LATE APPLICATION FOR UNDERGRADUATE AND TERTIARY PREPARATION PATHWAY PROGRAMS

University of the
Sunshine Coast
Australia

Instructions for applicants

NOTE: Enrolments close on the Friday of Week 2. If you are made a late offer, please make sure you enrol by this date.

- Answer all questions on the form unless otherwise indicated (check each section for instructions).
- This form is for use by domestic applicants wanting to apply for a place in an undergraduate program at the University of the Sunshine Coast (UniSC) who fall into one of the Direct Applicant categories below.
- **If you are an International Student**, please do not use this form. **Contact UniSC International**: Tel: +61 7 5430 2843 or Email: study@usc.edu.au
- Use BLOCK LETTERS and check ⊠ the boxes
- If you experience any issues accessing our forms, please contact Student Central for further assistance.
- In order to add a digital signature to this form, please download the form and complete it using Adobe Reader.

Note: This application will **NOT** be considered unless all required supporting documentation is submitted at the time of submitting the application. Incomplete applications will not be processed.

1.0 DIRECT APPLICANT CATEGORY

Late QTAC application (application fee applies)

Change of preference
Original Preference offered_____QTAC Number (if applicable)_____
Note: If request to change preference is approved, any current enrolment will be dropped when a new offer is made.

UniSC Tertiary Preparation Pathway (TPP) student
All students who are currently enrolled in or who have had an enrolment in the previous two years in TPP.

Undergraduate student – completed or due to complete
Students who have completed an undergraduate degree at UniSC within the last two years or are due to complete their degree prior to their proposed semester of commencement.

Undergraduate student – currently enrolled (concurrent)
Students who are currently enrolled in one program and want to study another program concurrently (at the same time).

Previously excluded student
Students who were previously excluded from study at UniSC and are seeking readmission.

2.0 PRIOR CONTACT WITH UniSC

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

☐ No ☐ Yes – year of last enrolment: _____

If Yes, provide documentary evidence and your previous name.

Provide UniSC student ID number (if known): | | | | | | | |

3.0 PERSONAL DETAILS

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

Unique Student Identifier (USI): _____

If you don't already have a USI (find your USI), you can still submit your application to study at UniSC but must apply for a USI and supply to UniSC as soon as possible. It's important that your details in the USI registry exactly match the personal details you have supplied to UniSC, (including first name, surname or single name and date of birth), so please check both your application and the USI registry carefully.

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4.0 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:	

5.0 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)

☐ Permanent resident visa holder (excluding New Zealand Citizens)

☐ Permanent humanitarian visa holder

☐ Temporary entry permit holder - DO NOT USE THIS FORM - contact USC International for how to apply

Pacific engagement visa holder

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

1. ₌g⁹b[`]g\ h\Y`cb`m̈Ub[ i U[ Y`gdc_Yb Uh\ca Y3⎯⎯⎯☐⎯Yïg⎯⎯⎯☐⎯No

2. If English is not your first language, what other language do you speak at home?
_____

AccessAbility Services
If your studies are affected by a disability, learning disorder, mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, you are strongly encouraged to connect with AccessAbility Services as early as possible via email *AccessAbility@usc.edu.au*.

6.0 PROPOSED STUDY PERIOD AND LOCATION

▶ Proposed semester of commencement: ☐ Semester 1 or ☐ Semester 2, 20 _____ (year)

▶ Which location are you intending to study at? ☐ Sunshine Coast ☐ Gympie ☐ Fraser Coast ☐ Caboolture   Moreton Bay

Online

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7.0 PROPOSED PROGRAM OF STUDY

▶ Please specify the undergraduate program or TPP you wish to apply for. Refer to usc.edu.au/programs for program names, availability, prerequisites and entry requirement details.

Name of program (eg Bachelor of Arts, Tertiary Preparation Pathway)	Type of Study
	☐ Full-time ☐ Part-time

8.0 EDUCATIONAL HISTORY

▶ Secondary Education (eg high school)
- Did you complete Year 12 or equivalent?   Yes   No

  š What was the last year you were enrolled in secondary education? '&$%Ł _____

  š What was your highest year level when you left school? ˈˈ%Ł _____

▶ Post secondary studies (eg TAFE, university)
- Please list all your previous and current post-secondary studies

Name of Award / Qualification	Institution	Did you complete?		Year completed or last year enrolled	Language of instruction	Country
		Yes	No			
Bachelor of Science	University of the Sunshine Coast	☒	☐	2006	English	Australia
		☐	☐			
		☐	☐			
		☐	☐			
		☐	☐			

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

☐ No   ☐ Yes – indicate: Year/s _____ Program title _____

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

You must submit a written statement with your application to demonstrate that any conditions of your exclusion are no longer applicable and how the issues that led to your exclusion have been addressed.

▶ **Documentary evidence**
NOTE: This application will **NOT** be considered unless all acceptable supporting documentation is submitted at the time of submitting the application. Acceptable supporting documentation includes:

- **Tertiary study** – An official academic transcript is required. A testamur is also required if applying for a Graduate Entry program unless your transcript shows evidence of completion/conferral.
- **Bridging study** – An official academic transcript is required.
- **Post-secondary study (Cert III, Cert IV, Diploma)** – an official academic transcript/statement of results and a completion certificate are required.
- **Secondary study** – an OP statement or ATAR statement is required. If applying for a program that has subject prerequisites, a senior statement showing subjects and grades completed is also required.

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9.0 ENGLISH LANGUAGE PROFICIENCY

All applicants must meet English language requirements (usc.edu.au/englishrequirements). If you have sat an English language proficiency test, please supply a copy of the test results with your application.

10.0 CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING

▶ For more information on how to apply for credit, visit the Credit Transfer page.

▶ Note: As you are submitting a late application for admission, any request for credit may not be processed prior to the last day to enrol in your commencing semester. Please refer to the academic calendar for key dates including last date to enrol and census date for your semester.

11.0 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

12.0 APPLICANT CHECKLIST

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

Completed **all relevant** sections

Attached a copy of evidence of your **Change of Name** (If applicable)

If not an Australian Citizen, attached **evidence of your citizenship / visa** (If applicable)

Attached copies of your **academic qualifications documentation** (If applicable)

Attached a copy of your **English language test results** (If applicable)

Attached a written statement for **readmission after exclusion** (if applicable)

Signed the **Declaration**

Note: The University undertakes a regular audit of supporting documentation and reserves the right to request the provision of original or certified copies of supporting documentation at any time

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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 at usc.edu.au/privacy

LODGEMENT AND ENQUIRIES

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