

APPLICATION FOR POSTGRADUATE COURSEWORK

Instructions for applicants

- Answer all questions on the form unless otherwise indicated and check each section heading for instructions.
- If you are an International student, please do not use this form. Contact UniSC International via email study@usc.edu.au.
- This form is for use by applicants for:

Master of Teaching (Secondary) and Master of Teaching (Primary)

Applicants who have **not** had an enrolment in the previous two years in an undergraduate or postgraduate degree program at UniSC must apply through QTAC.

- Use BLOCK LETTERS and tick boxes

Documents are available at: www.usc.edu.au/applicationforms If you experience any issues accessing our forms. For further assistance, please contact: [Student Central](#).

1.0 PRIOR CONTACT WITH UniSC

Have you previously applied for, or undertaken a program at UniSC?

No Yes – if Yes, year of last enrolment: _____

Provide UniSC student ID number (if known):

2.0 PERSONAL DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____	Surname/family name:	First given name:	Second given name:
Has your name changed since you last studied? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, provide documentary evidence and your previous name.		Previous family name:	Previous given name:
Date of birth: / /	Country of birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	

3.0 CONTACT DETAILS

Mailing address

Number and Street / PO Box:		
Town or Suburb:	State:	Postcode:

Permanent residential address As above

Number and Street:		Town or Suburb:
State:	Postcode:	Country

Telephone and email details

Mobile number:	Home phone number:
Email address:	

4.0 PERSONAL STATISTICS

► Please tick applicable box:

Aboriginal Torres Strait Islander Aboriginal and Torres Strait Islander Not applicable

► What is your residency status in Australia? Tick one of the following:

- Australian Citizen
- New Zealand Citizen (or diplomat or consular representative)
- Possess a permanent resident visa (excluding New Zealand Citizens)
- Possess a permanent humanitarian visa
- Possess a temporary entry permit
- Possess a pacific engagement visa

► If not born in Australia, what year did you arrive in Australia? _____

1. Is English the only language spoken at home? Yes No
2. If English is not your first language, what other language do you speak at home? _____

Disability support and services

UniSC has staff and services available to assist and support students with a disability. If you would like information about accessing these services please contact the AccessAbility Services Officer on +61 7 5430 1226 or email AccessAbility@usc.edu.au.

5.0 PROPOSED STUDY PERIOD AND PROGRAM

► Proposed semester/session/trimester of commencement:

Semester _____ or Session _____ or Trimester _____, 20 _____ (Year)

► Chosen campus: Sunshine Coast Moreton Bay

► Please specify the postgraduate coursework program you wish to apply for. Refer to www.usc.edu.au/programs for program names, availability and entry requirement details.

Name of postgraduate coursework program (eg Graduate Certificate in Arts)	Specialisation	Mode of Study	Type of Study
		<input type="checkbox"/> On campus	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

- ▶ Have you ever been excluded or refused permission to continue your studies in any university award program?

No Yes – if Yes, indicate: Year/s _____ Program title _____

Institution _____ Grounds for refusal (eg Record of failure) _____

▶ **Documentary Evidence**

Please send documentary evidence of your qualifications with this form, specifically:

- A copy of an official statement of your academic record for tertiary studies undertaken to date.
- If you are waiting on finalisation of results, please forward your unofficial results with your application and then provide your official statement of your academic record as soon as this is available.

Note: This application will **NOT** be considered unless supporting documentation is submitted.

8.0 ENGLISH LANGUAGE PROFICIENCY

- ▶ All applicants need to meet [English language requirements](#).
- ▶ If you have sat an English language proficiency test, please supply a copy of the test results with your application.

9.0 DECLARATION

I agree to obey the policies, guidelines and rules of the University of the Sunshine Coast as far as they may apply to me. I declare that the information supplied herein is true and complete. I authorise the University to obtain official records from any other educational institution previously attended by me, and acknowledge that the University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. Where necessary, QualSearch will be engaged to access this academic information. I understand that the University of the Sunshine Coast 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. If any information is discovered to be untrue or misleading in any respect I understand that the University may collect, store and disclose this information to Universities Australia and Universities Australia member institutions and any other relevant authority.

Applicant signature:

Date: DD / MM / YYYY

10.0 APPLICANT CHECKLIST

An application can be processed quickly if you have taken the actions listed below:

- Completed **all relevant** sections
- Attached copies of your **academic qualifications documentation** (if applicable)
- Attached a copy of your **English language test results** (if applicable)
- If not an Australian Citizen, attached **evidence of your citizenship/visa**
- Attached a copy of evidence of your **Change of Name** (if applicable)
- Signed the Declaration

Documents are available at: www.usc.edu.au/applicationforms

NOTE: If you would like to claim credit or exemptions for your previous post-secondary / tertiary studies (eg university, college, or technical or vocational institution), please visit the [How to apply for credit](#) webpage.

PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's [Information Management Framework - Governing Policy](https://usc.edu.au/privacy) at usc.edu.au/privacy

LODGEMENT	ENQUIRIES
Email: information@usc.edu.au	Email: information@usc.edu.au Phone: +61 7 5430 2890 In Person: Student Central at any UniSC campus