



Postgraduate Coursework

Application for Admission 2018

Please tear out before completing. Applicants MUST refer to the application information whilst completing this form.

Please use BLOCK/CAPITAL letters, indicate with "N/A" where questions are not applicable and tick boxes where appropriate.

1. Initial applicant information

1.1 Previous Notre Dame study Have you been a student previously at Notre Dame? Yes No

If yes, what was your student number?

1.2 Title Surname/Family name First name Second/Middle name
Preferred first name Date of birth Gender Female Male

1.3 Home address

Number and street

Town/Suburb State/Country P/Code

Telephone (home) Telephone (work)

Mobile Email

1.4 Notification address This is the address for all correspondence during the application process (print "as above" if the same as 1.3)

Number and street

Town/Suburb State/Country P/Code

Telephone (home) Telephone (work)

1.5 Please state your country of birth

If you were not born in Australia, please indicate the day, month and year of your arrival in Australia . . .

Please state the year Permanent Residency or citizenship was granted

1.6 Citizenship and residency status - Please tick the appropriate box (Note: Certified copies of evidence of citizenship/residency status must be provided)

Australian Citizen Australian Permanent Humanitarian Visa Holder Australian Permanent Resident New Zealand Citizen
Diplomatic or consular representative of New Zealand, or the spouse or dependent relative of such a representative Other

If you ticked 'Other', you are considered to be an international student and are required to complete a separate application form – do not complete this form. Contact the Prospective Students Office for further details on +61 2 8204 4404 or at sydney@nd.edu.au

1.7 Do you identify as Aboriginal or Torres Strait Islander? - Please tick the appropriate box

Neither Aboriginal & Torres Strait Islander origin Aboriginal origin
Torres Strait Islander origin Aboriginal & Torres Strait Islander origin

1.8 Religion

The University of Notre Dame Australia is a Catholic University. We welcome and accept applications from people of all faiths or none at all who understand and respect the Objects of the University.

Anglican (Church of England) Baptist Buddhism Catholic (incl. Maronite, Melkite & other Eastern Catholics) Hindu Islam
Judaism Lutheran Orthodox Presbyterian Uniting Church No Religion Other

1.9 Languages spoken Please list all languages spoken at home in order of use

1. 2. 3. 4.

1.10 Disability or medical condition

Medical/Disability support required? Yes No If yes, please describe

Would you like to receive information on medical/disability support services, equipment and facilities available that may assist you? Yes No

Disclosing this information will not impact on your application.

If you are applying to undertake the **Master of Philosophy** or a **Professional Doctorate**, please use the **Postgraduate Research Application**.

2. Study preferences

2.1 Course details (Please refer to the course summary tables on pages 64-66)

| Course name | Course code |
|-----------------------------------|--|
| 2.2 Commencement of study program | Semester 2, 2017 Semester 1, 2018 Semester 2, 2018 Semester 1, 2019 |

2.3 Campus Sydney Fremantle

2.4 Type of applicant Coursework
Coursework and Dissertation

Please note: Research applicants do not complete this form please complete the **Postgraduate Research Application for Admission**

2.5 Mode of study Internal External Intensive

2.6 Study load Full-time Part-time (0.75) Part-time (0.5) Part-time (0.25)

3. ACADEMIC RECORD

| Year left school? | Completed? | If incomplete - proposed date of completion | Currently enrolled? |
|---------------------|--------------|---|---------------------|
| Year last enrolled | Yes No | Year Semester | Yes No |
| Name of institution | Course title | | |

Are you planning to apply for Advanced Standing? Yes No

4. Background in research (Only for applicants for postgraduate degrees by coursework and dissertation)

4.1 Did any of your study involve significant research experience? (e.g. as required in most Australian bachelor degrees with Honours) Yes No

4.2 Did any of your employment involve significant research work, the results of which can be verified by employer? Yes No

4.3 Please prepare a research background submission which:

- > outlines your background in research which may include details of any publications and/or presentations (approximately one page statement)
- > proposes your planned area of research (approximately one page statement)
- > where possible, list potential supervisors of the proposed research.

5. Emergency contact (It is the student's responsibility to ensure these details are kept current throughout the period of enrolment at the University)

This person should be a close relative/friend and in a position to respond to any action the University deems appropriate in relation to your welfare.

| | |
|-------------------|----------------------|
| Name | Relationship |
| Number and street | |
| Town/Suburb | State/Country P/Code |
| Telephone (home) | (work) Mobile |

6. Further applicant information (non academic)

6.1 Community involvement

| Period | Organisation | Involvement |
|--------|--------------|-------------|
| | | |

Church involvement

| Period | Church/Organisation | Involvement |
|--------|---------------------|-------------|
| | | |

6.2 **Notre Dame affiliation** Please indicate if you have an affiliation with Notre Dame
 Name Years of involvement Type of involvement (e.g. staff member, alumnus)

6.3 **Professional employment history** (full-time, part-time)
 Period Employer/Organisation Position/Duties

6.4 **Leadership** current or previous)
 Period Organisation Involvement

6.5 **Referees** (Please list referees able to provide information of academic achievement, professional work and, if applicable, previous research achievements)

Name Telephone (home) Email

Nature of professional conduct

Name Telephone (home) Email

Nature of professional conduct

6.6 **Personal statement** Attach to the application a personal statement of approximately 300 words in length. Your statement should address your reasons for applying to Notre Dame and motivations for pursuing your course of interest.

6.7 **Curriculum vitae (optional)** Applicants may submit their curriculum vitae, especially if it provides relevant information not covered elsewhere in this application.

6.8 **Criminal conviction** Please indicate whether you have been convicted of a criminal offence. Yes No

This information will be treated in the strictest confidence. You are not obliged by law to disclose any spent convictions as defined in the Spent Convictions Act 1992 (WA). Please note that obtaining a current approved police clearance is a prerequisite for some courses.

7. Documentation checklist

Check that you have included the following relevant documentation with your completed Application Form.

Unless stated, inclusion of these documents is a requirement of your application.

Curriculum vitae (optional)

Personal Statement

Supporting documentation (optional)

Research background submission (if applicable)

Academic transcripts - **Original or certified copies only. These will not be returned.**

Proof of Australian citizenship or residency status (certified copy of citizenship certificate, passport or birth certificate*)

All applicants please note:

- › If you submit an incomplete application, or do not include all required documentation, the processing of your application will be delayed until the missing information is received by the University.
- › You may include other RELEVANT documentation that supports your application.
- › Please do not include more than EIGHT pages of supporting documentation.
- › Your Application for Admission and other documents **should not** be bound in files or display folders.
- › Please also note that no original documents will be returned and applications and all related documents will remain the property of The University of Notre Dame Australia.
- › A certified copy is a photocopy that has been signed and dated by an authorised certifying agent (e.g. JP, Principal, postmaster, pharmacist).
- › If you are required to send documents to the University after your original submission, please attach to these documents a cover letter with your name, address and date of birth clearly stated.

* Birth certificate can only be submitted if born before 20 August 1986. If born after this date, one parent must have been born in Australia to prove Australian citizenship.

8. **Statistical information**

Where did you hear about Postgraduate Studies at Notre Dame?

- | | |
|--|--|
| Notre Dame academic staff member | Notre Dame website/Internet |
| Staff member of another tertiary institute | Friend/relative already studying at Notre Dame |
| Expo, Open Day etc. (please state where) | |
| Other (please specify) | |

9. **Applications must be sent or delivered to:****Fremantle Campus**

The University of Notre Dame Australia
Admissions Office
PO Box 1225
Fremantle WA 6959

OR

(Street address)

The University of Notre Dame Australia
Admissions Office
21 High Street, Fremantle
Telephone: +61 8 9433 0537

Sydney Campus

The University of Notre Dame Australia
Admissions Office
PO Box 944
Broadway NSW 2007

OR

(Street address)

The University of Notre Dame Australia
Admissions Office
140 Broadway, Chippendale
Telephone: +61 2 8204 4430

Please note that posting an application is no guarantee of receipt. We strongly recommend that applicants deliver their application in person or send by registered mail. **Applications are not accepted via fax or email.** All applications must be received by the Admissions Office. **Please DO NOT deliver it to any other Notre Dame School or department.**

10. **Declaration**

It is a legal requirement that you sign the Application Form, having read and accepted the declaration below:

- › I have read the Application Form and the Application Guide carefully, in its entirety, and have included the appropriate documentation.
- › I declare that all information included in my application is factually correct and fairly presented. I understand that if any of the information included here is found to be false, the University reserves the right to vary or reverse any decision made in regards to my application or enrolment. I also understand that the University reserves the right to provide details of the false information to other universities or educational institutions or any other authority which the University considers is appropriate to inform.
- › I am aware that most courses available are offered on a fee-paying basis.
- › I understand that proof of citizenship or permanent residency must be presented to the University.
- › I authorise the University to obtain results information from TISC or School Curriculum and Standards Authority, or Board of Studies, Teaching and Educational Standards (BOSTES) and/or any educational institution attended by me currently or in the past.
- › I understand that it is my responsibility to ensure that the application is received by the University.
- › **Privacy Statement:** The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at nd.edu.au/copyright.shtml#Privacy.

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: Fremantle.Registrar@nd.edu.au (for Broome / Fremantle students), or Sydney.Registrar@nd.edu.au (for Sydney students).

- › I understand that, should I become a Notre Dame student, the University may inform my secondary school of my course of study.

Applicant's signature

Date (dd/mm/yyyy)

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