

## 1. PERSONAL DETAILS

Student number (8 or 10 digit number)

Title: Dr  Mr  Mrs  Ms  Miss  Other: \_\_\_\_\_ Date of birth (dd/mm/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Given names: \_\_\_\_\_ Family name: \_\_\_\_\_

Permanent home address: \_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

JCU email address: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Work phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Emergency home phone number: \_\_\_\_\_ Emergency work phone number: \_\_\_\_\_

Are you an international student? Yes  No

Has your name changed since you were last enrolled? [If yes, documentary evidence is required] Yes  No

If your application is successful, once you are admitted to your new course you will be required to check and update your personal details through **eStudent**.

**CITIZEN / 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) residence visa  Holder of a humanitarian permanent residence visa (evidence required)

International student

Will you be residing in Australia during the study period? Yes  No   
If no, will you be residing outside of Australia due to course requirements? 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?
	What was your first year of arrival?
	In which country were you born?
	Do you speak a language other than English at your permanent home residence? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, what is the main non-English language spoken at your permanent home residence?

## 2. COURSE INFORMATION

**Current course**  
Course code: \_\_\_\_\_ Course title: \_\_\_\_\_ Campus: \_\_\_\_\_ Year last enrolled: \_\_\_\_\_  
Show Cause required for this course: Yes  No

**Proposed course**  
Course code: \_\_\_\_\_ Course title: \_\_\_\_\_ Campus: \_\_\_\_\_ Major 1: Title \_\_\_\_\_  
Major 2: Title \_\_\_\_\_

If you have submitted more than one course transfer application, please list the courses below in order of preference:

Preference 1. \_\_\_\_\_

Preference 2. \_\_\_\_\_

Preference 3. \_\_\_\_\_

When do you wish to start study? Study Period: \_\_\_\_\_ Year: \_\_\_\_\_

Do you intend undertaking a Block subject in January, June or July? Yes  No

Do you intend to study: Full Time  Part Time  Do you intend to study: Internal  External  Limited Attendance

**3. REFEREES\***

\*[MASTERS OF APPLIED SCIENCE (AQUACULTURE), MASTER OF APPLIED SCIENCE (MARINE BIOLOGY), PUBLIC HEALTH AND TROPICAL MEDICINE, NURSING SCIENCE AND PSYCHOLOGY APPLICANTS ONLY]

If you are applying for one of the courses above, you 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.

REFEREE 1			REFEREE 2		
Title:	Initials:	Family name:	Title:	Initials:	Family name:
Address:			Address:		
Phone Number:			Phone number:		
Email Address:			Email address:		

**4. SUBJECT SELECTION\***

\*Indicate your subject selection for pre-approval ONLY if your course is listed here. You will be required to enrol in your subjects once admitted to your course. Subjects for all other courses are not required at this stage. If your course is NOT listed here, do not complete this section - go to 5.

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

**5. PREFERRED FEE TYPE**

Some Commonwealth supported places are available in a limited number of postgraduate coursework discipline areas (see list below).

Australian citizens and New Zealand citizens or permanent residents who reside in Australia for the duration of their study, have the option (in these discipline areas) of requesting a Commonwealth supported place or domestic tuition fee paying place.

Please indicate your preferred fee type:  Commonwealth supported  Tuition fee paying

**Commonwealth supported places ARE available in the following discipline areas:**

Psychology	Education	Research Methods
Social Policy	Social Science	Medical
Social Work	Social Welfare	Allied Health
Public Policy	Indigenous Studies	Health Science
Tourism	Astronomy	Public Health
Science	Nursing	

**Commonwealth supported places ARE NOT available in the following discipline areas:**

Journalism/Writing	Arts	Engineering
Creative Arts	Women's Studies	Veterinary/Animal Sciences
Accounting	Business	Law
Economics	Hospitality	

**6. ADVANCED STANDING****Notes for students applying for advanced standing:**

- Advanced standing for study undertaken at another institution is granted for degree purposes only. It is your responsibility, through the institution at which the study was completed, to ensure the acceptability of these subjects for professional accreditation purposes.
- Advanced standing is allocated against the requirements of your admitted course at the time the advanced standing application is lodged. If you change course it may influence the advanced standing that is applicable and/or the remaining requirements for the completion of your course.
- It is your responsibility to ensure that you are not enrolled in any subject/s after the census date for which advanced standing is pending. You will incur fees for subjects that you are enrolled in after the census date, even if you later receive advanced standing.

**Please turn over to complete your subject details.**

**6. ADVANCED STANDING (CONTINUED)**

STUDENT TO COMPLETE:		OFFICE USE ONLY:									
Subjects undertaken at another institution (if applicable)	JCU subject code for which advanced standing is requested	Outcome G (Granted) N (Not granted)	Not granted reason (codes listed below)	Type of Advanced Standing granted						APPROVING/ASSESSING OFFICER ONLY Indicate option/elective line that this credit is to be applied to (if required)	
				Exempt JCU subject code with credit points (eg BU1010:03)	General: Number of credit points reduced from the course per year level						
					Level 1	Level 2	Level 3	Level 4	Level 5		Level 6
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
		<b>TOTALS:</b>									

**NOT GRANTED REASON CODES:** **ISC** – Inadequate support for claim **ICR** – Insufficient credit remaining **IWE** – Inadequate work experience **QNE** – Qualifications not equivalent

**COMMENTS:**

**ASSESSMENT:**

**ACCEPT THIS APPLICATION**       **REJECT THIS APPLICATION** because:

Approve advanced standing:

Name of school:

**COMMENTS:**

**CONDITIONS:**

Signature of approving officer: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: (dd/mm/yyyy)

Signature of Head of School: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: (dd/mm/yyyy)

Signature of Assoc. Dean/Faculty Registrar: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: (dd/mm/yyyy)

**FACULTY USE:** Entry requirements met:      Yes       No

Statement of reasons required for Admissions:      Yes       No

Application entered:      Yes       No

Application Assessment entered:      Yes       No   
[type – change of course; Basis of admission – tertiary]

Signature: \_\_\_\_\_

Advanced standing processed:      Yes       No

**ADMISSIONS USE:**

Offer checked (initials): \_\_\_\_\_ Date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_      Offer sent       Date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

## 7. 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, 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 authorised by law.

### PRIVACY

I understand that information contained on this form is 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 required or authorised by law.

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

## 8. APPLICATION CHECKLIST

Students wishing to change or upgrade course **MUST NOT** enrol online into subjects under their original course.

If your application is successful, your offer details and *Offer Response* form will be sent to your JCU email address. If you decide not to continue with this application, please advise [admissions@jcu.edu.au](mailto:admissions@jcu.edu.au) using your JCU email address.

### Have you:

- completed all details on the *Course Transfer Application (Postgraduate Coursework Program)* form, including subjects (if applicable), advanced standing, referees, etc.
- attached other correctly certified documentary evidence where applicable (e.g. change of name)
- written your name at the top of each page of this form
- read the declaration
- signed and dated this form

### Masters of Teaching (MTeach), Graduate Diploma of Education (GradDipEd) applicants:

Last date to lodge this application is Friday 31 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 start of the course.

**Townsville campus:** Primary and Secondary majors available.

**Cairns campus:** Primary major is available for Masters of Teaching and Grades 1-10 available for Graduate Diploma of Education.

### Marine Biology applicants:

Last date to lodge this application is 31 October for TP1 and April for TP2. Applications received after this date will be accepted, but may not be assessed in time for the start of the course. Please lodge your CV and attach a personal statement outlining why you wish to do the course and your long term academic goals

### Business applicants:

If applying for a Graduate Certificate of Business Administration, 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 5854 for further information.

### Psychology applicants:

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

**Master of Advanced Nursing Practice; Master of Rural and Remote Medicine; Master of Midwifery; Postgraduate Diploma of Midwifery; Postgraduate Certificate of Nursing Science (Advanced Clinical Practice), (Cardiac), (Intensive Care), (Neonatal Care), (Perioperative Care) and (Renal); Graduate Diploma of Exercise Physiology (Clinical); and Master of Nursing (Nurse Practitioner) 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 JCU sponsorship for the Graduate Certificate of Education (Tertiary Teaching). For further information, contact Teaching and Learning Development. Application for a JCU sponsorship must include a Supporting Statement signed by Head of School.

## 9. RETURN DETAILS

Please complete this form and return to:

### TOWNSVILLE

[Address to your Faculty Office]  
James Cook University  
Townsville Qld 4811  
Tel: 07 4781 5255

### CAIRNS

Student Enquiry Centre  
James Cook University  
Cairns Qld 4870  
Tel: 07 4042 1000

### JCU BRISBANE

Student Administration  
James Cook University  
349 Queen Street  
Brisbane Qld 4000  
Tel: 07 3001 7800

### JCU SINGAPORE

Student Administration  
James Cook University  
2 Bukit Merah Central  
#03-01 SPRING Building  
Singapore 159835  
Tel: 0011 65 6377 6833

*Incomplete forms or missing documentation may delay the processing of your application.*