



You can use this form to apply for any courses from the categories below requiring DIRECT ENTRY application OR to apply for a different course at Victoria University, irrespective of Faculty or Sector, as a currently enrolled student (INTERNAL APPLICANT). Prior to completing this form, all applicants MUST read the Advice to Applicants and check the relevant Course Index (TAFE, Undergraduate or Honours, Post Registration and Postgraduate index), located at www.vu.edu.au/apply, for the correct application method.

PLEASE ATTACH CERTIFIED COPIES OF YOUR RESULTS & QUALIFICATIONS TO DATE (INCLUDING ATAR (ENTER), VCE SCORE OR EQUIVALENT YEAR 12 INFORMATION, AS WELL AS RESULTS FROM PREVIOUS POST-SECONDARY STUDIES

SECTION A COURSE APPLICATION TYPE

I am applying as: a DIRECT APPLICANT an INTERNAL APPLICANT

Please TICK which course type you are applying for.

Certificate I - III Certificate IV Diploma Advanced Diploma
 Associate Degree Degree Degree (Honours) Postgraduate by coursework

All applicants should note that you **must also fulfil any extra requirements** that form part of a course application. For extra requirements information, refer to www.vu.edu.au/apply.

When you have completed this form, lodge it by the closing date on the relevant Course Index at a Student Service Centre or via mail or fax as indicated on the back page of this form. Please ensure that separate applications are made for each course. Please write in BLOCK LETTERS using a black or blue pen.

HAVE YOU APPLIED THROUGH THE VICTORIAN TERTIARY ADMISSIONS CENTRE (VTAC)?

This applies to all courses listed in the current VTAC Guide and on the VTAC website (www.vtac.edu.au). Please refer to the Course Index (www.vu.edu.au/apply) for the correct method of application.

If you are currently enrolled at Victoria University (VU) you do not need to submit a course application through VTAC for any VU course. Instead submit this application form by the relevant closing date along with any extra information required for your intended course.

NO YES VTAC ID NUMBER (IF KNOWN)

PREVIOUS OR CURRENT STUDIES AT VICTORIA UNIVERSITY

Have you previously applied for a course, have been or are currently enrolled at Victoria University (including Footscray Institute of Technology or Western Metropolitan Institute of Technology)?

NO YES STUDENT ID (IF KNOWN): LAST YEAR OF STUDY (IF KNOWN): _____

COURSE NAME: _____ COURSE CODE: _____ LOCATION: _____

SECTION B PERSONAL INFORMATION

TITLE: _____ FAMILY NAME: _____ DATE OF BIRTH:

DD	MM	19 YY
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GIVEN NAME: _____ GENDER: M F Your age as at 1 January 2012: _____

(i) Postal Address

STREET NUMBER AND NAME (or PO BOX): _____

SUBURB: _____ STATE: _____ POSTCODE: _____

HOME PHONE: _____ MOBILE PHONE: _____ EMAIL ADDRESS: _____

If you have provided a PO BOX address as your postal address, please also provide a residential address in the space below.

Is your postal address different from your home address or semester address? YES NO

If YES, please write your address below and indicate whether: HOME SEMESTER PLEASE CIRCLE

STREET NUMBER AND NAME (or PO BOX): _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PLEASE NOTE: If you change your personal/contact details, please complete and submit a Personal Details Amendment form via mail or fax as indicated on the back page of this form.

SECTION C PERSON STATISTICS – ALL APPLICANTS MUST COMPLETE THIS SECTION

<p>1. Are you of Aboriginal or Torres Strait Islander origin?</p> <p>2 <input type="checkbox"/> Neither Aboriginal nor Torres Strait Islander</p> <p>3 <input type="checkbox"/> Yes, Aboriginal</p> <p>4 <input type="checkbox"/> Yes, Torres Strait Islander</p> <p>5 <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander</p> <hr/> <p>2. What is your Citizenship/Residence status? If your current citizenship/residency status is not listed below, DO NOT complete this form Please contact Victoria University International on +613 9919 1164 or via email international@vu.edu.au</p> <p>1 <input type="checkbox"/> Australian Citizen</p> <p>2 <input type="checkbox"/> New Zealand Citizen living in Australia</p> <p>3 <input type="checkbox"/> Permanent Resident (other than Humanitarian) <i>(complete Q3)</i> Date Granted <u>DD / MM / YY</u> Expiry Date <u>DD / MM / YY</u></p> <p>4 <input type="checkbox"/> Australian Student Visa holder</p> <p>5 <input type="checkbox"/> Other</p> <p>6 <input type="checkbox"/> Temporary Visa Holder <i>(TAFE Only)</i> Date Granted <u>DD / MM / YY</u> Expiry Date <u>DD / MM / YY</u></p> <p>7 <input type="checkbox"/> Temporary Protection Visa holder (TAFE Only)</p> <p>8 <input type="checkbox"/> Permanent Humanitarian Visa holder Date Granted <u>DD / MM / YY</u> Expiry Date <u>DD / MM / YY</u></p> <hr/> <p>3. If you have Permanent Residence status, which statement best describes your circumstance?</p> <p>1 <input type="checkbox"/> I am residing in Australia during the semester OR outside Australia as per the course requirement</p> <p>2 <input type="checkbox"/> I am residing outside Australia for the semester</p> <p>3 <input type="checkbox"/> On enrolment day I had permanent residency for more than 12 months</p> <hr/> <p>4. In what country is your permanent home address?</p> <p><input type="checkbox"/> Australia Postcode: _____</p> <p><input type="checkbox"/> Overseas Name of Country: _____</p> <hr/> <p>5. In what country is your residence during the year?</p> <p><input type="checkbox"/> Australia Postcode: _____</p> <p><input type="checkbox"/> Overseas Name of Country: _____</p> <hr/> <p>6. In what country were you born?</p> <p>1100 <input type="checkbox"/> Australia</p> <p><input type="checkbox"/> Country _____ Year of Arrival _____</p> <hr/> <p>7. Do you speak a language other than English at home?</p> <p>0001 <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes Language: _____</p> <hr/> <p>8. If you have completed Year 12, please indicate your permanent home residence during that year.</p> <p>Postcode: _____</p> <p>Suburb / Town: _____</p>	<p>9. Please indicate your parents/guardians gender and highest level of education.</p> <p style="text-align: center;">Parent/Guardian 1 MALE FEMALE PLEASE CIRCLE</p> <p>20/40 <input type="checkbox"/> Postgraduate Qualification</p> <p>21/41 <input type="checkbox"/> Bachelor degree</p> <p>22/42 <input type="checkbox"/> Other post school qualification</p> <p>23/43 <input type="checkbox"/> Completed year 12 or equivalent</p> <p>24/44 <input type="checkbox"/> Did not complete year 12 or equivalent</p> <p>25/45 <input type="checkbox"/> Completed year 10 or equivalent</p> <p>26/46 <input type="checkbox"/> Did not complete year 10 or equivalent</p> <p>49/59 <input type="checkbox"/> Don't know</p> <p>98 <input type="checkbox"/> Not applicable</p> <hr/> <p>10. Please indicate your parents/guardians gender and highest level of education.</p> <p style="text-align: center;">Parent/Guardian 2 MALE FEMALE PLEASE CIRCLE</p> <p>20/40 <input type="checkbox"/> Postgraduate Qualification</p> <p>21/41 <input type="checkbox"/> Bachelor degree</p> <p>22/42 <input type="checkbox"/> Other post school qualification</p> <p>23/43 <input type="checkbox"/> Completed year 12 or equivalent</p> <p>24/44 <input type="checkbox"/> Did not complete year 12 or equivalent</p> <p>25/45 <input type="checkbox"/> Completed year 10 or equivalent</p> <p>26/46 <input type="checkbox"/> Did not complete year 10 or equivalent</p> <p>49/59 <input type="checkbox"/> Don't know</p> <p>98 <input type="checkbox"/> Not applicable</p> <hr/> <p>11. What was your highest educational participation prior to this course?</p> <p>02 <input type="checkbox"/> A complete Higher Education postgraduate level course</p> <p>03 <input type="checkbox"/> A complete Higher Education bachelor level course</p> <p>04 <input type="checkbox"/> A complete Higher Education sub-degree level course</p> <p>05 <input type="checkbox"/> An incomplete Higher Education course</p> <p>07 <input type="checkbox"/> A complete final year of secondary education at school or TAFE</p> <p>08 <input type="checkbox"/> Other qualification, complete or incomplete</p> <p>09 <input type="checkbox"/> No prior educational attainment</p> <p>10 <input type="checkbox"/> A complete VET award course</p> <p>11 <input type="checkbox"/> An incomplete VET award course</p> <p>Year completed (or last year attempted): <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px; text-align: center;">Y</td><td style="width: 20px; height: 20px; text-align: center;">Y</td><td style="width: 20px; height: 20px; text-align: center;">Y</td><td style="width: 20px; height: 20px; text-align: center;">Y</td></tr></table></p> <hr/> <p>12. What is the highest level of secondary education you have attempted or completed? Refer Sec-Ed Aust</p> <p>V <input type="checkbox"/> Year 12/VCE (or equivalent)</p> <p>H <input type="checkbox"/> Year 12/HSC (or equivalent)</p> <p>Y <input type="checkbox"/> Year 11</p> <p>Y <input type="checkbox"/> Year 10</p> <p>Y <input type="checkbox"/> Year 9</p> <p>Y <input type="checkbox"/> Year 8 or lower</p> <p>I <input type="checkbox"/> International Baccalaureate IB</p> <p>Details of your final or current year of attendance: <small>(Q11 HE Statistics)</small> Year: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px; text-align: center;">Y</td><td style="width: 20px; height: 20px; text-align: center;">Y</td><td style="width: 20px; height: 20px; text-align: center;">Y</td><td style="width: 20px; height: 20px; text-align: center;">Y</td></tr></table></p> <p>Name of School: _____ State: _____</p> <p>Where was your permanent home residence during your final year of study? Postcode: _____ Country: _____</p> <p>Was the final year completed? YES NO ATAR (or equiv.) _____</p>	Y	Y	Y	Y	Y	Y	Y	Y
Y	Y	Y	Y						
Y	Y	Y	Y						

SECTION D POST SECONDARY QUALIFICATIONS

Please list all academic qualifications, with the most recent qualifications first (eg. Bachelor of Communications or Diploma of Accounting). If your qualifications are from a country other than Australia, please attach an official 'Statement of Equivalence' available from the Overseas Qualifications Unit (Melbourne) details available from www.employment.vic.gov.au or telephone 1800 042 745. Your application is unlikely to be considered until all certified documentation is received.

TITLE OF QUALIFICATION or COURSE CODE	MAJOR AREA OF STUDY	STATE/COUNTRY	FULL NAME OF INSTITUTION	COMPLETED (YES/NO)	LAST YEAR OF STUDY

SECTION E EMPLOYMENT EXPERIENCE

Please list your **relevant** employment experience (beginning with your most recent experience). Attach a separate sheet if the space below is Insufficient.

POSITION	START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	FULL/PART TIME	EMPLOYER	NATURE OF EMPLOYMENT	DURATION OF EMPLOYMENT	PAID/VOLUNTARY

SECTION F COURSE APPLICATION DETAIL

Please indicate the course you would like to study. Use the course name and additional details as they appear in the relevant Course Index. If you wish to apply for multiple courses/streams, you will need to complete a separate application form for each course/stream.

COURSE NAME		PREFERRED LOCATION
		1.
VU COURSE CODE	ATTENDANCE TYPE (PT, FT, Flexible/Online)	2.

(i) **All applicants:**

Do you wish to be considered for this course at another location, if available? YES NO

(ii) **Postgraduate applicants (only):**

If you are applying for a Postgraduate course offering both Commonwealth Supported and Full-Fee places, do you wish to be considered for a full-fee place should a Commonwealth Supported Place not be available? YES NO

PLEASE NOTE : A full-fee place is an upfront fee paying place where tuition fees are payable by the Census date of each semester. By indicating YES, you will not affect your chances of gaining a Commonwealth Supported Place. Refer to the Postgraduate course index (www.vu.edu.au/apply) for details about Commonwealth Supported and Full-Fee places.

SCD USE ONLY	ACADEMIC CALENDER :		ADMISSION CALENDER:	
PROCESS CATEGORY : (APP-TRAIN <input type="checkbox"/> ELICOS <input type="checkbox"/> HE-ABROAD <input type="checkbox"/> HE-INTERN <input type="checkbox"/> HE-OFFSHORE <input type="checkbox"/> HE-PGRAD <input type="checkbox"/> HE-UNGRAD <input type="checkbox"/> INT-EXC <input type="checkbox"/> RESEARCH <input type="checkbox"/> VE-DOM <input type="checkbox"/> VE-OFFSHORE <input type="checkbox"/> VE-INTERN <input type="checkbox"/>)	RE-ADMIT		COURSE NON-AWARD	
SYSTEM ADMISSION PROCESS TYPE:				
OFFICE USE ONLY				
RECEIVED (REC) <input type="checkbox"/>	DATE: _____	OFFER TYPE: <input type="checkbox"/> CSP	<input type="checkbox"/> FULL FEE	ADMISSION BASIS: _____ FUNDING SOURCE: _____
INTERVIEW (INT) <input type="checkbox"/>	DATE: _____	OFFER TO BE MADE – NO CONDITIONS	<input type="checkbox"/>	
OFFER PENDING (OPF) <input type="checkbox"/>	DATE: _____	CONDITIONAL OFFER TO BE MADE:	<input type="checkbox"/>	COMPLETE CONDITIONAL OFFER PROFORMA CHECKLIST AND ATTACH <input type="checkbox"/>
NO OFFER (REJ) <input type="checkbox"/>	DATE: _____	SELECTION OFFICER NAME: _____		
SIGNATURE: _____	DATE: _____	STUDENT ID: _____		
COURSE CODE: _____	ATTENDANCE TYPE: _____	LOCATION: _____	VTAC: <input type="checkbox"/> YES or <input type="checkbox"/> NO	

SECTION G ADVANCED STANDING/RCC/CREDIT TRANSFER OR ADVANCE STANDING THROUGH LEARNING PATHWAYS

Do you wish to claim Advanced Standing (RPL)/Recognition of Current Competency / Skills Recognition (RCC) or Credit Transfer for unit(s) completed elsewhere? NO YES If YES, please complete an A04 Application for Advanced Standing form.

If you are applying for Advanced standing (RPL) under a Learning Pathway, please provide the Victoria University Pathways Code (if applicable): _____

Information about Advanced standing/Credit Transfer and Learning Pathways is available from www.vu.edu.au/courses/study-pathways

PLEASE NOTE: Faculties will only process Advanced Standing applications for successful course applicants.

SECTION H 200 WORD WRITTEN STATEMENT

Applicants **MUST** attach a written statement (no more than 200 words – applicants for the Bachelor of Laws (Graduate Entry) and the Master of Science in Dietetics to write 500 words) detailing their interest in the course for which you have applied and what you hope to achieve by undertaking study in this field. Please include:

- Reasons for selecting this course
- Knowledge of the industry to which this course is related
- Other qualities and attributes that may support your application
- The type of career path you would like to follow on completion of this course
- Details of any previous studies, work and/or life experiences which you believe are relevant to this course
- Details of other scholarships, prizes, membership of professional societies, etc
- Any other pertinent information
- Applicants for the **Bachelor of Social Work**, please refer to the Additional Information requirements for your course
- Applicants for the **Graduate Diploma in Secondary Education**, please refer to the Additional Information requirements for your course

SECTION I DIRECT ADMISSION SPECIAL CONSIDERATION APPLICATION

Are you completing a Direct Admission Special Consideration application form? YES NO
(Please attach your completed Special Consideration Application Form)

For information about Direct Admission Special Consideration (including eligibility requirements), refer to the information available from www.vu.edu.au/apply

SECTION J DECLARATION (ALL APPLICANTS **MUST** SIGN THIS DECLARATION)

- I declare that, to the best of my knowledge, the information given in this application is correct and complete.
- I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information. The University is under no obligation to consider an application submitted after the due date.
- I have read the current Online Student Guide and the full enrolment terms and conditions (which are available at www.vu.edu.au/Enrolment-Conditions).
- Victoria University collects, stores, and uses personal information in accordance with Victoria University's Privacy Policy which can be accessed at www.vu.edu.au
- I have fulfilled all requirements required to be eligible for consideration

SIGNATURE OF APPLICANT: _____

DATE: _____ / _____ /20_____

APPLICANT CHECKLIST - PLEASE CHECK THAT YOU HAVE COMPLETED ALL SECTIONS

- | | |
|--|--|
| <input type="checkbox"/> Completed Sections A to H of this form | <input type="checkbox"/> Completed Section J (signed and dated form) |
| <input type="checkbox"/> Completed Section I and attached form (if applicable) | <input type="checkbox"/> Attached certified documents (including Academic Transcripts and/or Statement of Results) |

PLEASE MAKE SURE YOU SUBMIT YOUR APPLICATION BY THE CLOSING DATE PUBLISHED IN THE RELEVANT COURSE INDEX (AVAILABLE AT WWW.VU.EDU.AU/APPLY).

CONTACT

Enquiries [GOTOVU www.vu.edu.au/gotovu](http://www.vu.edu.au/gotovu)
Phone +613 9919 6100
Fax +613 9919 2088
Web www.vu.edu.au/students

STUDENT SERVICE CENTRES

City Flinders
City King
Footscray Nicholson
Footscray Park
Melton
Newport
St Albans
Sunshine
Werribee

MAIL TO

Admissions Office
St Albans Campus
Victoria University
PO Box 14428
Melbourne VIC 8001

PRIVACY INFORMATION

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (www.vu.edu.au/privacy).