

## WHO SHOULD COMPLETE THIS FORM?

Australian and New Zealand citizens or holders of an Australian Permanent Residence visa who wish to apply for an undergraduate honours program at Swinburne University of Technology should complete this form.

All non-honours undergraduate applicants should apply through VTAC at [www.vtac.edu.au](http://www.vtac.edu.au) or go to [www.swinburne.edu.au/coursefinder](http://www.swinburne.edu.au/coursefinder) for the correct application method.

## I AM NOT AN AUSTRALIAN OR NEW ZEALAND CITIZEN OR HOLDER OF AN AUSTRALIAN PERMANENT RESIDENT VISA. HOW SHOULD I APPLY?

International students, including Temporary or Provisional Residents and holders of Temporary Protection Visas must contact Swinburne International on +61 3 8676 7002 (from overseas) or 1800 897 973 (from within Australia) or go to <http://www.international.swinburne.edu.au/apply>.

## GUIDE TO COMPLETING THIS FORM

Step 1: Complete all questions, sign and date the application form.

- Please use BLOCK LETTERS.
- Please tick  the appropriate boxes.

Step 2: Ensure that you attach certified copies of all university results or transcripts, graduation certificates and proof of name and citizenship

- Certified documents must be signed by an authorized person (refer to 'Should I provide supporting documentation') and must include an original signature, the name, address and title of the person signing, and an appropriate registration number. Photocopies of previously certified documents are not acceptable.

Step 3: Ensure that you attach a current Curriculum Vitae.

Step 4: Return the completed form and all supporting documentation to:

Postal Address	In person
Admissions (H6)	Student Information Centre
Swinburne University of Technology	(on any campus)
PO Box 218	
HAWTHORN VIC 3122	

- Information about closing dates for applications can be found by contacting the appropriate Faculty.
- Applicants should not use display folders when submitting their applications.

## SHOULD I PROVIDE SUPPORTING DOCUMENTATION?

- Copies of supporting documentation may be required by Swinburne University of Technology depending on your response to Section C: Questions 2 & 7, Section E: Questions 1 & 2 and Section G: Question 1. Supporting documentation must be certified as a true and correct copy of the original by either the issuing body or by those people qualified to accept a statutory declaration e.g. police, chemists, doctors, accountants.
- Do not submit original documents.
- Please provide translations of supporting documentation if original documents are in a language other than English.
- Please check the program requirements to determine whether additional information such as portfolios is required with your application.
- Applicants currently undertaking final year study must submit certified copies of their Transcript of Results and evidence of completion as soon as results are available.

Applicants who have obtained an award outside Australia must submit:

- Evidence of completion of the relevant award, i.e. award certificate or letter of completion.
- Transcript/s of results.
- Evidence of English language proficiency, i.e. certified copy of IELTS or TOEFL test results certificate or evidence that study was undertaken in English.

## WHAT WILL HAPPEN AFTER I LODGE MY APPLICATION FORM?

- A University staff member will contact you if you are required to attend an interview or provide additional information to support your application.
- All applicants will be acknowledged and advised on the outcome of their applications.
- Successful applicants will be notified by mail of enrolment details.
- No information regarding the progress of applications can be given to applicants during the selection process.

## PRIVACY STATEMENT

Swinburne University of Technology collects and uses your information in accordance with our Privacy Statement, which can be viewed at [www.swinburne.edu.au/privacy](http://www.swinburne.edu.au/privacy)

**DO NOT INCLUDE THIS INSTRUCTION SHEET WITH YOUR APPLICATION**



5. Postal Address

Number and Street:


Suburb:

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State:

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Postcode:

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Country: (complete if country other than Australia)

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Overseas Postcode/Zip:

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6. Home Address

Same as postal address above (Please tick)

Yes – (if Yes, proceed to Q7)     No – (if No, complete details below)

Number and Street:


Suburb:

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State:

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Postcode:

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Country: (complete if country other than Australia)

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Overseas Postcode/Zip:

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7. Citizenship

(a) Please tick one of the following. Refer to table below and attach the required supporting documentation

- Australian citizen (includes Australian citizens with dual citizenships)
- New Zealand citizen (includes those with Australian permanent residence status)
- Holder of an Australian permanent resident visa or humanitarian visa (excludes those who have New Zealand citizenship) – go to Q7(b)
- Holder of a citizenship other than Australian or New Zealand citizenship – please state citizenship \_\_\_\_\_

(b) If you are a holder of an Australian permanent resident visa or humanitarian visa, please state your visa sub-class number (from passport) \_\_\_\_\_ and state type of visa (if known) \_\_\_\_\_

Required supporting documentation

Citizenship status	Provide a certified copy of the following:	Certified copy must include:
Australian citizen	Birth certificate or Passport or Certificate of Australian citizenship	Proof of full name
New Zealand citizen	Passport	Proof of full name Proof of citizenship
Holder of an Australian permanent residence or humanitarian visa	Passport	Proof of full name Permanent resident or humanitarian visa showing Visa Sub-Class Number
Holder of a citizenship other than Australian or New Zealand	Passport	Proof of full name Proof of citizenship

8. Are you of Australian Aboriginal or Torres Strait Islander descent?     No     Yes, Aboriginal descent

Yes, Torres Strait Islander descent     Yes, Aboriginal and Torres Strait Islander descent

9. Were you born in Australia?     Yes (proceed to Q11)     No, I was born in \_\_\_\_\_

10. Year of arrival in Australia   

11. Is English your first language?     Yes     No, my first language is \_\_\_\_\_

12. (a) Do you have a disability, impairment or long term medical condition?

(Providing information about a disability will not disadvantage your application. The information is needed for statistical and planning purposes, and to ensure that the University provides appropriate support services to students).

- No (proceed to Section D)
- Yes – (please tick one or more of the following)
- Hearing     Visual     Mobility     Learning     Medical     Other

(b) If yes, would you like to receive advice or disability support services which may assist you during your studies?     Yes     No

**SECTION D: PROGRAM APPLICATION DETAILS**

**AREA OF STUDY**

1. Please indicate which area of study you wish to apply for. To obtain the closing date for your course, please refer to the appropriate Faculty website through this URL: <http://www.swinburne.edu.au/hed>

**(a) Honours at Hawthorn**

(i) Bachelor of Arts (Honours)  Psychology  Cultural Studies  Social Science  Languages (Italian & Japanese)  
(February intake only)

Industry & Community Studies  Media and Multimedia

(ii) Bachelor of Business (Honours)  Accounting  Finance  Information Systems  Marketing  International Business  
 Management  Manufacturing Management  Human Resource Management / Organisation Behaviour

Please indicate if you also wish to undertake a language component in either:

Italian  Japanese

(iii) Bachelor of Science (Honours)  Biomedical Science  Biotechnology/Biochemistry  Chemistry  Biophotonics  
 Optronics and Lasers  Computer Science  Psychophysiology

(iv) Bachelor of Information System (Honours)  Information Systems

(v) Bachelor of Information Technology (Honours)  Information Technology

(vi) Bachelor of Health Science (Honours)  Public and Environmental Health

**(b) Honours at Lilydale – available as full-time courses only**  Accounting  Economics  Information Technology  
 Management  Marketing  Media Studies  Sociology  Tourism

**(c) Honours at Prahran**

(i) Bachelor of Design (Honours)  Communication Design  Multimedia Design  Industrial Design  Interior Design

(ii) Bachelor of Film and Television (Honours)  Film and Television

2. Please provide a brief outline of your reasons for applying for the program.

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3. Please give a description of your proposed research activity for your honours thesis (100-150 words).

- Not applicable for Design Honours applicants.
- Optional for Business Honours applicants.
- For Faculty of Information and Communication Technologies Honours applicants, please indicate your interest areas based on project information on the website [www.it.swin.edu.au/centres/default.htm](http://www.it.swin.edu.au/centres/default.htm).

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4. Please indicate if you have a preferred supervisor? \_\_\_\_\_

5. Please list two members of academic staff who have taught you at third year and can comment on your academic performance (staff who have taught your major are preferred).

Name	Contact Details
1. _____	Telephone: _____ Email: _____
2. _____	Telephone: _____ Email: _____

**SECTION E: EDUCATIONAL HISTORY**

If Questions 1 and 2 of this section are completed you must submit the following documents:  
 (a) a certified copy of all transcripts of results (refer to "Should I provide supporting documentation" notes on cover page of this application form);  
 and  
 (b) proof of completion of academic qualifications

**1. SECONDARY EDUCATION**

(a) What is the highest level of secondary studies you have completed or attempted? (please tick)  
 VCE  HSC  IB  TOP  Other (please specify) .....

(b) Were these studies undertaken in Australia?  Yes  No, please name country.....

(c) Please enter details of the highest level of your secondary studies in the table below

Year attempted/ completed e.g.1996	Name of School	State (if in Australia)	Student Number (if known)	Completed Yes / No

**2. POST-SECONDARY EDUCATION**

(a) List any studies you have completed or attempted at university, TAFE or other post-secondary institution.

Year started	Year completed/ ceased	Institution	Title of Program	Program Type (refer to codes below)	Completed Yes / No

(b) List any Majors you have completed:

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

(c) Are you currently a  Commonwealth Supported Student  Full Fee Paying Student  Neither (not currently studying)

**Program Types**

**Higher Education**  
 PG: Higher Degree, e.g. PhD, Doctorate, Masters, Post.Grad Diploma/Certificate    BD: Bachelor Degree (Pass/Honours)    OL: Open Learning  
 DP: Diploma from a university, C.A.E. or Teachers College (not TAFE)    NA: Continuing Education/Single unit of study

**TAFE Qualifications**  
 CF: Certificate IV    CD: Diploma    CA: Advanced Diploma    CE: Certificate III    OC: Apprenticeship, Trade Certificate    CS: Other TAFE Awards

**Other Qualifications**  
 NS: Hospital Based Nursing    OB: Short Courses    OA: Other Academic Award

**SECTION F: APPLICANTS FROM UNIVERSITIES OTHER THAN SWINBURNE**

Please submit the following documents:

- (a) Certified copy of all transcripts of results (refer to "Should I provide supporting documentation" notes on cover page of this application form); and
- (b) proof of completion of academic qualifications

Selection for the Honours program often occurs before your final results are released. Please give the name and telephone number of a contact person from your university whom we may contact regarding your final results.

Name \_\_\_\_\_ Contact Telephone Number \_\_\_\_\_

Email: \_\_\_\_\_

I authorize Swinburne University to discuss my results from previous or current tertiary study for the purpose of determining eligibility for selection for the nominated Honours program.

Signature of applicant \_\_\_\_\_

**SECTION G: EMPLOYMENT HISTORY**

**1. Employment Details**

List details of your employment history in the table below and attach a copy of your curriculum vitae to this application.

Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	Employer	Nature of Work	Full-time or Part-time

2. Will your current employer be financially supporting your studies?  Yes  No  
(If yes, please provide details below in the event your application is successful).

Sponsoring Organisation: .....

Contact name for invoicing: .....

Address: .....

Telephone: ..... Fax Number ..... Email: .....

**SECTION H: APPLICANT'S DECLARATION**

I declare to the best of my knowledge the information entered on this form is correct and complete.

I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my academic or employment records or citizenship status may result in the withdrawal by the University of a place which may be offered, and that this withdrawal may take place at any stage during the program I undertake.

I understand that:

- Swinburne University of Technology 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 (CHESSN) to me;
- Swinburne University of Technology will disclose this information to the Department of Education, Science and Training (DEST) for those purposes;
- DEST will store the information securely in the Higher Education Information Management System;
- DEST may disclose the information to the Australian Tax Office (ATO);
- Swinburne University of Technology and DEST will not otherwise disclose the information without my consent unless required or authorised by law.
- My personal information will be collected and used for the purposes set out in the Swinburne University of Technology Privacy Collection Statement (Enrolment) – available to be viewed on the University's web site at: [www.swinburne.edu.au/corporate/registrar/privacy\\_collection.htm](http://www.swinburne.edu.au/corporate/registrar/privacy_collection.htm)
- The University will correspond with me by electronic means.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd / mm / yyyy)

**CHECKLIST**

Before lodging your application ensure you have:

- completed all sections of the form.
- indicated which course you wish to apply for in Section A.
- signed the applicant's declaration in Section H.
- attached certified copies of transcripts of results, proof of completion of academic results, change of name, proof of citizenship/residency documents.
- attached a copy of your curriculum vitae.