

International Student Application Form

Use this form for applying to University of Canberra (UC) and/or University of Canberra College (UCC). Please print clearly and tick (✓) the relevant boxes.

Or apply online at https://leopard.canberra.edu.au/connect_applicant/webconnect



**UNIVERSITY OF
CANBERRA**

AUSTRALIA'S CAPITAL UNIVERSITY

PERSONAL DETAILS

Have you previously applied to the University of Canberra (UC), University of Canberra College (UCC), and/or Canberra College of Advanced Education (CCAEC)?

Yes No Previous ID (if known) Yes No

Preferred title Mr Mrs Miss Ms Dr

Family name (as per passport) Given names (first names)

Date of birth DD / MM / YYYY Gender Male Female

Country of birth Citizenship (as per passport)

Visa category Student Diplomat Dependent Other

PERSONAL CONTACT DETAILS

Address (for correspondence)

Address

City

Country Postcode

Telephone (AH)

Mobile/cellphone

Email

AGENT CONTACT DETAILS

Agent name TrustHouse Holdings Pte. Ltd. Country Singapore Postcode 544268

Address

Telephone (AH)

Mobile/cellphone 0413735607

City Singapore Email svip@Live.com

UNIVERSITY OF CANBERRA COURSE PREFERENCE

For correct course code and name, please visit the UC official website: www.canberra.edu.au

	COURSE CODE	COURSE NAME	Sem. 1 (Feb)	Sem. 2 (July)	YEAR
1					
2					
3					

UNIVERSITY OF CANBERRA COLLEGE COURSE PREFERENCE (IF APPLICABLE)

COURSE Diploma of Business Diploma of IT Diploma of Communication

DURATION 2 terms (IELTS score of 6) 3 terms (IELTS score of 5.5)

COMMENCING TERM February June October

COMMENCING YEAR YYYY

ADVANCED STANDING/ CREDIT TRANSFER

If you have already completed some tertiary level studies in a relevant area to your course preference, you may be granted advanced standing/credit. Do you wish to be considered for credit?

Yes [Please attach detailed documentation of studies completed- academic transcripts and Official course/subject descriptions- to your application form]

No

ARE YOU RECEIVING ANY FINANCIAL AID OR SPONSORSHIP?

Yes

No

(Name of sponsor)

PATHWAY PROGRAMS

If you are not eligible for direct admission into the degree, would you like to be considered for a University of Canberra College (UCC) diploma leading to the UC degree?

(please visit <http://www.canberra.edu.au/college/international/diploma> for more information)

Yes No

ENGLISH LANGUAGE PROFICIENCY

You must provide proof of English proficiency as per individual course requirements. Please visit <http://www.canberra.edu.au/student-services/applying-to-study/international/english> for details.

Have you attached evidence of your English language proficiency?

Yes No

If language requirement is not met, would you like to be considered for the University's English Language Intensive Course for Overseas Students (ELICOS):

Yes No

You **do not need** to provide proof of English language proficiency if you have academic qualifications from certain countries. Please refer to our Admissions Policy at https://guard.canberra.edu.au/policy/policy.php?pol_id=3168.

ACADEMIC QUALIFICATIONS

You **MUST** attach certified copies of academic transcripts and certificates (and course/subject descriptions if required) with your application. Please refer to Who Can Certify Your Documents (page 3) for further information.

QUALIFICATIONS	INSTITUTION	COUNTRY	DURATION	MEDIUM OF INSTRUCTION	COMPLETE
<i>e.g. Bachelor of Commerce</i>	<i>University of Canberra</i>	<i>Australia</i>	<i>3 Years</i>	<i>English</i>	<i>Yes</i>

WORK EXPERIENCE

Please attach supporting documents (e.g. Work/Experience Certificates, Statement of Employment)

EMPLOYER	POSITION	FROM	TO
		DD / MM / YYYY	DD / MM / YYYY
		DD / MM / YYYY	DD / MM / YYYY
		DD / MM / YYYY	DD / MM / YYYY
		DD / MM / YYYY	DD / MM / YYYY

RECRUITMENT REFERENCE

How did you learn about the University of Canberra?

- Australian Education in your home country
- Current Student
- Recommended by a school
- Direct Enquiry
- Exhibition/Seminar
- Recommended by an Agent
- Internet
- Newspaper/Magazine
- Friend/Relative studying at the University of Canberra
- Other (please specify)

WHO CAN CERTIFY YOUR DOCUMENTS?

- UC representative / Registered Agents
[for a list of UC representatives and registered agents, please visit <http://www.canberra.edu.au/int-future-students/contact>]
- Notary Public
- An Academic Registrar of the institution that issued the transcript
- Justice of the Peace
- Commissioner of Oaths/Declarations
- An official of an Australian overseas diplomatic mission

CHECKLIST

I have:

- Attached certified copies (translated where applicable) of academic transcripts and certificates
- Attached description of grading system used for results obtained
- Attached course or subject description (if applicable)
- Attached proof of English proficiency (if applicable)

Please read the Privacy Statement and Declaration before signing the application.

PRIVACY STATEMENT

The University of Canberra (UC) and the University of Canberra College (UCC) are subject to the provisions of the Commonwealth Privacy Act 1988 and you are entitled to protection of your privacy. This means that any information UC and UCC collects about you, including personal details, academic progress details, and personal welfare information, is treated by UC and UCC according to strict guidelines. Access to your information is restricted to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests. After you leave UC and UCC, it may approach you to seek financial or other support.

Other than in accordance with any legal or academic obligation, UC and UCC will not disclose personal information about you. This means that we do not release any information we hold about you, including your address, or your results, even to close relatives, without your permission.

The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirements for normal operation of UC and UCC.

They include the following:

- When your award is conferred, your name will be published in the record of proceedings for the conferring of awards;

- We may publish your examination results and the award of a prize or scholarship;
- Your data may be included in aggregate socio-economic data by UC and UCC for planning purposes;
- We give the Department of Immigration and Citizenship (DIAC), the Australian Agency for International Development (AusAID) and Department of Education, Employment and Workplace Relationship (DEEWR) certain information which we are required to release;
- If you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for the enforcement of the criminal law; and
- If you apply to transfer to another tertiary institution we may release to that institution or tertiary admission centre information about your academic progress at UC and UCC.

A further explanation of precisely what information may be passed to these Government bodies or agencies can be obtained by contacting Student Services.

T 1300 301 727 (Australia)

T +61 (0)2 6201 5308 (International)

E student.centre@canberra.edu.au

DECLARATION

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I am aware that submission of an incomplete application may significantly delay consideration of my application. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation or enrolment. I give permission to UC and UCC to obtain official records from any educational institution attended by me. If my application is successful, I authorise UC and UCC to provide my name, address and course name to the relevant on-campus student associations.

If any information is discovered to be untrue or misleading in any respect, I consent to UC and UCC collecting, storing and disclosing this information to the Universities Australia, any of its member institutions, the Australasian Conference of Tertiary Admissions Centres, and any other relevant examining authority.

I authorise UC and UCC 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 UC and UCC 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.

I also authorise UC and UCC to supply any relevant official UC and UCC records to educational institutions to which I am seeking admission and to government agencies indicated above and other Australian university bodies. If my fees are being paid by a sponsoring organisation, I also consent to UC and UCC liaising with that organisation regarding my academic progress. I understand that information supplied by me to UC and UCC may be made available to Australian Commonwealth and State government agencies in accordance with the University's obligations under the ESOS Act 2000 and the National Code, available from www.deewr.gov.au. These obligations include the requirement to advise the appropriate Commonwealth Department of changes to my enrolment and any breach of my student visa conditions relating to my attendance or academic progress.

I understand that I will be required to comply with all student visa regulations imposed by DIAC. I accept liability for payment of all fees as explained in the University of Canberra Fee Policy for International Students (<http://www.canberra.edu.au/student-services/attachments/pdf/International-Fees-Policy.pdf>), and I agree to abide by the Refund Policy. I have also read the section relating to cost of living and employment and I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs.

I have read the Privacy Statement and the Declaration above and agree with these conditions.

Student
Signature

Date

SEND YOUR APPLICATION TO

Admissions Office
University of Canberra
ACT 2601
Australia

T +61 2 6201 5308

F +61 2 6201 5040

E international.admissions@canberra.edu.au
(for direct applicants)

E ucagents@canberra.edu.au (for agents)

You will receive an acknowledgement email issuing you with an ID number. Please refer to this number to enquire about the status of your application or to send outstanding documents (where required). For detailed information on international application procedures, please visit <http://www.canberra.edu.au/int-future-students>.

Australian Government Higher Education Registered Provider Number:
University of Canberra (CRICOS) # 00212K
University of Canberra College (CRICOS) # 01893E.