAC
- an Australian overseas diplomatic mission
- a police officer at or above the rank of Sergeant
- JCU registered Overseas Agents
- AusAID Posts

The person certifying photocopies of the original documentation must state that the documents they are certifying are a true copy of the original and must provide their signature, occupation and telephone number and affix the official stamp or seal of their organisation (if available) on the front of each copy.

Please note that it is your responsibility to ensure that your application is complete at the time of submission. If you are completing a course in the current year you should lodge your academic transcripts and proof of completing your award as soon as they are available.

## 12. QUALIFICATIONS WRITTEN IN A LANGUAGE OTHER THAN ENGLISH

Please provide certified translations and a certified copy of the original document.

## 13. APPLICATION CHECKLIST AND ADDITIONAL INFORMATION

### Have you included:

- documentary evidence where applicable, e.g. change of name or citizenship details
- details of two referees and references/referee reports for Master of Applied Science (Aquaculture, Marine Biology, Tropical Marine Ecology and Fisheries Biology), Public Health and Tropical Medicine, Nursing Science and Psychology applicants
- Psychology applicants must ensure their referee reports are sent to their nominated referees to complete. Referee reports are available online at [www.jcu.edu.au/sass/idc/groups/public/documents/form\\_download/jcuprd\\_028706.pdf](http://www.jcu.edu.au/sass/idc/groups/public/documents/form_download/jcuprd_028706.pdf)
- certified copies of documents citing duration of service and professional experience (if you are seeking admission/advanced standing on grounds of professional experience)

### Nursing and Midwifery applicants:

Please contact the School of Nursing, Midwifery and Nutrition before applying for additional documentary requirements - email [nursing@jcu.edu.au](mailto:nursing@jcu.edu.au) or phone (07) 4781 5320

### Graduate Diploma of Education (GradDipEd) applicants:

Last date to lodge this application is the **last working day in October for TP1**. Applications received after this date may not be assessed in time for the start of the course. Applicants **must** complete an **Additional Information form** and submit this with your application. Applicants for the Years 1 - 9 or secondary majors, whose degree was conferred more than ten years ago, must include a resume indicating how they have maintained their skills and ensured that their knowledge remains current through employment or other means. Please contact the School of Education (07) 4781 4465 for a copy of this form or download it from [http://cms.jcu.edu.au/education/postgrad/JCUPRD\\_038429](http://cms.jcu.edu.au/education/postgrad/JCUPRD_038429)  
Townsville campus: Primary and Secondary majors available.  
Cairns campus: Years 1-9 available for Graduate Diploma of Education.

### Marine Biology, Tropical Marine Ecology and Fisheries Biology applicants:

Last date to lodge this application is the **last working day in October for TP1**. Applications received after this date may not be assessed in time for the start of the course. Applicants must submit a copy of their CV and a personal statement outlining why they wish to do the course and their long-term academic goals with this application (statement should be between one paragraph and one page in length). All applicants must submit **two referee reports** with their application. Referee reports are available online at [www.jcu.edu.au/mtb/idc/groups/public/documents/external\\_links/jcuprd\\_045978.pdf](http://www.jcu.edu.au/mtb/idc/groups/public/documents/external_links/jcuprd_045978.pdf)

### Business applicants:

If applying for a Graduate Certificate of Business Administration, Graduate Certificates of Accounting, International Hospitality Management, Conflict & Dispute Resolution, applicants without a previous degree must also submit a letter of support from your employer on official company letterhead verifying your management work history. Contact 07 4781 5255 for further information.

### Psychology applicants:

Have you applied for any other course at JCU this year?  Yes  No If Yes, which course \_\_\_\_\_

### JCU staff applying for the Graduate Certificate of Education (Tertiary Teaching):

Some JCU staff are eligible for a fee waiver for the Graduate Certificate of Education (Tertiary Teaching). For further information, contact Teaching and Learning Development. Application for a fee waiver must include a Supporting Statement signed by Head of School.

## 14. PLEASE COMPLETE AND RETURN THIS FORM TO: (with any supporting documentation)

We look forward to receiving your application. If you need further information or help, please call Student Enquiries on freecall 1800 246 446 or email [EnquiriesTownsville@jcu.edu.au](mailto:EnquiriesTownsville@jcu.edu.au)

### IN PERSON OR POST:

#### Townsville students:

Student Enquiry Centre, James Cook University  
Ground Floor, Ken Back Chancellery Building  
Angus Smith Drive, TOWNSVILLE, QLD, 4811

#### Cairns students:

Student Enquiry Centre, James Cook University  
Building A1, McGregor Road  
Smithfield, CAIRNS, QLD, 4870

#### Brisbane students:

349 Queen Street  
Brisbane, QLD, 4000  
Phone: 07 3001 7800

**OFFICE USE ONLY****FACULTY/ SCHOOL USE:** ACCEPT this application REJECT this application (enter reason in comments section below)

Comments:

Conditions:

Majors/ Teaching area (if applicable):

Is a course supervisor required:  Yes  NoIf yes, enter the supervisor's name, phone and email details (this information will be added to the *Offer Letter*):Self-managed:  Yes  No\_\_\_\_\_  
Signature of Approving officer (if applicable)\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date\_\_\_\_\_  
Head of School (if required)  
JCU Brisbane - Manager of Student Administration Service\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Associate Dean/ Faculty Registrar\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date

For Concurrent requests across two faculties:

\_\_\_\_\_  
Signature of Pro Vice Chancellor/Faculty Registrar\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date**ADMISSIONS USE (required for all applications):**

Application entered:

 Yes

Date:

Initial:

Offer made and sent:

 Yes

Date:

Initial:

Offer sent by:

 Post Email In person

Conditions Apply:

 No Yes

Condition: \_\_\_\_\_

Condition met:

 Yes

Initial:

File tracked to Enrolments:

 Yes

Date:

Initial: