2016 Application for Admission: Direct Undergraduate Course Diploma in Information Technology Professional Practice C20056

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

- UTS students who are currently admitted into one of the following courses:
  
  - C10148 Bachelor of Science in Information Technology
  - C10158 Bachelor of Mathematics and Computing
  - C10219 Bachelor of Business Bachelor of Science in Information Technology
  - C10229 Bachelor of Science Games Development
  - C10239 Bachelor of Science in Information Technology Bachelor of Arts in International Studies
  - C10245 Bachelor of Science 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

- UTS students who have completed one of these courses and have a current status of Admitted

- 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</td>
<td>21 March 2016</td>
</tr>
<tr>
<td>(commencing 21 March 2016)</td>
<td></td>
</tr>
<tr>
<td>Spring session</td>
<td>1 August 2016</td>
</tr>
<tr>
<td>(commencing 1 August 2016)</td>
<td></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.
- 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)
### 2016 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

**ADMISSIONS USE ONLY**

**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

**Documents Required**
- ( ) Academic Transcript
- ( ) Proof of Completion
- ( ) ACS Foundation Letter
- ( ) Industrial Training Placement
- ( ) English Test

**Address and Telephone Contact Details**

**Student Number**

**FACULTY USE ONLY**

Decision of Faculty Nominee:
- Tick Yes/No AND Sign and Date

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**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.

**ADMISSIONS USE ONLY**

**Is application complete?**
- ( ) Yes
- ( ) No

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

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**Version: 22 September 2015**
**4. CITIZENSHIP/RESIDENCY**

**Part A Citizenship/Residency Status**

1. Are you an Australian Citizen?  
   - Yes - Go to question (vi)  
   - No - Go to question (ii)

2. Are you a New Zealand Citizen?  
   - Yes - Go to question (vi)  
   - No - Go to question (iii)

3. Are you a Permanent Resident of Australia?  
   - Yes - Please indicate the date permanent residency was granted, then go to question (iv)  
   - No - Go to question (v)

4. Is your visa a permanent humanitarian visa?  
   - Yes - Go to question (v)  
   - No - Go to question (v)

**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.

**v) Did you meet residency requirements for citizenship more than a year ago?**  
   - Yes - Go to question (vi)  
   - No - Go to question (vi)

vi) Are you residing inside Australia during your studies?  
   - Yes - Go to Part B  
   - No - Go to Part B

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**5. SECONDARY SCHOOL STUDIES**

Have you completed Australian Year 12 or Senior School studies?  
- Yes – please give details below  
- No – Go to Section 6

<table>
<thead>
<tr>
<th>Year</th>
<th>Name of Qualification</th>
<th>School Name</th>
<th>Candidate No. (if known)</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>eg 1987</td>
<td>e.g. HSC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**6. ACADEMIC QUALIFICATIONS**

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?  
- Yes – please give details below and provide documentary evidence  
- No – Go to Section 7

<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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

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 Instructions Page 2 for details.

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**7. EXCLUSION FROM PRIOR UTS STUDY**

Have you been excluded from study at UTS?  
- Yes - Please give details below  
- No – Go to Section 8

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

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*Version: 22 September 2015*
### 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>C10148</td>
<td>Bachelor of Science in Information Technology</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>
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<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>
</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. DECLARATION AND AUTHORITY – to be completed by all applicants

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 Innovation, Industry, 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>
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</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.

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:  In person:

UTS Student Administration Unit  UTS Building 10 Student Centre
Admissions (Direct)  Level 2 (Street Level)
PO Box 123  235 Jones Street
Broadway NSW 2007  Ultimo