

5. CITIZENSHIP/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 visa
 Holder of a permanent humanitarian residence visa (evidence required)
 International student (DO NOT complete this form. Contact the International Student Centre: iscenquiries@jcu.edu.au)

Will you be residing in Australia during the Study Period? Yes No
 If no, will you be residing outside of Australia due to a course requirement? 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 (dd/mm/yyyy)?	
	What was your first year of arrival (yyyy)?	
	In which country were you born?	
	What country/countries do you hold citizenship?	
	Do you speak a language other than English at your permanent home residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the main non-English language spoken at your permanent home residence?	

6. EDUCATION LEVEL OF YOUR PARENTS OR GUARDIANS

These questions are about the highest level of education **completed** by your parents or guardians.

This information is required by the Australian Government Department of Employment, Education and Workplace Relations for statistical purposes. JCU will not use it in the assessment of your application.

Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

Parent/ Guardian 1: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I have no parent/ guardian	Parent/ Guardian 2: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I have no parent/ guardian	What is the highest level of education completed by your parent/ guardian (tick one):
<input type="checkbox"/>	<input type="checkbox"/>	Postgraduate qualification (e.g. Graduate diploma, masters degree, PhD)
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor degree
<input type="checkbox"/>	<input type="checkbox"/>	Other post-school qualifications (e.g. Associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 12 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 10 schooling,* continued at school, but didn't complete Year 12 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Completed Year 10 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Didn't complete Year 10 schooling*
<input type="checkbox"/>	<input type="checkbox"/>	Don't know *or equivalent

7. SECONDARY SCHOOL DETAILS

What was the last year you attended secondary school (yyyy)? _____ Did you complete year 12? Yes No

8. QUALIFICATIONS

Please provide details of qualifications. **Certified** copies of official academic records for all tertiary or technical studies (other than JCU) or hospital certificate and current annual practising/licence certificate must be forwarded with your application. If your current name and the name on your supporting documentation are different, a certified copy of evidence of name change is required (e.g. marriage certificate).

NAME OF DEGREE/AWARD/CERTIFICATE (eg, Bachelor of Science)	INSTITUTION (eg. James Cook University)	YEARS UNDERTAKEN (eg, 1994-98)	DEGREE/AWARD COMPLETED (Yes/No)

9. REFEREES [Master of Science (Aquaculture; Marine Biology, Tropical Marine Ecology & Fisheries Biology), Public Health and Tropical Medicine, Nursing Science and Psychology applicants only]

Applicants for the above courses are required to provide names, addresses and positions of two referees who are prepared to comment upon your suitability to undertake these studies. For additional requirements - please see the Application Checklist at the end of this form.

REFEREE ONE:			REFEREE TWO:		
Title:	Initials:	Family Name:	Title:	Initials:	Family Name:
Address:			Address:		
Phone number:			Phone number:		
Email address:			Email address:		

10. SUBJECT SELECTION - This section only needs to be completed for those courses listed below. (Subjects for all other courses are not required at this stage. Further details will be provided in your Offer Pack).

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

11. 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 (CHESSEN) to me
- James Cook University will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes
- DEEWR will store the information securely in the Higher Education Information Management System
- DEEWR may disclose the information to the Australian Taxation Office (ATO), and
- James Cook University and DEEWR 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 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, Employment and Workplace Relations as outlined above, without my authorisation unless required or authorised by law.

Signature: _____ **Date (dd/mm/yyyy):** ____/____/____

12. 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 Enquiry 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, it is your responsibility to ensure that your application is complete at time of submission. If you are completing a course in the current year you should lodge your academic transcripts and proof of completing your award as soon as they are available.

13. QUALIFICATIONS WRITTEN IN A LANGUAGE OTHER THAN ENGLISH

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

14. APPLICATION CHECKLIST AND ADDITIONAL INFORMATION

Have you included:

- Documentary evidence where applicable, e.g. change of name or citizenship details
- Details of two referees and references/referee reports for Master of Science (Aquaculture, Marine Biology, Tropical Marine Ecology and Fisheries Biology), Public Health and Tropical Medicine, Nursing Science and Psychology applicants
- Psychology applicants must ensure their referee reports are sent to their nominated referees to complete. Referee reports are available online at www.jcu.edu.au/sass/public/groups/everyone/documents/form_download/jcuprd_028706.pdf
- Certified copies of documents citing duration of service and professional experience (if you are seeking admission/advanced standing on grounds of professional experience)

Nursing and Midwifery applicants:

Please contact the School of Nursing, Midwifery and Nutrition before applying for additional documentary requirements - email nursing@jcu.edu.au or phone (07) 4781 5320.

Graduate Diploma of Education (GradDipEd) applicants:

Last date to lodge this application is the **last working day in October for TP1**. Applications received after this date may not be assessed in time for the start of the course. All applicants must submit a copy of their CV and supply a full academic transcript. Please refer to additional information form for further entry requirements at www-public.jcu.edu.au/courses/education/index.htm. Townsville campus: Primary and Secondary majors available. Cairns campus: Years 1-9 available for Graduate Diploma of Education.

Marine Biology, Tropical Marine Ecology and Fisheries Biology applicants:

Last date to lodge this application is the **last working day in October for TP1**. Applications received after this date may not be assessed in time for the start of the course. Applicants must submit a copy of their CV and a personal statement outlining why they wish to do the course and their long-term academic goals with this application (statement should be between one paragraph and one page in length). All applicants must submit **two referee reports** with their application. Referee reports are available online at www.jcu.edu.au/mtb/public/groups/everyone/documents/external_links/jcuprd_045978.pdf

Business applicants:

If applying for a Graduate Certificate of Business Administration, Graduate Certificates of Accounting, International Hospitality Management, Conflict & Dispute Resolution, 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 5255 for further information.

Psychology applicants:

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

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). For further information, contact Teaching and Learning Development. Application for a fee waiver must include a Supporting Statement signed by Head of School.

15. PLEASE RETURN THIS COMPLETED FORM TO: (with any supporting documentation)

We look forward to receiving your application. If you need further information or help, please call Student Enquiries on freecall 1800 246 446 or email EnquiriesTownsville@jcu.edu.au

IN PERSON OR POST:

Townsville students:

Student Enquiry Centre, James Cook University
Ground Floor, Ken Back Chancellery Building
Angus Smith Drive, TOWNSVILLE, QLD, 4811

Cairns students:

Student Enquiry Centre, James Cook University
Building A1, McGregor Road
Smithfield, CAIRNS, QLD, 4870

Brisbane students:

349 Queen Street
Brisbane, QLD, 4000
Phone: 07 3001 7800

OFFICE USE ONLY**FACULTY/ SCHOOL USE:** ACCEPT this application REJECT this application (enter reason in comments section below)

Comments:

Conditions:

Majors/ Teaching area (if applicable):

Is a course supervisor required: Yes NoIf yes, enter the supervisor's name, phone and email details (this information will be added to the *Offer Letter*):Self-managed: Yes No_____
Signature of Approving officer (if applicable)_____
Print Name_____
Date_____
Head of School (if required)
JCU Brisbane - Manager of Student Administration Service_____
Print Name_____
Date_____
Signature of Associate Dean/ Faculty Registrar_____
Print Name_____
Date**ADMISSIONS USE (required for all applications):**

Application entered:

 Yes

Date:

Initial:

Offer made and sent:

 Yes

Date:

Initial:

Offer sent by:

 Post Email In person

Conditions Apply:

 No Yes

Condition: _____

Condition met:

 Yes

Initial:

File tracked to Enrolments:

 Yes

Date:

Initial: