



WHO SHOULD COMPLETE THIS FORM?

Postgraduate On-Campus Programs

1. Australian and New Zealand citizens or holders of an Australian Permanent Residence visa who wish to apply for a postgraduate (on-campus) program at Swinburne University of Technology should complete this form.
2. International applicants, 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 www.international.swinburne.edu.au/apply.
3. Research applicants (Masters by Research, Professional Doctorates or PhD) must contact the Office of Research and Graduate Studies on +61 3 9214 5412 or go to www.swinburne.edu.au/research. Professional Doctorate of Psychology and Professional Doctorate of Design applicants must also complete this form.

Distance Education and On-line Programs

Note: Applicants for the Astronomy on-line program should complete the online application form at <http://astronomy.swin.edu.au/sao/onlineenroll>

1. Australian and New Zealand citizens or holders of an Australian Permanent Resident visa who wish to apply for a postgraduate (on-line) distance education program at Swinburne University of Technology should complete this form.
2. International applicants residing off-shore who wish to undertake a distance education or on-line program at Swinburne University of Technology should also complete this form. International students residing in Australia must contact Swinburne International on 1800 897 973 or go to 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 authorised 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
Admissions (H6)
Swinburne University of Technology
PO Box 218
Hawthorn Vic 3122
Australia

In person
Student Information Centre
(on any campus)

- Information about closing dates for applications can be found at www.swinburne.edu.au/postgrad
- Applicants should not use display folders when submitting their applications.

SHOULD I PROVIDE SUPPORTING DOCUMENTATION?

- Proof of identification is essential for all applications.
- Copies of supporting documentation may be required by Swinburne University of Technology depending on your response to Section C: Questions 2 & 7, Section D: Questions 1 & 2 and Section E: 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, notary public (required for international applicants), etc. Certified copies may not be faxed or emailed for this purpose. Further, the University accepts no responsibility for all documents submitted.
- 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 who have obtained an award outside Australia must submit:

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

Failure to produce the required documents may result in a delay in the processing of your application.

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.

DO NOT INCLUDE THIS INSTRUCTION SHEET WITH YOUR APPLICATION

SECTION D: 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

List any studies you have completed or attempted at a 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

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 E: 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: POSTGRADUATE ON-CAMPUS, DISTANCE EDUCATION AND ON-LINE PROGRAMS SURVEY

1. Please describe the main reason you chose to apply for study at Swinburne

Year of Application: _____

2. What was the MAIN source from which you heard about Swinburne? (TICK ONE ITEM ONLY)

- | | |
|--|---|
| <input type="checkbox"/> Cinema | <input type="checkbox"/> Swinburne Open Day |
| <input type="checkbox"/> Community expo/exhibition (specify) _____ | <input type="checkbox"/> Swinburne website |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Swinburne News (Alumni magazine) |
| <input type="checkbox"/> Direct Mail (letter or email) | <input type="checkbox"/> Word of mouth – family member |
| <input type="checkbox"/> Newspaper or magazine article/s | <input type="checkbox"/> Word of mouth – work colleague |
| <input type="checkbox"/> Outdoor billboard | <input type="checkbox"/> Word of mouth – friend |
| <input type="checkbox"/> Print advertisement (specify) _____ | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Radio advertisement (specify) _____ | |

3. Which of the following publications do you read? (YOU MAY CHOOSE MORE THAN ONE)

- | | | |
|---|--|---|
| <input type="checkbox"/> The Age | <input type="checkbox"/> The Age (IT) | <input type="checkbox"/> The Saturday Age |
| <input type="checkbox"/> The Saturday Age (Good Weekend Magazine) | <input type="checkbox"/> The Sunday Age | <input type="checkbox"/> The Australian |
| <input type="checkbox"/> The Weekend Australian | <input type="checkbox"/> Australian Financial Review | <input type="checkbox"/> The Bulletin |
| <input type="checkbox"/> Business Review Weekly | <input type="checkbox"/> The Herald Sun | <input type="checkbox"/> Inflight magazines |
| <input type="checkbox"/> Industry journals (specify) _____ | <input type="checkbox"/> Other (specify) _____ | |

4. Which of the following websites do you visit regularly?

- | | | |
|----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Google | <input type="checkbox"/> Hotmail | <input type="checkbox"/> Yahoo |
| <input type="checkbox"/> The Age | <input type="checkbox"/> Nine MSN | <input type="checkbox"/> Other, please specify _____ |

5. Are you currently studying?

- Yes No

6. Are you currently employed?

- Yes (If yes, please tick one of the following) Full-time Part-time
- No

7. If employed, what is the name of your employer? _____

8. Please indicate the type of industry the company is concerned with (CHOOSE ONE ONLY)

- | | | |
|---|---|--|
| <input type="checkbox"/> Agriculture, forestry, fishing & hunting | <input type="checkbox"/> Communication | <input type="checkbox"/> Community Services |
| <input type="checkbox"/> Computing, IT, Software | <input type="checkbox"/> Construction | <input type="checkbox"/> Education |
| <input type="checkbox"/> Electricity, gas, water | <input type="checkbox"/> Finance, property & business services | <input type="checkbox"/> Health |
| <input type="checkbox"/> Hospitality, food or tourism | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Mining |
| <input type="checkbox"/> Public Sector | <input type="checkbox"/> Recreation, personal, & other services | <input type="checkbox"/> Transport & Storage |
| <input type="checkbox"/> Wholesale & retail trade | <input type="checkbox"/> Other (specify) _____ | |

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.