General Instructions
This application form is only to be used by Australian or New Zealand citizens or Australian permanent residents who are seeking admission to postgraduate courses in the following Faculties:

- Arts and Social Sciences
- Design, Architecture and Building
- Engineering and Information Technology
- Health
- Law
- Science

OR you can lodge an online application via UAC ($60 application fee) at www.uac.edu.au/postgraduate/

If you have difficulty obtaining correctly certified transcripts of your previous Australian degree or TAFE studies, UAC can retrieve results electronically for no additional cost. If you have already lodged an online application through UAC please do not lodge a duplicate application with this form.

For full details of all available postgraduate courses and the required method of application, see http://www.postgraduate.uts.edu.au

Applications will be considered according to the order of preferences you indicate. Please select preferences carefully as you will only receive one offer to your highest eligible preference. If you wish to change your course preference/s after you have lodged your application form you should advise the Student Administration Unit (Admissions) via the following website: www.ask.uts.edu.au

Applicants should submit:
- academic transcripts for any prior or current tertiary study (including proof of completion)
- evidence of English proficiency, if required. For details on the UTS English proficiency requirement, refer to: http://www.uts.edu.au/future-students/postgraduate/essential-info/admission-requirements
- additional documentation, if required for your course preferences. For details refer to: http://www.uts.edu.au/future-students/postgraduate/essential-info/applying-uts/additional-application-requirements (This information applies to UAC and Information Session applications)

Please read the following pages of instructions carefully as incorrect or insufficient documentation could delay your application.

Application Submission Dates
- You must submit your application and documents within two weeks of attending the Information Session
- Some courses fill quickly so prompt submission is recommended

Offers
Offers will be made progressively as the faculties provide decisions to the Student Administration Unit, commencing in:
- November for Autumn Semester applications
- June for Spring semester applications

For general enquiries regarding postgraduate study at UTS contact the UTS Student Centre:
Email via website: www.ask.uts.edu.au
Phone: 1300 ASK UTS (1300 275 887)
Completing the Application Form

- Complete the application form with a blue or black pen, using block letters
- When required, place a clear tick in the appropriate boxes

The following instructions relate to the numbered sections on the application form:

Section 2 – Personal Details
If your family name or given names are different from those stated on your documents you must:
- indicate your previous name(s) in the space provided
- provide certified proof of name change e.g. Marriage Certificate, Divorce Order, Deed Poll

Section 3 – Choice of Courses
- Please indicate which course/s (and majors, if applicable) you are applying for in order of preference
- Distance and block attendance modes are only available for selected courses. Confirm availabilities in the UTS Online Handbook at: http://www.handbook.uts.edu.au/course_areas.html. Note: limited attendance (e.g. weekend workshops) may be required for some distance courses

Section 4 – Citizenship/Residency
- If you do not currently hold Australian or New Zealand citizenship or Australian permanent residency then you must apply as an International student on a different application form - contact UTS: International on (02) 9514 1531 for details.

Section 5 – Secondary School Studies
- If you have completed Australian Year 12 or Senior High School studies please indicate the year completed, State, name of qualification (e.g. HSC), school name and candidate number (if known). This is for government reporting purposes

Section 6 – Academic Qualifications
- If you list any academic qualifications at Section 6 you will need to provide an official academic transcript showing the subjects studied, the marks obtained and an explanation of the grading system (Note: unofficial transcripts printed from institution websites will not be accepted)
- If you have completed or been awarded the qualification you will need to provide proof of completion
- If any of your documents are not in English you must provide an official translation as well as the original language documents. For details, see: http://www.sau.uts.edu.au/forms/supporting.html
- Previous UTS students do not need to provide evidence of study undertaken at UTS

Certification of Documents
- Documents cannot be returned once they have been submitted. It is recommended that you submit certified copies, not originals.
- Uncertified photocopies and faxed or scanned documents will not be accepted.
- You cannot certify your own documents, even if you belong to one of the categories listed below, and you cannot have your documents certified by a person directly related to you.

Documents can be certified by:
- The official records department of the institution that originally issued the document(s)
- The Student Enquiries Office or Admissions Office of an Australian university or TAFE College
- The university admission centre of any Australian State (e.g. UAC)
- An Australian overseas diplomatic mission
- An accountant who is a member of one of the following Australian associations: the Institute of Chartered Accountants in Australia; CPA Australia; the National Institute of Accountants; the Association of Taxation and Management Accountants; Registered Tax Agents
- An Australian:
  - Justice of the Peace with a registration number
  - bank manager/credit union branch manager
  - barrister, solicitor or patent attorney
  - postal manager
  - principal of a secondary college, high school or primary school
  - police officer
  - defence force officer
  - pharmacist
  - medical practitioner or specialist
  - registered nurse

The person certifying the copies must include the following information on the front of every page to be submitted:
- the statement ‘I, [insert name], certify that this is a true copy of the original document sighted by me’
- signature
- occupation
- telephone number
- date
- official stamp or seal of their organisation (if available)
- a JP must also indicate their registration number and the Australian state in which they are registered
## Applicant Checklist

Complete the Applicant Checklist prior to lodging your application form to ensure that your application is correct.

<table>
<thead>
<tr>
<th>Have you:</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>completed all relevant sections of the application form?</td>
<td></td>
</tr>
<tr>
<td>included the correct course name/s and code/s (Section 3)? Note: This form is not for subjects – use course codes only.</td>
<td></td>
</tr>
<tr>
<td>indicated a major, if applicable (Section 3)</td>
<td></td>
</tr>
<tr>
<td>read and signed the declaration on page 3 of the application form?</td>
<td></td>
</tr>
<tr>
<td>provided an official academic transcript or record of study, if applicable? Note: transcripts printed from institution websites will not be accepted.</td>
<td></td>
</tr>
<tr>
<td>included proof of completion of study, if applicable? Note: This is not always stated on an academic transcript.</td>
<td></td>
</tr>
<tr>
<td>attached an up-to-date resume outlining academic and employment history?</td>
<td></td>
</tr>
<tr>
<td>attached any additional documentation required for your nominated course/s?</td>
<td></td>
</tr>
<tr>
<td>provided evidence of name change if required (Section 2)?</td>
<td></td>
</tr>
<tr>
<td>attached translations of any documents not in English?</td>
<td></td>
</tr>
<tr>
<td>ensured that all photocopied documents have been correctly certified (see page 2 of these instructions)?</td>
<td></td>
</tr>
<tr>
<td>removed your documents from any binders or folders?</td>
<td></td>
</tr>
<tr>
<td>completed the ‘Acknowledgement of Application’ page (if you wish to have receipt of your application acknowledged)?</td>
<td></td>
</tr>
<tr>
<td>detached the application form from these instructions?</td>
<td></td>
</tr>
<tr>
<td>checked addresses/locations for lodging your application (see below)? Note:</td>
<td></td>
</tr>
<tr>
<td>• do not submit your application to a Faculty</td>
<td></td>
</tr>
<tr>
<td>• do not fax or email your application</td>
<td></td>
</tr>
</tbody>
</table>

## Submitting Your Application Form and Documents

Lodge your application at the Postgraduate Information Session that you attend

or by mail to:

Direct Admissions
UTS Student Administration Unit
PO Box 123
BROADWAY NSW 2007

or in person at a UTS Student Centre as listed below:

<table>
<thead>
<tr>
<th>Broadway Campus - Building 1</th>
<th>Broadway Campus - Building 10</th>
<th>Broadway Campus - Building 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4 (Street Level)</td>
<td>Level 2</td>
<td>Level 4</td>
</tr>
<tr>
<td>15 Broadway</td>
<td>235 Jones Street</td>
<td>702-730 Harris Street</td>
</tr>
<tr>
<td>ULTIMO</td>
<td>ULTIMO</td>
<td>ULTIMO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Haymarket Campus - Building 5</th>
<th>Haymarket Campus - Building 5</th>
<th>Kuring-gai Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block C, Level 1</td>
<td>Block B, Level 5</td>
<td>Level 5, Building 1</td>
</tr>
<tr>
<td>Cnr Quay Street and Ultimo Road</td>
<td>Cnr Quay Street and Ultimo Road</td>
<td>Eton Road</td>
</tr>
<tr>
<td>HAYMARKET</td>
<td>HAYMARKET</td>
<td>LINDFIELD</td>
</tr>
</tbody>
</table>

For information on UTS Student Centre opening hours see: [www.uts.edu.au/students/centres.html](http://www.uts.edu.au/students/centres.html)

Further enquiries

For more information about postgraduate study at UTS contact the UTS Student Centre:

Email via website: [www.ask.uts.edu.au](http://www.ask.uts.edu.au)
Phone: 1300 ASK UTS (1300 275 887)
Website: [www.uts.edu.au](http://www.uts.edu.au)
Application Acknowledgement

If you wish your application to be acknowledged please complete the details below and attach this page to the front of your application.

ACKNOWLEDGEMENT OF APPLICATION
FOR POSTGRADUATE COURSEWORK

Name: ______________________________
Address: ______________________________
________________________________

Note: You must advise UTS in writing, or via email, if you:
• change your address after lodging your application
• wish to change your nominated preferences
• decide to withdraw your application

Contact details:
Postal address: Direct Admissions
Student Administration Unit
UTS
PO Box 123
BROADWAY NSW 2007

Email via website: www.ask.uts.edu.au

Phone: 1300 ASK UTS (1300 275 887)
## 2014 Application for Admission:
Postgraduate Information Session

### Date Received at UTS
- You must read the instructions accompanying this form before completing the details below
- Please detach the instructions before you submit your application
- Do not write in any of the shaded areas

Are you an Australian Citizen, Australian Permanent Resident, or New Zealand Citizen?

- ( ) Yes - Proceed to Section 1
- ( ) No - You must apply as an International applicant on a different application form.

Contact the UTS: International on (02) 9514 1531 for details.

### Date Received in Admissions

#### 1. PREVIOUS ENROLMENT

Have you previously been enrolled at UTS, NSWIT, ITATE, Kuring-gai CAE or the College of Law?

- ( ) Yes – Please state your old student number, if known, or the name of the institution:
- ( ) No - Proceed to Section 2

#### 2. PERSONAL DETAILS

**Documents Required**

- ( ) Academic Transcript

**Surname or Family Name**

**First Given Name**

**Other Given Name/s**

**Maiden Name or Previous Family Name**

- ( ) Proof of Completion

**Address and Telephone Contact Details**

**Number and Street**

**Suburb**

**State**

**Postcode**

- ( ) English Test

**Date Requested:**

**Home Phone**

**Work Phone**

**Mobile**

**Email:** This will not be used as the main form of communication. You will be advised of the outcome of your application by post.

**3. CHOICE OF COURSES**

Indicate the course/s you are applying for in order of preference from highest (1) to lowest (3)

<table>
<thead>
<tr>
<th>SAU Use</th>
<th>Pref</th>
<th>Course Name and major (if applicable)</th>
<th>Course Code</th>
<th>Load (Tick One)</th>
<th>Attendance* (Tick One)</th>
<th>FACULTY USE ONLY Decision of Faculty Nominee: Tick Yes/No AND Sign and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF/FF 1</td>
<td>( ) FT ( ) PT</td>
<td>Internal ( ) Distance ( ) Block</td>
<td>( ) Yes ( ) No</td>
<td>Signature: Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF/FF 2</td>
<td>( ) FT ( ) PT</td>
<td>Internal ( ) Distance ( ) Block</td>
<td>( ) Yes ( ) No</td>
<td>Signature: Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF/FF 3</td>
<td>( ) FT ( ) PT</td>
<td>Internal ( ) Distance ( ) Block</td>
<td>( ) Yes ( ) No</td>
<td>Signature: Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SAU Use Application Complete?**

- ( ) Yes
- ( ) No

**BFA Decision**

- ( ) OF ( ) RJ

**Date Letter Sent**

**FACULTY USE: (Basis For Admission/Additional Comments)**

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Version: 26 July 2013
### 4. CITIZENSHIP/RESIDENCY

**Part A Citizenship/Residency Status**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Are you an Australian Citizen?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) Yes - Go to question (vi)</td>
<td>(    ) No - Go to question (ii)</td>
<td></td>
</tr>
<tr>
<td>ii) Are you a New Zealand Citizen?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) Yes - Go to question (vi)</td>
<td>(    ) No - Go to question (iii)</td>
<td></td>
</tr>
<tr>
<td>iii) Are you a Permanent Resident of Australia?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) Yes - Date permanent residency granted:</td>
<td>Date (dd/mm/yy)</td>
<td></td>
</tr>
<tr>
<td>- Go to question (iv)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv) Is your visa a permanent humanitarian visa?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) Yes - Go to question (v)</td>
<td>(    ) No - Go to question (v)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** If you did not answer ‘Yes’ to any of the questions above (i, ii or iii) you must apply as an International applicant on a different application form. Contact UTS: International on (02) 9514 1531 for details.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>v) Did you meet residency requirements for citizenship more than a year ago?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) Yes - Go to question (vi)</td>
<td>(    ) No - Go to question (vi)</td>
<td></td>
</tr>
<tr>
<td>vi) Are you residing inside Australia during your studies?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) Yes - Go to Part B</td>
<td>(    ) No - Go to Part B</td>
<td></td>
</tr>
</tbody>
</table>

### Part B Country of Birth

<table>
<thead>
<tr>
<th>Question</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>vii) If you were not born in Australia and you are now residing in Australia, in what year did you enter Australia?</td>
<td>Year of entry</td>
</tr>
<tr>
<td>viii) Please state your country of birth</td>
<td>Country</td>
</tr>
<tr>
<td>ix) Please indicate the main language spoken in your home</td>
<td>Language</td>
</tr>
<tr>
<td>x) Are you of Australian Aboriginal descent?</td>
<td>(    ) Yes</td>
</tr>
<tr>
<td>xi) Are you of Torres Strait Islander descent?</td>
<td>(    ) Yes</td>
</tr>
</tbody>
</table>

### 5. SECONDARY SCHOOL STUDIES

<table>
<thead>
<tr>
<th>Question</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you completed Australian Year 12 or Senior School studies?</td>
<td></td>
</tr>
<tr>
<td>( ) Yes – please give details below</td>
<td>(    ) No – Go to Section 6</td>
</tr>
</tbody>
</table>

- **Year**
- **Name of Qualification** e.g. HSC
- **School Name**
- **Candidate No. (if known)**
- **State** e.g. NSW
- **School Code**

### 6. ACADEMIC QUALIFICATIONS

<table>
<thead>
<tr>
<th>Question</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you currently enrolled and/or have you previously been enrolled at an Australian or overseas University, CAE, Institute of Higher Education, TAFE College, or equivalent?</td>
<td></td>
</tr>
<tr>
<td>( ) Yes – please give details below and provide documentary evidence</td>
<td>(    ) No – Go to Section 7</td>
</tr>
</tbody>
</table>

- **Years From/To**
- **Institution Attended and Student No. (if known)**
- **Title of Course or Qualification**
- **Completed, Discontinued or Being Attempted**
- **Language of Instruction**
- **Institution Code**
- **Institution Code**
- **Institution Code**
- **Institution Code**
- **Institution Code**

**Note:** If you have undertaken your studies in an overseas country you may have to provide proof of English proficiency with your application. Refer to page 3 of the instructions for details.
**7. EXCLUSION FROM PRIOR STUDY**

Have you been excluded from a previous University?  
( ) Yes - Please give details below  
( ) No - Go to Section 8

<table>
<thead>
<tr>
<th>Name of University and Course</th>
<th>Last Period of Attendance (Year &amp; Semester)</th>
</tr>
</thead>
</table>

**8. EMPLOYMENT DETAILS**

Are you currently employed (including self employment)?  
( ) Yes - Please give details  
( ) No - Go to section 9

<table>
<thead>
<tr>
<th>Company Name and Phone Number</th>
<th>Your Position</th>
</tr>
</thead>
</table>

**9. PROFESSIONAL QUALIFICATIONS**

Do you want any professional qualifications taken into account in the assessment of your application?  
(e.g. CPE, Institution of Engineers, etc)?  
( ) Yes - please give details below  
( ) No - Go to Section 10

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Institution/Professional Body</th>
<th>Years of Membership or Date Obtained</th>
</tr>
</thead>
</table>

**10. OTHER INFORMATION**

Do you have any other relevant information not included above, such as supporting references, short courses, continuing professional education etc, which you wish to be considered? If so, please give details in the form of a supporting statement and/or attach the relevant documents to this application form.

**11. DECLARATION AND AUTHORITY - all applicants must complete this section**

Your application cannot be considered unless you accept all conditions set out below by signing and dating this declaration and authority.

1. I declare that I have read the general application instructions and that all the information submitted is to the best of my knowledge true and complete.
2. I authorise UTS to verify any information provided by me.
3. I authorise UTS to obtain official records from any institution attended by me.
4. I understand that UTS reserves the right to vary or reverse any decision or enrolment on the basis of untrue, misleading or incomplete information.
5. In the event that information provided by me to the University either on this form or at any time is considered by the University on reasonable grounds to be incomplete, untrue, or incorrect in any particular, I understand and consent that the University may take such action as it believes necessary including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it.
6. I understand that UTS may disclose the personal information I have given in this application to the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education (DIICSRTE), or its successor, for the purpose of:
   i) use in connection with the Higher Education Information Management System (HEIMS); and/or
   ii) use in connection with the National Data Collection on University Applications and Offers; and/or
   iii) other collections as DIICSRTE, or its successor, may lawfully require from time-to-time.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Your application may be cancelled if you do not provide true and complete information in connection with your application, or if you make any changes to the above Declaration and Authority.