

2017 POSTGRADUATE APPLICATION FOR ADMISSION: 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 and Schools:

- > Arts and Social Sciences
- > Creative Intelligence and Innovation
- > Design, Architecture and Building
- > Engineering and Information Technology
- > Graduate School of Health
- > Health
- > Law
- > Science

OR you can lodge an online application via UAC (\$64 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 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: <https://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: www.uts.edu.au/future-students/postgraduate/essential-info/admission-requirements
- > additional documentation, if required for your course preferences. For details refer to: 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 session applications
- > June for Spring session applications

For general enquiries regarding postgraduate study at UTS contact the UTS Student Centre:

Email via website: <https://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: www.handbook.uts.edu.au/course_areas.html. Note: limited attendance (eg 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 your transcript does not state that you have completed your degree or that you have 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 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

CERTIFICATION OF DOCUMENTS

- > Documents cannot be returned once they are 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 (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)

2017 POSTGRADUATE APPLICATION FOR ADMISSION: APPLICATION ACKNOWLEDGEMENT

FOLD

FOLD

Acknowledgement of Application

NAME:

ADDRESS:

SUBURB:

POSTCODE:

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

FOLD

FOLD

Contact details

Postal address:

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

Email via website:

<https://ask.uts.edu.au/>

Phone:

1300 ASK UTS (1300 275 887)

OFFICE USE ONLY

Date of receipt at Student Administration Unit

APPLICANT CHECKLIST

Tick all that are relevant

1) COMPLETED ALL RELEVANT SECTIONS OF THE APPLICATION FORM

Provided your UTS Student Number if you have previously been enrolled at UTS

Included correct Course name/s and Course code/s

Note: This form is not for subjects – use course codes only e.g. C04236

Indicated a **Course Major**, if applicable

Read and signed the declaration

2) PROVIDED ALL RELEVANT ACADEMIC QUALIFICATION DOCUMENTS

A certified copy of your Official Academic Transcript

Note: Transcripts printed from institution websites will not be accepted.

If you have previously been enrolled at UTS, you are not required to supply a transcript.

A certified copy of completion of study ie: Testamur

Note: This is not always stated on an academic transcript

3) PROVIDED ALL RELEVANT SUPPORTING DOCUMENTS

A most recent copy of your resume/CV

Note: ONLY for applications that require relevant work experience as part of the eligibility criteria.

Your CV must clearly articulate your related work experience and the duration of your experience ie: 2 years.

Letter of testimony from relevant employers

Note: ONLY for applications that require relevant work experience as part of the eligibility criteria.

The letter(s) must clearly confirm that you have demonstrated direct relevant work experience and must verify your past/current employment with the organisation(s). It must also indicate the duration of your employment.

A copy of your Digital Portfolio of Work (in PDF)

Note: ONLY for applications that require submission of a portfolio of work as part of the eligibility criteria
eg: Design or Architecture

A copy of your Personal Statement

Note: ONLY for applications that require submission of a personal statement as part of the eligibility criteria. Your personal statement must conform with any formatting and word limit conventions stipulated and must address any required criteria/questions.

4) OTHER CHECKS

A certified copy of any Changes of Name

Certified copies of any translations of any documents not in English

A copy of Official proof of English proficiency

If required. See: www.uts.edu.au/future-students/postgraduate/essential-info/admission-requirements

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:

Broadway Campus – Building 10
Level 2
235 Jones Street
ULTIMO

Haymarket Campus – Building 5
Block C, Level 1
Cnr Quay Street and Ultimo Road
HAYMARKET

For information on UTS Student Centre opening hours see:
www.uts.edu.au/current-students/contacts/general-contacts

Further enquiries

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

Email via website: <https://ask.uts.edu.au/>

Phone: 1300 ASK UTS (1300 275 887)

Website: www.uts.edu.au

2017 POSTGRADUATE APPLICATION FOR ADMISSION: APPLICATION FORM

I have read the instructions accompanying this form before completing the details below.

GREY AREAS ARE FOR OFFICE USE ONLY, DO NOT WRITE IN THESE 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.

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

Student
Number

CHESSN

2. PERSONAL DETAILS

Surname or
Family Name

First Given Name

Other Given
Name/s

Maiden Name or
Previous Family Name

Title (Mr/Ms etc)

Gender (M, F or X)

Date of Birth (dd/mm/yy)

Address and Telephone Contact Details

Number

Street

Suburb

State

Postcode

Home Phone

Work Phone

Mobile

Email

This will not be used as the main form of communication.

SESSION

3. CHOICE OF COURSES

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

SAU USE	Pref	Course Name and major (if applicable)	Course Code	Load	Attendance	FACULTY USE ONLY Decision of Faculty Nominee:	
PF/H	1					<input type="checkbox"/> Y <input type="checkbox"/> N	Sign and Date
PF/H	2					<input type="checkbox"/> Y <input type="checkbox"/> N	Sign and Date
PF/H	3					<input type="checkbox"/> Y <input type="checkbox"/> N	Sign and Date

DATE RECEIVED AT UTS

PG ADMISSIONS DATE RECEIVED

DOCUMENTS REQUIRED

Academic Transcript _____

Proof of Completion _____

English Test Date Requested: _____

Other _____

SAU USE

Application complete?
 Yes No

BFA

Decision

OF RJ

Date letter sent:

FACULTY USE:

Basis for admission/
additional comments

4. CITIZENSHIP/RESIDENCY					OFFICE USE ONLY	
PART A – Citizenship/Residency Status						
i) Are you an Australian Citizen?		Yes – Go to question (vi)	No – Go to question (ii)		1	
ii) Are you a New Zealand Citizen?		Yes – Go to question (vi)	No – Go to question (iii)		2	
iii) Are you a Permanent Resident of Australia?			Date			
Yes – Please indicate the date permanent residency was granted, then go to question (iv)		No		3	8	
		(dd/mm/yy)				
iv) Is your visa a permanent humanitarian visa?		Yes – Go to question (v)	No – Go to question (v)		Date	
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.						
v) Did you meet residency requirements for citizenship more than a year ago?		Yes – Go to question (vi)	No – Go to question (vi)		Y	N
vi) Are you residing inside Australia during your studies?		Yes – Go to Part B	No – Go to Part B		Y	N
PART B – Country of Birth						
vii) If you were not born in Australia and you are now residing in Australia, in what year did you enter Australia ?			Year of entry	Year		
viii) Please state your country of birth		Country			C Code	
ix) Please indicate the main language spoken in your home		Language			L Code	
x) Are you of Australian Aboriginal descent?		Yes	No		N	A
xi) Are you of Torres Strait Islander descent?		Yes	No		T	B
5. SECONDARY SCHOOL STUDIES						
Have you completed Australian Year 12 or Senior School studies?						
Yes – please give details below		No – Go to Section 6				
Year eg 1987	Name of Qualification eg HSC	School Name	Candidate No. (if known)	State eg NSW		
					School Code	
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			HLP
Years From/To	Institution Attended and Student No. (if known)	Title of Course or Qualification	Completed, Discontinued or Being Attempted	Language of Instruction	Year	
					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 the UTS website 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

Name of University and Course	Last Period of Attendance (Year & Session)

8. EMPLOYMENT DETAILS

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

Company Name	Phone number	Your Position

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

Qualification	Institution/Professional Body	Years of Membership or Date Obtained

10. 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 Education and Training, 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 Department of Education and Training, or its successor, may lawfully require from time-to-time.

Signature

Date

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.

You will be advised of the outcome of your application by post.

TO SUBMIT YOUR APPLICATION:

Print, sign and lodge with UTS Student Centre either in person or by mail to
Direct Admissions, UTS Student Administration Unit, PO Box 123, Broadway NSW 2007