



Off-Campus Learning

2008 Application Form

wherever **you go** | we go



Application for admission 2008

Information and instruction sheet

Please read this information and instruction sheet carefully before completing the application form.

IMPORTANT – Faxed applications and documents are NOT acceptable.

Notes

- Documents should be legally certified copies (refer below). Please do NOT send original documents as they are not normally returned. If supporting documentation is not available at the time of mailing, enclose an explanatory note indicating an anticipated supply date.
- For most courses, applications received by Friday 12 October 2007 will be given priority; late applications may be accepted.
- Applications MUST be forwarded to the faculty or department running the selected course, along with supplementary forms where required eg, Credit Transfer and Course Administration forms. Visit www.monash.edu.au/offcampus/courses.html to browse for course application details by faculty.

1. Course

Please include details of:

- the full title and course code of your preferred course
- your planned major if applicable
- the campus offering the course
- whether you are applying for advanced standing.

All the necessary information appears in the Off-Campus Learning website www.monash.edu.au/offcampus except that specific course codes will not be quoted for single unit/non-award and cross-institutional enrolments.

Applicants must supply legally certified documentation relating to their eligibility for admission. Qualified teachers applying for upgrading courses need to also supply evidence of any teaching experience.

Note. If you are unable to provide certified transcripts (showing all units attempted) when lodging your application, please attach a sheet which specifies the title of the previous course and lists all units attempted. You should also state whether or not the course was completed, and when you anticipate being able to forward the official transcripts.

When applying, your application may be enhanced by a statement from your employer outlining your duties, period of employment and support for your proposed studies (if appropriate). Additional references, eg previous employers, may be included.

Applications for credit transfer must be made on the appropriate form and must be accompanied by evidence of a change of name if transcripts of your previous studies are not in your current

name. Legally certified transcripts of academic record for previous studies will be required, listing the units studied and an explanation of the results codes. If a course has been completed, proof of completion should be provided. Advanced standing is not automatic and may not apply to all courses.

How to have your documents certified

Providing legally certified copies of documentation of previous studies

Please do not send original documents as they will not be returned.

Applicants must supply certified copies of documents from all studies undertaken which are relevant for admission purposes, including the final secondary school year in the case of applications for undergraduate courses. The copies must be legally certified as true copies of the original documents.

If any of your studies were undertaken under a different name, you must also provide a certified copy of the legal change of name (eg marriage certificate). If your documents are in a language other than English, you will also need to arrange for a certified translation to be provided.

How to have your documents certified

Make sufficient copies of your original documents for attachment to each application you intend to lodge. Take the originals and copies to the person who is to certify them.

The following persons are authorised to certify photocopied documents, and the certifier should be asked to ensure that their name, title (or other indication of their authority to certify

documents) and date appear on each page of the documents being certified:

- a justice of the peace or a bail justice
- a notary public
- a barrister and solicitor of the Supreme Court
- a clerk to a barrister and solicitor
- the prothonotary or a deputy prothonotary of the Supreme Court
- the registrar or deputy registrar of the County Court
- the principal registrar of the Magistrates Court
- the registrar or deputy registrar of the Magistrates Court
- the registrar of Probates or an assistant registrar of Probates
- the associate to a judge of the Supreme Court or the County Court
- the secretary of a master of the Supreme Court or the County Court
- a person registered as a patent attorney under Part XV of the Patents Act 1952 of the Commonwealth
- a fellow of the Institute of Legal Executives (Victoria)
- a member of the police force
- a sheriff or deputy sheriff
- a member or former member of either House of the Parliament of Victoria
- a councillor of a municipality
- a town clerk or shire secretary
- a legally qualified medical practitioner
- a dentist
- a veterinary surgeon
- a pharmacist
- a principal in the teaching service

- a manager of a bank
- a member of the Australian Society of Practising Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriage
- a person who holds office in the public service (of Victoria) that is prescribed as an office of which the holder may witness statutory declarations.

Late submission of certified copies of documents

Consideration of incomplete applications may need to be delayed until all crucial documentation has been supplied. This could result in failure to gain a place in a course because quota places have been filled in the meantime.

If your application is incomplete, you will be requested to lodge outstanding information within a specific timeframe. If you have lodged multiple applications, you may receive multiple requests for information. Please ensure that you respond to each request together with the documentation required for each particular application.

Additional applications

A separate application form, complete with supporting certified documents, must be lodged for each course.

2. Application details

DO NOT enter data here (office use only).

3. Personal details

Please complete name and address details plus ancillary information requested (use block capitals). Any subsequent change in the details should be advised immediately.

4. Study program

The proposed study program for the whole year must be shown for ALL courses, including the teaching period (ie semester one, semester two, or full-year unit).

It may be necessary to discuss your study program with a course adviser before listing the units, particularly if advanced standing is likely to apply. Contact the relevant faculty office as listed in the Off-Campus Learning website www.monash.edu.au/offcampus.

5. Employment history

Optional, unless specifically requested.

6. Academic history

Optional, unless specifically requested.

7. Declaration

Please ensure that you sign the declaration, otherwise your application cannot be considered.

Examination centres

Nomination of an examination centre is compulsory

Applicants should record an examination centre, code and name from the list below on their 'Application for admission' form.

Students who do not live within 150 km of a listed examination centre may use '149 – Alternative Centre Required': they will be given the opportunity of nominating a local supervisor.

Important examination information, including your timetable, will be sent to your Monash email address seven weeks before the commencement of the examination period. Examination timetables will not be sent by post mail. Students will have the opportunity to change their nominated examination centre nearer the examination period if circumstances have changed.

Centres are listed alphabetically; centre numbers are therefore not consecutive.

Note: O/S = overseas.

| No. | Centre | Place |
|-----|---------------|-------|
| 20 | Adelaide City | SA |
| 82 | Albany | WA |
| 2 | Albury | NSW |
| 3 | Alexandra | VIC |
| 4 | Alice Springs | NT |
| 6 | Armidale | NSW |
| 146 | Auckland | O/S |
| 7 | Bairnsdale | VIC |
| 8 | Ballarat | VIC |
| 115 | Bangkok | O/S |
| 9 | Bathurst | NSW |
| 10 | Bega | NSW |
| 12 | Bendigo | VIC |
| 57 | Berri | SA |
| 83 | Biloela | QLD |
| 84 | Blackwater | QLD |
| 14 | Bordertown | SA |
| 121 | Bowen | QLD |
| 15 | Brisbane | QLD |

| No. | Centre | Place |
|-----|---------------|-------|
| 16 | Broken Hill | NSW |
| 21 | Brunei | O/S |
| 24 | Bundaberg | QLD |
| 39 | Bunbury | WA |
| 17 | Burnie | TAS |
| 18 | Cairns | QLD |
| 19 | Canberra | ACT |
| 85 | Ceduna | SA |
| 22 | Churchill | MUGC |
| 144 | Christchurch | O/S |
| 38 | Coffs Harbour | NSW |
| 116 | Condobolin | NSW |
| 23 | Cooma | NSW |
| 25 | Darwin | NT |
| 26 | Deniliquin | NSW |
| 096 | Dubai | O/S |
| 27 | Dubbo | NSW |
| 145 | Dunedin | O/S |
| 86 | Emerald | QLD |
| 141 | Esperance | WA |
| 147 | Fiji | O/S |
| 30 | Geelong | VIC |
| 112 | Geraldton | WA |
| 87 | Gladstone | QLD |
| 31 | Gold Coast | QLD |
| 11 | Gosford | NSW |
| 109 | Goulburn | NSW |
| 77 | Grafton | NSW |
| 32 | Hamilton | VIC |
| 143 | Hamilton | O/S |
| 33 | Hobart | TAS |
| 34 | Hong Kong | O/S |
| 35 | Hopetoun | VIC |
| 36 | Horsham | VIC |
| 137 | Indonesia | O/S |
| 123 | Ingham | QLD |
| 37 | Inverell | NSW |
| 88 | Jabiru | NT |
| 44 | Johannesburg | O/S |
| 79 | Kalgoorlie | WA |
| 80 | Karratha | WA |
| 45 | Katherine | NT |
| 142 | Kuala Lumpur | O/S |
| 40 | Launceston | TAS |
| 117 | Leeton | NSW |
| 41 | Leongatha | VIC |
| 42 | Lismore | NSW |
| 138 | London | O/S |
| 43 | Mackay | QLD |
| 59 | Mallacoota | VIC |
| 106 | Maryborough | QLD |
| 76 | Melbourne | VIC |
| 46 | Mildura | VIC |
| 47 | Mount Gambier | SA |
| 89 | Mount Isa | QLD |

(continued overleaf)

Application for admission

| No. | Centre | Place | No. | Centre | Place | No. | Centre | Place |
|-----|----------------|-------|-----|----------------|-------|-----|-------------|-------|
| 120 | Mudgee | NSW | 60 | Sale | VIC | 68 | Wagga Wagga | NSW |
| 48 | Naracoorte | SA | 74 | Seymour | VIC | 69 | Wangaratta | VIC |
| 49 | Narooma | NSW | 61 | Shepparton | VIC | 70 | Warragul | VIC |
| 50 | Newcastle | NSW | 78 | Singapore | O/S | 71 | Warrnambool | VIC |
| 81 | Newman | WA | 44 | Sth Africa | O/S | 95 | Warrick | QLD |
| 91 | Nhulunbuy | NT | 94 | South Hedland | WA | 75 | Wellington | O/S |
| 51 | Orbost | VIC | 122 | St George | QLD | 73 | Wollongong | NSW |
| 52 | Perth | WA | 90 | Sunshine Coast | QLD | | | |
| 53 | Pinnaroo | SA | 62 | Swan Hill | VIC | | | |
| 54 | Port Augusta | SA | 64 | Sydney | NSW | | | |
| 92 | Port Lincoln | SA | 98 | Tamworth | NSW | | | |
| 93 | Port Macquarie | NSW | 65 | Tom Price | WA | | | |
| 55 | Port Pirie | SA | 66 | Toowoomba | QLD | | | |
| 58 | Rockhampton | QLD | 67 | Townsville | QLD | | | |
| 131 | Roxby Downs | SA | 140 | Tuncurry | NSW | | | |

Application for admission – checklist

Review this checklist while completing the 'Application for admission' form.

- Have you read the accompanying literature carefully?
- Have you completed the 'Application for admission' form and signed the declaration?
- Have you completed and signed supplementary forms as required by the department running the selected course if applicable?
- Have you completed and signed an 'Credit Application' form if applicable?
- Have you shown the 'teaching period' for each unit selected?
- Have you included legally certified copies of relevant documents – particularly for previous studies? (Inclusion of certified copies of professional qualifications may be relevant for some courses.)
- Have you included, if required in course 'Entry or special requirements', supporting documentation regarding employment and position duties?
- Have you included documentation regarding permanent residency if applicable?
- Are documents in a language other than English? If so, have you included a certified translation?
- Have you included evidence of a change of name if this is relevant to admission or credit transfer?
- Have you supplied details if you have been previously enrolled at Monash University?
- Have you indicated the examination centre at which you wish to undertake any examinations?
- Are you mailing the application in accordance with the address in the appropriate faculty listing of the 'Courses' section of the Off-Campus Learning website www.monash.edu.au/offcampus?

Contact details

For further help or advice with your application, contact:

Onshore Student Recruitment Office

PO Box 10

Clayton Campus

Monash University 3800

Phone: +61 3 9905 1320

Fax: +61 3 9905 3168

Email: offcampus@monash.edu.au

Website www.monash.edu.au/offcampus

Application for admission 2008

1. Course

Specify course code, title and major study area (if applicable).

| Course code | Course title | Major study area |
|-------------|--------------|------------------|
| | | |

2. Application details (office use only)

| Application category | Start year | Start semester | Application number | Student number |
|----------------------|------------|----------------|--------------------|----------------|
| | | | | |

3. Personal details

If you have been a student at Monash before, enter your student number and the last campus attended.

| Previous Monash ID number | Previous campus |
|---------------------------|-----------------|
| | |

| Title (Mr, Mrs, Dr, Prof. etc.) | Family name | Given names |
|---------------------------------|-------------|-------------|
| | | |

| Current mailing address (including postcode) |
|--|
| |

| Date of birth (day/month/year) | Gender (male, female) | Australian citizen | Permanent resident (please provide documentation) |
|--------------------------------|-----------------------|--|--|
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Telephone and fax numbers (including area or country code) | | | Email address |
|--|-----------------------------|---------------|---------------|
| Business hours Tel: Fax: | After hours Tel: Fax: | Mobile number | |

| Exchange of name and address details | Examination centre details |
|---|---|
| Do you consent to your name, contact telephone number and email address being provided to other off-campus learning students who live in your area and who are studying the same units or subjects? <input type="checkbox"/> Yes <input type="checkbox"/> No | You MUST nominate an examination centre unless ALL your subjects are non-examinable. (Please refer to the examination centre notes for further details and centre codes.) Exam centre number: Location: |

| Admissions officer comments (office use only) |
|---|
| |

4. Study program

Contact the relevant course advisers via the contact number as listed in the Off-Campus Learning website www.monash.edu.au/offcampus. For course structure details and unit outlines, refer to the Monash University handbooks at www.monash.edu.au/pubs/handbooks (updated each October). If you are unsure of how to complete this section, or are applying for credit transfer, leave this blank. A suggested study program will be sent to you with your offer letter.

| Unit code | Unit title | Teaching period | Unit approved (office use only) |
|-----------|------------|-----------------|---------------------------------|
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Application for admission 2008

5. Employment history

Complete if required as per course 'Entry or special requirements'.

| Employer | Duration | | Position or duties | Full-time or part-time |
|---|----------|----|--------------------|------------------------|
| | From | To | | |
| Please list your current employment and positions you have held which you consider relevant to the course for which you are applying. Where applicable, you may include a letter of recommendation from an employer or your current curriculum vitae of employment history. | | | | |
| | | | | |
| | | | | |
| | | | | |

6. Academic history

Completion of this section is optional. VCE results provided must show both ENTER score and individual subject results.

Tertiary education record

Provide a certified copy of academic transcripts/results. An explanation of the grading system must accompany the results. All official statements must be submitted, including any failures.

| Degree/qualification | | Field of study/major/specialisation | | |
|----------------------|--|-------------------------------------|----------------|--|
| | | | | |
| Institution | | State | Country | |
| | | | | |
| Year commenced | Completed | Year completed | Years enrolled | Was your study undertaken in English? |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

7. Declaration

Declaration

I warrant that the information on this form, or provided in support of my application, is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the University may withdraw an offer of a place or cancel my enrolment in consequence. Should the University determine that I have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions. I consent to any educational institution at which I have previously been a student and/or my current or any past employer, providing Monash University with information which that institution or employer holds about me for the purpose of Monash verifying my grades and/or qualifications or experience. I authorise Monash University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian and other educational institutions. I have read the University's statement on privacy and the purposes for which my personal information will be used (available at www.privacy.monash.edu.au/guidelines/collection-personal-information.html). I agree to abide by the statutes, regulations and policies of Monash University.

Signature: _____

Date (day/month/year): _____

Reminder notes

- Review checklist on page 4 of this application.
- Enquiries should be directed to the faculty offering the particular course of interest.
- To ensure authenticity of documents, faxed applications cannot be accepted.
- Certified copies of all documents and results must be attached. Original documents will not be returned. (An uncertified photocopy of an original document, or certified copy thereof, is not acceptable.)
- A separate application form must be completed for each course applied for, including all relevant certified documentation.

Office use only

| | | |
|---|--|----------------|
| <input type="checkbox"/> Approved for offer/admission | Comments | Authorised by: |
| Base campus: Course entry year level: | | Date: |
| <input type="checkbox"/> Not approved for admission | <input type="checkbox"/> Quota <input type="checkbox"/> Insufficient documentation <input type="checkbox"/> Unqualified <input type="checkbox"/> Criteria not met <input type="checkbox"/> Place on reserve <input type="checkbox"/> Hold <input type="checkbox"/> Other: | Authorised by: |
| | | Date: |