

APPLICATION FOR ADMISSION RESEARCH DEGREES

When do you wish to commence your study?

YEAR

Sem 1 (Jan - Jun)

Sem 2 (Jul - Dec)

Have you previously been enrolled at this institution (formerly NTU)?

 NO

 YES

Please provide your student number if known

Student Number

If applicable:

IELTS score

TOEFL score

Citizenship and residence status

- I am an Australian Citizen
 I hold a permanent residence visa for Australia
 I am a New Zealand Citizen

(Please attach a copy of Visa if Permanent Resident)

Are you of Aboriginal or Torres Strait Islander origin?

- No
 Yes, Aboriginal
 Yes, Torres Strait Islander
 Yes, Aboriginal and Torres Strait Islander

SECTION 1: PERSONAL DETAILS

Title (Mr, Mrs, Ms etc)

Surname / Family Name

Gender

Male

Female

Given Names

Preferred Name (optional)

Date of Birth (dd / mm / yyyy)

 / /

Former Surname / Family Name

Postal Address

Suburb			State (or Country if overseas)			Postcode		
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Home Address

Suburb			State (or Country if overseas)			Postcode		
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Contact Details

Telephone	Home			Work			Mobile		
	Home			Work					
Fax	Home			Work					
Email	Preferred								

SECTION 2: COURSE ADMISSION DETAILS

You may nominate up to five (5) award courses of study in high to low order of preference

Pref	Course Code	Course Name	Study Mode*	Basis of Admission	Course Approval	Office use only		
						Authorising Officer Printed Name	Signature	Date

*Study Mode: Internal (I), External (E)

Are you applying for full time or part time study?

Full time

Part time

Office use only

Academic Year

Adm Category

Adm Period

Fee Category


SECTION 3: TERTIARY STUDY

Have you previously, or are you currently undertaking any tertiary study? NO YES

List all tertiary study undertaken (enter most recent study first).

Course	Years of Attendance		Completed			Institution	State or Country
	From	To	Current	Yes	No		

Certified copies of all academic transcripts must be submitted (see last page on how to correctly certify your documents)

Have you ever been excluded from a tertiary course and /or institution? NO YES  If YES, attach a brief statement

If **yes**, Name of Institution Course Year

SECTION 4: EMPLOYMENT DETAILS

Are you currently employed? NO YES Employment Status Full-time Part-time Other

Current Occupation Employer's name

SECTION 5: ADDITIONAL INFORMATION / SPECIAL CONSIDERATION

If you would like to submit information in support of your application for admission please provide a brief statement on a separate page and attach it to the application form.

SECTION 6: MARKETING INFORMATION

How did you find out about the course you have chosen?

- TV advertising
- Newspaper advertising
- Radio advertising
- Current / previous student
- Friend / colleague / family
- School / university / college
- Employer
- Uni Info Shop
- CDU website
- Other, please specify below

What made you decide to apply at CDU as opposed to another university?

- Availability / content of course
- Recommended by a friend / relative / teacher
- Located close to home
- CDU's reputation
- Other, please specify below

SECTION 7: REFUND POLICY - INTERNATIONAL

- Application fees are non-refundable.
- Tuition fees will be refunded in full if a visa application is rejected.
- If a student withdraws from a course a minimum of four weeks before the commencement of the course he/she is entitled to a full refund of tuition fees less 15% administration fee.
- A 50% refund of tuition fees will be payable to any student who withdraws less than four weeks before the commencement of the course or within the first four teaching weeks after the commencement of the course.
- A student who withdraws from a course for whatever reason beyond the fourth teaching week of the course shall not be eligible for a refund.

SECTION 8: DECLARATION AND SIGNATURE - All applicants to complete

The information requested by this form is being collected by the University for the purpose of, amongst other things, providing education and training and appropriate facilities for students to undertake that education and training, and to administer schemes of financial and other assistance for students of the University, and in some cases, for compiling or reporting statistics. Your application is not valid and will not be processed if the relevant sections of this form are not completed in full and / or if all the required documentation is not attached (see last page of this form). Documentation must be submitted as certified copies as originals will not be returned. The University will not disclose the information provided by you on this form to third parties except to other educational institutions, to government bodies, as required or authorised by law or in accordance with our Privacy Policy, which is available on our website or on request from the University. You may obtain access to your personal information held by the University by contacting the Privacy Officer on (08) 8946 6666.

I declare that the information provided by me in this application is correct and complete. I authorise the Charles Darwin University to obtain / verify results from any educational institution attended by me. I consent to the University collecting, storing and disclosing to relevant authorities information relating to my admission to the Charles Darwin University. I understand that the Charles Darwin University reserves the right to vary or reverse any Offer of Admission made on the basis of incorrect or incomplete information.

Signature of Applicant: _____ Date: ____ / ____ / ____

If you have a disability for which you believe you require support please telephone Equity and Student Access on (08) 8946 6288 or email equity@cdu.edu.au

SECTION 9: EXPLANATORY NOTES

1 Postgraduate Research Applications: Please note that Attachment A and Attachment B must be completed and submitted together with this form.

2 Certified Copies:

How to correctly certify your documents.

- CDU does not return documents.
- Do not send originals.
- Provide certified copies in person or through the mail.
- CDU does not accept faxed original or certified copies of documents.

You must be prepared to provide original documents if we ask for them.

Who can certify copies for you?

You may have your original documents certified at the Uni Info Shop at CDU. Your original documents will be copied and handed back to you. CDU will retain the copies with your application.

If you are unable to get your documents certified by CDU, you may get one of the following to certify them for you (remembering that they must be contactable by telephone during normal working hours):

- a Justice of the Peace;
- a Commissioner of Oaths;
- a Police Officer;
- a staff member of a tertiary institution

How should the authorised officer certify each document?

She or he must:

- write on the copy 'This is a true copy of the original document sighted by me' or use the organisation's stamp.
- sign the copy

and print the following details: (unless the organisation has an agreement in place with CDU)

- name
- address
- contact telephone number
- profession or occupation or organisation
- the date the document was certified

and include the official stamp or seal of the certifier's organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the peace must also print:

- their registration number
- the state in which they are registered as a Justice of the Peace.

**Please return your completed
application form &
documentation to:**

**Research Office
Charles Darwin University
DARWIN NT 0909**

CRICOS PROVIDER NO. 00300K

Email: research@cdu.edu.au

Phone: (08) 8946 6548