2019 Application for Admission:  
Direct Undergraduate Course  
Diploma in Information Technology  
Professional Practice (C20056)

General Instructions  
This application form for the Diploma in Information Technology Professional Practice (C20056) can only be used by applicants who satisfy one of the following criteria:

1. UTS students who are currently Admitted into one of the following courses:
   - C09119 Bachelor of Computing Science (Honours)
   - C10158 Bachelor of Mathematics and Computing
   - C10219 Bachelor of Business Bachelor of Science in Information Technology
   - C10229 Bachelor of Science in Games Development
   - C10239 Bachelor of Science in Information Technology Bachelor of Arts in International Studies
   - C10245 Bachelor of Science in Information Technology Bachelor of Laws
   - C10327 Bachelor of Science in Information Technology Bachelor of Creative Intelligence and Innovation
   - C07078 Graduate Diploma in Interactive Multimedia
   - C04158 Master of Interactive Multimedia

2. UTS students who are about to complete the following course and wish to add the Diploma in IT Professional Practice.
   - C10148 Bachelor of Science in Information Technology

3. Graduate students who have an ACS Foundation or UTS Work Integrated Learning Scholarship and who have completed an undergraduate degree from an Australian university or recognised overseas provider.

Note: If you are not an Australian citizen, Australian permanent resident or a New Zealand citizen you must apply as an International applicant on a different application form. Contact UTS: International on (02) 9514 1531 for details.

Closing Dates  
Applications are aligned to teaching periods and can be submitted up to the following dates:

<table>
<thead>
<tr>
<th>Session</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn session (commencing 11 March 2019)</td>
<td>13 March 2019</td>
</tr>
<tr>
<td>Spring session (commencing 22 July 2019)</td>
<td>25 July 2019</td>
</tr>
</tbody>
</table>

Offers  
Offers will be made progressively as the Faculty of Engineering and Information Technology provides decisions to the Student Administration Unit.

All applicants will be advised of the outcome of their application by mail.
Completing the Application Form

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

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

Section 2 – Personal Details
If your Family Name or Given Name/s are different from that stated on any documents that you submit you should:

- indicate your previous name(s) in the space provided and provide proof of name change e.g. Marriage Certificate

Section 3 – Course Details

- State which teaching session you are applying for (see above)

Section 4 – Citizenship/Residency

- If you do not currently hold Australian citizenship, Australian permanent residency or New Zealand citizenship, then you must apply as an International student - 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 you must provide an official transcript showing the subjects studied, marks obtained and 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 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 example, documents translated by a professional level translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) are accepted. (See www.naati.com.au for details.)
- Previous UTS students do not need to provide evidence of study undertaken at UTS

Section 8 – Industrial Training Placement

- To be completed by all applicants.

Section 9 – Enrolment Details

- To be completed by UTS students only.

Section 10 – ACS Foundation or UTS Work Integrated Learning Scholarship

- To be completed by non-UTS students who hold the above scholarship.

Certification of Documents

- Documents cannot be returned. It is recommended that you submit certified copies, not originals.
- Photocopies of electronic transcripts from other institutions will only be accepted when they can be verified as authentic through an online secure portal hosted by the institution (this often involves submitting a link and password to UTS)
- 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 (and official stamp or seal of their organisation if available)
  - telephone number
  - date
  - a JP must also indicate their registration number and the Australian state in which they are registered (contact details are optional for JPs)
2019 Application for Admission:
Direct Undergraduate Course
Diploma in Information Technology Professional Practice (C20056)

Date Received at Student Centre

- You must read the instructions accompanying this form before completing the details below
- Please detach the instructions before you submit your application

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

ADMISSIONS USE ONLY

Date Received in Admissions

1. PREVIOUS ENROLMENT

If you have applied to UTS please state your application number, if known:

<table>
<thead>
<tr>
<th>Student Number</th>
<th>CHESSN</th>
</tr>
</thead>
</table>

2. PERSONAL DETAILS

Documents Required

- ( ) Academic Transcript

<table>
<thead>
<tr>
<th>Surname or Family Name</th>
<th>First Given Name</th>
</tr>
</thead>
</table>

- ( ) Proof of Completion

<table>
<thead>
<tr>
<th>Other Given Name/s</th>
<th>Maiden Name or Previous Family Name</th>
</tr>
</thead>
</table>

- ( ) ACS Foundation Letter

**Address and Telephone Contact Details**

<table>
<thead>
<tr>
<th>Number and Street</th>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

- ( ) Industrial Training Placement

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Mobile</th>
</tr>
</thead>
</table>

- ( ) English Test

**Date Requested:**

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

- ( ) Other

**3. COURSE DETAILS**

Please indicate the session for which you are applying:

<table>
<thead>
<tr>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn session or Spring session</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAU Use</th>
<th>Course Name and Code</th>
<th>Study Mode</th>
<th>Load</th>
<th>FACULTY USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Diploma in Information Technology Professional Practice</td>
<td>C20056</td>
<td>Internal</td>
<td>Full time only</td>
</tr>
</tbody>
</table>

**Decision of Faculty Nominee:**

Tick Yes/No AND Sign and Date

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

<table>
<thead>
<tr>
<th>ADMISSIONS USE</th>
<th>BFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is application complete?</td>
<td>Decision</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>( ) Yes</th>
<th>( ) OF ( ) RJ</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date Letter Sent</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FACULTY USE: (Basis For Admission/Additional Comments)</th>
</tr>
</thead>
</table>

4. CITIZENSHIP/RESIDENCY

Version: 20 September 2018
### 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>Yes</td>
<td>No</td>
</tr>
<tr>
<td>ii) Are you a New Zealand Citizen?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>iii) Are you a Permanent Resident of Australia?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>iv) Is your visa a permanent humanitarian visa?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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

### Part B Country of Birth

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>viii) Please state your country of birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ix) Please indicate the main language spoken in your home</td>
<td></td>
<td></td>
</tr>
<tr>
<td>x) Are you of Australian Aboriginal descent?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>xi) Are you of Torres Strait Islander descent?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### 5. SECONDARY SCHOOL STUDIES

<table>
<thead>
<tr>
<th>Year</th>
<th>Name of Qualification e.g. HSC</th>
<th>School Name</th>
<th>Candidate No. (if known)</th>
<th>State e.g. NSW</th>
</tr>
</thead>
</table>

### 6. ACADEMIC QUALIFICATIONS

<table>
<thead>
<tr>
<th>Years From/To</th>
<th>Institution Attended and Student No. (if known)</th>
<th>Title of Course or Qualification</th>
<th>Completed, Discontinued or Being Attempted</th>
<th>Language of Instruction</th>
<th>Year</th>
</tr>
</thead>
</table>

### 7. EXCLUSION FROM PRIOR UTS STUDY

<table>
<thead>
<tr>
<th>UTS Course</th>
<th>Last Period of Attendance (Year &amp; Session)</th>
</tr>
</thead>
</table>

### 8. INDUSTRIAL TRAINING PLACEMENT – to be completed by UTS students and ACS Foundation Scholarship holders
Do you have a full-time industrial training placement for a minimum of nine months?
( ) Yes – please give details below
( ) No

<table>
<thead>
<tr>
<th>Placement</th>
<th>Name of Company providing industrial training</th>
<th>Address</th>
<th>Supervisor’s name and phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date from:</td>
<td>--------------------------------------------</td>
<td>---------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Date to:</td>
<td>--------------------------------------------</td>
<td>---------</td>
<td>------------------------------------</td>
</tr>
</tbody>
</table>

9. ENROLMENT – to be completed by UTS students only

Please tick the relevant box below to indicate which UTS course you are currently enrolled in or have completed

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Currently Admitted</th>
<th>Completed Course (without graduating)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C09119</td>
<td>Bachelor of Computing Science (Honours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C10158</td>
<td>Bachelor of Mathematics and Computing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C10219</td>
<td>Bachelor of Business Bachelor of Science in Information Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C10229</td>
<td>Bachelor of Science in Games Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C10239</td>
<td>Bachelor of Science in Information Technology Bachelor of Arts in International Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C10245</td>
<td>Bachelor of Science in Information Technology Bachelor of Laws</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C10327</td>
<td>Bachelor of Science in Information Technology Bachelor of Creative Intelligence and Innovation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C07078</td>
<td>Graduate Diploma in Interactive Multimedia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C04158</td>
<td>Master of Interactive Multimedia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C10148</td>
<td>Bachelor of Science in Information Technology</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Go to Section 11

10. ACS FOUNDATION or UTS WORK INTEGRATED LEARNING SCHOLARSHIP HOLDERS - to be completed by non-UTS students

This section is for non-UTS students who hold an ACS Foundation or UTS Work Integrated Learning Scholarship.

You must provide a letter from the Australian Computer Society Foundation confirming that you:
- hold the above scholarship
- have a minimum of nine months relevant full-time work experience
- will carry out the work experience in the state of New South Wales

Submit this letter with your application form.

Note: If your current WIL scholarship is for less than nine months duration, you should ask the ACS Foundation to provide an additional letter confirming that they will assist you in finding further employment to meet the UTS course requirement of a minimum nine months relevant full time work experience.
11. Applicant Declaration Authority and Privacy Notice - all applicants must complete this section

- All the information and supporting documents provided with this Application are true and correct and I will inform UTS immediately of any changes to the information I have given.
- I understand that all documents submitted with this application become the property of UTS.
- I understand that UTS reserves the right to vary or reverse any decision on the basis of untrue, misleading or incomplete information.

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

**Privacy notice for all applicants**

UTS is collecting your personal information, including relevant certified documents and details of previous study, to allow the university to consider and process your application to study at UTS.

Information collected will be used to verify the details you have provided and obtain your results and other relevant information relating to your previous studies. If you have studied at UTS previously, existing information held by UTS relating to your previous studies may also be used.

UTS will also be using information for quality improvement and planning processes, which may include tracking student progression from application to graduations. UTS may disclose personal information relating to applicants to the Department of Education and Training, or its successor, for the purpose of managing Commonwealth supported places, generating as required Commonwealth student identifiers, or in relation to other data collections as the Department may lawfully require from UTS from time-to-time.

If you are an international applicant, information collected may also be disclosed to the Australian Government and designated agencies and authorities where required for compliance with legislation, including the Education Services for Overseas Students Act 2000 (Cth). If you are registering via an Agent, information may be disclosed to your Agent on your behalf.

If you are a sponsored student, information, including your academic progress, results, attendance or financial standing, will be disclosed to your sponsor, your embassy, cultural mission or any third party appointed by your sponsor, your embassy and/or cultural mission.

If the university has reasonable grounds to believe information provided by you is deliberately incomplete, untrue, fraudulent, or incorrect in any way, the university may disclose this fact and other related information to relevant third parties, including educational institutions that information is claimed to have originated from, or other party’s applications have been lodged with. Fraudulent applications may also be referred to the Police.

Applicants who are successful will be required to sign the Student Declaration at enrolment. This includes additional privacy information which will also cover information collected during this application process once an applicant commences as a student of UTS.

UTS will not disclose information collected as part of this application process further to this privacy notice or the subsequent Student Declaration, without consent, unless required or permitted by law.

Records relating to applications will be retained in line with the university’s records management policy. You can access information held about you and your application at any time through the application portal. Otherwise, any request you may have to access, correct, delete if lawful, transfer your information, or withdraw your application or consent should be referred to: for postgraduate coursework applicants (student.records@uts.edu.au); or for higher degree research HDR applicants (GRS@uts.edu.au). Note that if you withdraw consent to use this information, UTS may not be able to process your application.

For further information about privacy at UTS or making privacy related complaints, refer to Privacy at UTS.

12. DOCUMENT CHECKLIST – to be completed by Non-UTS students:

Have you:

( ) Attached a letter confirming that you hold an ACS WIL Scholarship with a work placement for a minimum of nine months?

( ) Attached a correctly certified copy of your undergraduate degree (testamur or academic transcript that states you have completed the course). For information on how to certify documents go to www.sau.uts.edu.au/form/supporting.html

13. SUBMITTING YOUR APPLICATION

Applications can be lodged in the following ways:

**Via post:**
- UTS Student Administration Unit Admissions (Direct)
- PO Box 123
- Broadway NSW 2007

**In person:**
- UTS Building 10 Student Centre Level 2 (Street Level)
- 235 Jones Street
- Ultimo
- Haymarket Campus - Building 5 Block C, Level 1
- Cnr Quay Street and Ultimo Road

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