

Higher Degrees by Research

Application for Admission Form

For Domestic Students. To be accompanied by HDR02 Application for Scholarship and HDR03 Project Outline. See Notes.

Have you previously been enrolled at this institution (formerly NTU)? Yes No

If so, please provide your student number if known:

If applicable: IELTS Score TOEFL Score

When do you wish to commence your study?
YEAR:

Sem 1 (Jan-Jun) Sem 2 (Jul-Dec)

Citizenship and residence status

I am an Australian Citizen
 I hold a permanent residence visa for Australia
(Please attach a copy of Visa if Permanent Resident)
 I am a New Zealand Citizen

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

Home Address

Suburb State (or Country, if overseas) Postcode

Contact Details

| | | | |
|-----------|--------------------------------|---------------------------|-----------------------------|
| Telephone | Home <input type="text"/> | Work <input type="text"/> | Mobile <input type="text"/> |
| Email | Preferred <input type="text"/> | Fax <input type="text"/> | |

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

Are you applying for full time or part time study? Full time Part time

SECTION 3: TERTIARY STUDY

Have you previously, or are you currently, undertaking any tertiary study? Yes No

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

| Course | Years of Attendance | | Completed | | | Institution | State or Country |
|--------|---------------------|----|-----------|-----|----|-------------|------------------|
| | From | To | Current | Yes | No | | |
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Certified copies of all academic transcripts must be submitted (see last page on how to correctly certify your documents)

(continued on next page...)

OFFICE USE ONLY

| | | | | | | | |
|----------------|----------------------|--------------------|----------------------|------------------|----------------------|--------------|----------------------|
| Academic Year: | <input type="text"/> | Admission Category | <input type="text"/> | Admission Period | <input type="text"/> | Fee Category | <input type="text"/> |
|----------------|----------------------|--------------------|----------------------|------------------|----------------------|--------------|----------------------|

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

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SECTION 4: EMPLOYMENT DETAILS

Employment Status Full-time Part-time Not Employed Other

Current Occupation

Employer's Name

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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?

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

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|--|--|
| <input type="checkbox"/> TV advertising | <input type="checkbox"/> School / university / college |
| <input type="checkbox"/> Newspaper advertising | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Radio advertising | <input type="checkbox"/> Uni Info Shop |
| <input type="checkbox"/> Current / previous student | <input type="checkbox"/> CDU website |
| <input type="checkbox"/> Friend / colleague / family | <input type="checkbox"/> Other, please specify below |

- | |
|---|
| <input type="checkbox"/> Availability / content of course |
| <input type="checkbox"/> Recommended by a friend / relative / teacher |
| <input type="checkbox"/> Located close to home CDU's reputation |
| <input type="checkbox"/> Other, please specify below |

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SECTION 7: CHECKLIST

Please complete this checklist prior to submitting your application:

- Application for Admission form (HDR01, this form) completed
- Application for HDR Scholarship form (HDR02) completed and attached
- Research Project Outline (HDR03) completed and attached
- Certified Academic Transcripts (printout of all subjects/units with grades for relevant qualifications) – completed and attached
Current students must provide confirmation of all relevant results by 31 December.
- Two Referees Report forms (HDR04) sent to referees for completion to be forwarded direct to the Office of Research and Innovation.
- Honours Equivalence Checklist (HDR05) completed and attached

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

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Date

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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

APPENDIX A - NOTES

1. Postgraduate Research Applications: Please note that HDR02 – Application for Scholarship and HDR03 – Project Outline 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 and 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.