



APPLICATION FOR POSTGRADUATE COURSEWORK PROGRAM

(and Bachelor of Education (Graduate Entry) Undergraduate Program)
Not for use by International applicants

CRICOS CODE 00117J

SA18

1. Personal details

Title Dr Mr Ms Mrs Miss Other _____ Family Name _____

Given Name(s) _____ Date of birth ____ / ____ / ____

Permanent home address _____ Postcode _____

Semester mailing address _____ Postcode _____

Email address* _____
*once you are enrolled at JCU, all email communication will be via your JCU email address

Daytime phone number _____ After hours phone number _____

Mobile phone number _____ Fax number _____

2. Course information

Name of course you wish to apply for _____ Faculty/School use only - Codes:

Intended major area of study/discipline _____

When do you wish to commence study? Study Period _____ Year _____

Campus of study Townsville Cairns Holmes College (New South Wales)
Holmes College (Vic) ITTI JCU Brisbane

Do you intend to study Full Time Part Time

Have you previously been enrolled at James Cook University? Yes No

If **yes**, please indicate JCU course undertaken _____

and your JCU Student Number

If your name has changed since you were last enrolled at JCU, please write your previous name here _____
Please also attach a certified copy of documentary evidence of your name change, e.g. your marriage certificate, statutory declaration or a deed poll.

Are you intending to apply for credit for previous studies or professional experience? Yes No *If yes, please complete an *Application for Credit for Previous Studies* form.

3. Qualifications

Office use only : UG Uni Code

Please provide details of qualifications. Certified copies of official academic records for all tertiary or technical studies (other than James Cook University) or hospital certificate and current annual practising /licence certificate must be forwarded with your application. If your current name and the name on your academic record are different, please attach a certified copy of documentary evidence of your name change (e.g. marriage certificate).

Name of Degree/Award/Certificate (eg Bachelor of Science)	Institution	Years Undertaken (eg 1994-98)	Degree/Award Completed (yes/no)

4. Referees [Master of Applied Science (Aquaculture), Master of Applied Science (Marine Biology), Nursing Science and Psychology applicants only]

Applicants for the above courses are required to provide the names, addresses and positions of two referees who are prepared to comment upon your suitability to undertake these studies. **Business degree applicants** – please see the Application Checklist at the end of this form.

Title	Initials	Family Name
Position held	_____	
Address	_____ _____	
Phone number	_____	
Email address	_____	

Title	Initials	Family Name
Position held	_____	
Address	_____ _____	
Phone number	_____	
Email address	_____	

5. Subject Selection Do not complete if applying for Master of Business or Master of Tourism

Subject Code Including unit value (e.g TM5502:03)	Mode of Delivery	Subject Location	Study Period	Subject Code Including unit value (e.g TM5502:03)	Mode of Delivery	Subject Location	Study Period
:				:			
:				:			
:				:			
:				:			
:				:			
:				:			

Mode of Delivery
I = On-campus
B = Block mode
L = Limited attendance
X = External delivery

Subject Location
T = Townsville
C = Cairns
I = Mt Isa
M = Mackay
U = Thursday Island
N = Holmes Colleges, NSW
V = Holmes Colleges, VIC
Y = ITTI
R = JCU Brisbane

Study Period
 Nominate the number of the study period for each subject. The study periods in which each subject is offered are listed in the Student Handbook:
www.jcu.edu.au/courses/handbooks/2005/subjects/

6. Citizenship/Residency Please tick (✓) ONE box only and indicate dates as required.

Were you born in Australia? Yes

Have you been granted Australian citizenship? Yes Indicate date your citizenship was granted _____ / _____ / _____

Have you been granted a humanitarian permanent residence visa? Yes Indicate date of your first arrival in Australia as a holder of a humanitarian permanent visa _____ / _____ / _____

Have you been granted permanent (non-humanitarian) residency? Yes Indicate date your permanent (non-humanitarian) residency visa was granted _____ / _____ / _____

Are you a New Zealand citizen? Yes

7. Declaration

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, Science and Training (DEST) for those purposes;
- DEST will store the information securely in the Higher Education Information Management System;
- DEST may disclose the information to the Australian Taxation Office (ATO); and
- James Cook University and DEST will not otherwise disclose the information without my consent unless required or authorized 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, Science and Training as outlined above, without my authorisation unless a valid legal request has been made.

Signature _____ Date _____ / _____ / _____

8. Please read the notes on the next page and then return this completed form to:

Student Enquiries Centre
 James Cook University
TOWNSVILLE, QLD 4811
 Telephone (07) 4781 5255
 email EnquiriesTownsville@jcu.edu.au

Cairns Students:
 Forms can be handed in to the Student Enquiries Centre
 in building A1 for on forwarding to the Townsville Campus

JCU Brisbane Students:
 349 Queen Street
 BRISBANE, QLD 4000
 Telephone (07) 3001 7800

Application checklist

Have you included:

- Certified copies of your academic transcripts (see below) **please do not include originals**
- Certified copies of degree testamur and professional certificates (see below)
- Your CV which includes descriptions of work experience.
- Other documentary evidence where applicable, e.g. change of name (see below)
- Details of 2 referees and references/referee reports Master of Applied Science (Aquaculture), Master of Applied Science (Marine Biology), Public Health & Tropical Medicine, Nursing Science and Psychology applicants
- Certified copies of documents citing duration of service and professional experience (if you are seeking admission/credits on grounds of professional experience)

and have you:

- Completed all relevant sections of the *Application for Postgraduate Coursework Program* form.
- Read the Declaration
- Signed and dated this form

Masters of Teaching (MTeach), Graduate Diploma of Education (GradDipEd), Bachelor of Education (Graduate Entry)*(GradBEEd) applicants

Last date to lodge this application is Monday 31st October. Please contact the School of Education (07) 4781 5189 for *Additional Information* form. Applications received after this date may not be assessed in time for the commencement of the course.

Townsville campus - Primary and Secondary majors available.

Cairns campus - Primary major is available for Bachelor of Education (Graduate Entry) and Masters of Teaching and Grades 1-10 available for Graduate Diploma of Education.

*Please note that the Bachelor of Education (Graduate Entry) is an undergraduate qualification.

Business applicants

Are required to provide two written referee reports. Please contact the School of Business on (07) 4781 5854 for *Referee Report* forms (JCU Brisbane applicants should contact (07) 3001 7800).

Psychology applicants

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

Master of Rural and Remote Medicine; Master of Midwifery; Postgraduate Diploma of Midwifery; Postgraduate Certificate of Nursing Science (Cardiac Nursing), (Intensive Care) and (Perioperative Care); Master of Advanced Nursing Practice applicants

A Hepatitis B immunisation form must be completed and returned it with your application.

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). Please see <http://www.faess.jcu.edu.au/soe/degrees/gradcerted.html> for details. Applications for a fee waiver must include a Supporting Statement signed by Head of School.

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 Enquiries 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 academic transcripts and proof of completing your award as soon as they are available.

Qualifications written in a language other than English

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

For further assistance

We look forward to receiving your application. If we can be of further assistance, or if you require further information, please call our Enquiries Hotline on freecall 1800 246 446.

