

2012 VICTORIA UNIVERSITY INTERNAL COURSE APPLICATION A122

If you are **currently enrolled** at Victoria University, or on an approved Leave of Absence you can use this form to apply for different course/s at the University (irrespective of Faculty or Sector).

If you were a former student of this University (ie. former students who were not enrolled at the time of application), you must apply for your course/s in the normal method (refer to the *Advice to Applicants* available from www.vu.edu.au/apply)

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

Course indexes and further information are available from www.vu.edu.au/apply.

INSTRUCTIONS

You must complete all sections of this form including the applicant checklist below. You can submit your completed form at a Student Service Centre, or by fax or mail to the address below. Please ensure that you submit separate applications for each course and they are submitted in an A4 sized envelope and not in a plastic folder.

Please make sure you submit your application by the closing date published in the relevant course index (available at www.vu.edu.au/apply).

Please check the Course Indexes regularly for any extensions to closing dates.

APPLICANT CHECKLIST - PLEASE CHECK THAT YOU HAVE COMPLETED ALL SECTIONS

- | | |
|---|--|
| <input type="checkbox"/> Completed sections regarding citizenship, previous studies, and Sections A, B, C, D, E and F | <input type="checkbox"/> Attached certified documents (if applicable) |
| <input type="checkbox"/> Completed Section G and attached completed form (if applicable) | <input type="checkbox"/> Checked whether additional requirements form part of the application for each course. |
| <input type="checkbox"/> Completed Section H (signed and dated form) | |

CONTACT

Enquiries GOTOVU www.vu.edu.au/gotovu
Phone +613 9919 6100
Fax +613 9919 2088
Web www.vu.edu.au/future-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

The personal information we collect on this form is for the purpose of enabling you to apply for your chosen course of study and for Victoria University to deliver that course and related services to you.

You can access your personal information by contacting us at www.vu.edu.au/gotovu or +613 9919 4000.

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 (wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF).

OFFICE USE ONLY

RECEIVED (REC) <input type="checkbox"/>	DATE	OFFER TYPE <input type="checkbox"/>	CSP <input type="checkbox"/>	FULL FEE <input type="checkbox"/>	ADMISSION BASIS	REASON/CONDITIONS					
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"/>									
SELECTION OFF. NAME:	NO OFFER (REJ) <input type="checkbox"/>										
SIGNATURE:	DATE	STUDENT ID <input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please write in BLOCK LETTERS using a black or blue pen.

CITIZENSHIP/RESIDENCY STATUS Select your current Citizenship/Residency status from below. Please tick the relevant box.

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

Australian Citizen (1)

New Zealand Citizen living in Australia (2)

Permanent Resident (other than Humanitarian Visa) (3) Provide date PR status granted / /

Humanitarian Visa holder (8) Provide date granted / /

If your current citizenship/residency status is not listed above, DO NOT complete this form. Please contact Victoria University International on +613 9919 1164 or via email international@vu.edu.au.

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

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, you only need to complete and submit this Internal Course Application form by the relevant closing date and satisfy any Extra requirements that form part of a course application.

SECTION A PERSONAL DETAILS

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

VU STUDENT ID:

TITLE: FAMILY NAME:

FIRST NAME: OTHER NAMES:

GENDER: M F DATE OF BIRTH: / /19

STREET NUMBER AND NAME (or PO Box):

SUBURB: STATE: POSTCODE:

AFTER HOURS PHONE: MOBILE PHONE:

BUSINESS HOURS PHONE: EMAIL ADDRESS:

SECTION B CURRENTLY ENROLLED COURSE INFORMATION

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

VU COURSE CODE: CAMPUS:

COURSE NAME:

**SECTION C
COURSE APPLICATION
DETAILS**

COURSE NAME (as it appears in the Course Index): _____

VU COURSE CODE: _____ STUDY MODE (FT/PT): _____

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

PREFERRED CAMPUS 1: _____ PREFERRED CAMPUS 2: _____

Please indicate the course you would like to study. Course details are available in the relevant course index.

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

Victoria University Pathways Code (if applicable): _____

Information about Learning Pathways is available from www.vu.edu.au/courses/study-pathways

**SECTION D
EDUCATION HISTORY**

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

Please indicate the highest level of secondary schooling undertaken, and all post-secondary qualifications that you have completed or attempted (including tertiary studies, trade certificates, short courses, etc), and attach a certified copy of your final results or results to date to this form. Applicants who have studied Year 12 in Victoria should also include a certified copy of your ATAR (or ENTER) statement when available. Any outstanding results should be forwarded to the Admissions office as soon as these become available. 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.

SECONDARY SCHOOLING

What was the highest level you completed?

0 Did not go to school 2 Year 8 4 Year 10 6 Year 12

1 Year 7 or lower 3 Year 9 5 Year 11

(i) Are you still attending school? 1 YES NO If YES, go to part (iii)

(ii) In which year did you complete this level?

(iii) If schooling was/is in Victoria, please indicate the secondary school you attended/are attending: _____

(iv) If you completed Year 12 in Australia, please enter details of your permanent home address at the time of completion: _____

Postcode:

Town/Suburb: _____

PRIOR TAFE STUDY

Have you previously studied at TAFE? 1 YES 2 NO

If YES, in which year did you commence your TAFE level? Tick any applicable boxes below:

	COMPLETED		MAJOR AREA OF STUDY	INSTITUTION	LAST YEAR OF STUDY
	YES	NO			
CERTIFICATE I	<input type="checkbox"/>	<input type="checkbox"/>			
CERTIFICATE II	<input type="checkbox"/>	<input type="checkbox"/>			
CERTIFICATE III (or Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>			
CERTIFICATE IV (or Adv Cert/Tech'n)	<input type="checkbox"/>	<input type="checkbox"/>			
OTHER CERTIFICATE	<input type="checkbox"/>	<input type="checkbox"/>			
DIPLOMA (or ASSOCIATE DIPLOMA)	<input type="checkbox"/>	<input type="checkbox"/>			
ADVANCED DIPLOMA or ASSOCIATE DEGREE	<input type="checkbox"/>	<input type="checkbox"/>			
BACHELOR DEGREE or HIGHER DEGREE	<input type="checkbox"/>	<input type="checkbox"/>			

**SECTION D (cont.)
EDUCATION HISTORY**

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

PRIOR HIGHER EDUCATION AND POSTGRADUATE STUDY

Have you previously studied at undergraduate level? 1 YES 2 NO
 Have you previously studied at postgraduate level? 1 YES 2 NO

If YES, then tick ANY applicable boxes:

	COMPLETED		MAJOR AREA OF STUDY	INSTITUTION	LAST YEAR OF STUDY
	YES	NO			
ASSOCIATE DIPLOMA	<input type="checkbox"/>	<input type="checkbox"/>			
DIPLOMA	<input type="checkbox"/>	<input type="checkbox"/>			
BACHELOR/DEGREE	<input type="checkbox"/>	<input type="checkbox"/>			
HONOURS DEGREE	<input type="checkbox"/>	<input type="checkbox"/>			
GRADUATE CERTIFICATE	<input type="checkbox"/>	<input type="checkbox"/>			
GRADUATE DIPLOMA	<input type="checkbox"/>	<input type="checkbox"/>			
MASTERS	<input type="checkbox"/>	<input type="checkbox"/>			
PH.D	<input type="checkbox"/>	<input type="checkbox"/>			

**SECTION E
RPL/RCC/CREDIT TRANSFER**

Do you wish to claim Recognition of Prior Learning (RPL)/Recognition of Current Competency (RCC) (also known as Skills Recognition) or Credit Transfer for unit/s completed elsewhere? YES NO

If YES, please complete a *Recognition of Prior Learning application form - A04* (Higher Education applicants) or a *Vocational Education/Further Education Application RPL - A80*. Forms are available from www.vu.edu.au/courses/applying. The Faculties will only process RPL/RCC or Credit Transfer applications for successful applicants.

**SECTION F
SUPPORTING STATEMENT**

(ALL APPLICANTS MUST COMPLETE THIS SECTION)

All applicants must **attach** a written statement (no more than 200 words for each course/stream) detailing their interest in each course/stream for which they have applied and what they hope to achieve by undertaking study in each field. Please include:

- Qualities and attributes possessed that relate to a career in each field
- Reasons for wanting to transfer to each course/stream
- Knowledge of the industry to which each course/stream is related.
- The type of career path you would like to follow on completion of each course/stream
- Details of any previous studies, work and/or life experiences which you believe are relevant to each course/stream
- Any other pertinent information

PLEASE NOTE

- **Graduate Diploma in Secondary Education, Graduate Diploma in Teaching (Primary) and Graduate Diploma in Early Childhood Teaching applicants (only)** to also complete the relevant Supplementary Information Form, and submit it with this application. See www.vu.edu.au/apply for further information.
- **Graduate Studies in Counselling and Psychology applicants (only)** refer to the Advice to Graduate Studies in Counselling and Psychology for information regarding the additional Academic Referee Report requirement.

Information is available from www.vu.edu.au/apply

**SECTION G
DIRECT ADMISSION
SPECIAL CONSIDERATION
APPLICATION**

Are you completing a Direct Admission Special Consideration application form?

YES
(Please attach your completed VU Direct Admission Special Consideration application form)

NO

(ALL APPLICANTS TO COMPLETE)

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

**SECTION H
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. I further authorise the University to obtain official records from any educational authority holding such records on me, and understand that where necessary Qualsearch will be engaged to access this academic information. I understand that Victoria University is not responsible if any educational body does not supply these records, and that the results of the search will be made available to me on request and an audit of this authority may also be undertaken. I also understand that if this application has been submitted after the due date that it shall be deemed a late application and that the University is under no obligation to consider it. Victoria University collects and uses your information in accordance with our Privacy Policy, which is available at www.vu.edu.au or you may access the Privacy Information contained in the *Advice to Applicants* and on this form. External agencies/organisations to which a number of our courses have clinical placement, may require you to undertake one or more of the following: physical fitness assessment, medical examination, psychological assessment, interview, National Police Records check and Working with Children check. These are legal pre-employment requirements and failure in any of these examinations or checks may exclude you from undertaking the clinical placement component of the course. I understand that Victoria University may disclose the personal information I have given in this application form to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information for use in connection with the Higher Education Information Management System.

SIGNATURE OF APPLICANT: _____

DATE: _____ / _____ /20

END OF FORM. PLEASE MAKE SURE YOU COMPLETE THE APPLICANT CHECKLIST ON PAGE 1 BEFORE YOU SUBMIT THIS FORM.