

Instructions for applicants

- This form is for use by applicants to undertake individual courses (subjects) or approved course groupings as a visiting student for professional or personal development. Visiting students receive the same instruction, assessment and examination results as award students, however, are not registered to undertake an award program (degree).
- If you are an International Student, please do not use this form. Contact UniSC International: Tel: +61 7 5430 2843 or Email: study@usc.edu.au
- Fees for courses undertaken as a visiting student are payable in full at the commencement of each semester of enrolment. Please contact Student Central: Tel: +61 7 5430 2890 or Email: studentcentral@usc.edu.au for further details of fees payable.
- Use BLOCK LETTERS and check the boxes
- If you experience any issues accessing our forms, please contact [Student Central](#) for further assistance.
- In order to add a digital signature to this form, please download the form and complete it using [Adobe Reader](#).

1.0 PRIOR CONTACT WITH UniSC

Have you previously applied for, or undertaken a program at UniSC?

No Yes – if Yes, year of last enrolment: _____

Provide UniSC student ID number (if known):

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2.0 PERSONAL DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____		Surname/family name:	First given name:	Second given name:
Has your name changed since you last studied? <input type="checkbox"/> No <input type="checkbox"/> Yes		Previous family name:	Previous given name:	
If Yes, provide documentary evidence and your previous name:				
Date of birth: / /	Country of birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		

3.0 CONTACT DETAILS

Mailing address

Number and Street / PO Box:		
Town or Suburb:	State:	Postcode:

Permanent residential address As above

Number and Street:		Town or Suburb:
State:	Postcode:	Country:

Telephone and email details

Mobile number:	Home phone number:
Email address:	

4.0 PERSONAL STATISTICS

▶ Please tick applicable box:

Aboriginal Torres Strait Islander Aboriginal and Torres Strait Islander Not applicable

▶ What is your residency status in Australia? Tick one of the following:

- Australian Citizen
- New Zealand Citizen (or diplomat or consular representative)
- Possess a permanent resident visa (excluding New Zealand Citizens)
- Possess a permanent humanitarian visa
- Possess a temporary entry permit
- Possess a pacific engagement visa

▶ If not born in Australia, what year did you arrive in Australia? _____

1. English is your first language? Yes No

2. If English is not your first language, what other language do you speak at home? _____

AccessAbility Services

If your studies are affected by a disability, learning disorder, mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, you are strongly encouraged to connect with AccessAbility Services as early as possible via email AccessAbility@usc.edu.au.

5.0 PROPOSED STUDY PERIOD, LOCATION AND ENROLMENT DETAILS

NOTE: Separate applications must be submitted if you want to study in more than one study period.

▶ Proposed semester/session/trimester of commencement:

Semester _____ or Session _____ or Trimester _____, 20____ (Year)

▶ Which location are you intending to study at?

Sunshine Coast Gympie Fraser Coast Caboolture Moreton Bay Online

▶ Provide details of the course(s) you wish to enrol in:

NOTE: Ensure that the course you wish to take is offered in the study period in which you plan to enrol.

Course code	Course title

6.0 REASONS FOR UNDERTAKING COURSES

Please state the reasons you are applying for enrolment (to prepare for university study and/or gain admission).

If you do not have formal qualifications, it is important to outline in detail the reasons for applying. This could include evidence of your aptitude to undertake study (e.g. short courses).

You may attach an additional statement to support your application.

7.0 EDUCATIONAL HISTORY

► Secondary Education (e.g. high school)

- Did you complete Year 12 or equivalent? Yes No
- What was the last year you were enrolled in secondary education? _____
- What was your highest year level when you left school? _____

► Post secondary studies (e.g. TAFE, university)

- Please list all your previous and current post-secondary studies

Name of Award / Qualification	Institution	Did you complete?		Year completed or last year enrolled	Language of instruction	Country
		Yes	No			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			

7.0 EDUCATIONAL HISTORY (Continued)

- ▶ Have you ever been excluded or refused permission to continue your studies in any university award program?

No Yes – if Yes, indicate: Year/s _____ Program title _____
Institution _____ Grounds for refusal (e.g. Record of failure) _____

▶ **Documentary Evidence**

Please send documentary evidence of your qualifications with this form, specifically:

- A copy of an official statement of your academic record for tertiary studies undertaken to date.
- If you are waiting on finalisation of results, please forward your unofficial results with your application and then provide your official statement of your academic record as soon as this is available.

Note: This application will **NOT** be considered unless supporting documentation is submitted.

8.0 EMPLOYMENT HISTORY

- ▶ Please provide a summary below of your employment history and attach copy of your Curriculum Vitae / Resume

Year(s)		Occupation and major responsibilities	Employer
From	To		

- ▶ Details of other qualifications (e.g. awards, memberships, academic distinctions, research experience, publications)

9.0 ENGLISH LANGUAGE PROFICIENCY

All applicants must meet [English language requirements](http://usc.edu.au/englishrequirements) (usc.edu.au/englishrequirements). If you have sat an English language proficiency test, please supply a copy of the test results with your application.

10.0 DECLARATION

I agree to obey the policies, guidelines and rules of the University of the Sunshine Coast as far as they may apply to me. I declare that the information supplied herein is true and complete. I authorise the University to obtain official records from any other educational institution previously attended by me, and acknowledge that the University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. Where necessary, QualSearch will be engaged to access this academic information. I understand that the University of the Sunshine Coast is not responsible if any educational body/institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken. If any information is discovered to be untrue or misleading in any respect I understand that the University may collect, store and disclose this information to Universities Australia and Universities Australia member institutions and any other relevant authority.

Applicant signature:

Date:

DD / MM / YYYY

11.0 APPLICANT CHECKLIST

An application can be processed quickly if you have taken the actions listed below:

- Completed **all relevant** sections
- Attached copies of your **academic qualifications** documentation
- If not an Australian Citizen, attached **evidence of your citizenship / visa**
- Attached a copy of your **English language test results** (If applicable)
- Attached a copy of evidence of your **Change of Name** (If applicable)
- Signed the **Declaration**

PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's [Information Management Framework - Governing Policy](https://usc.edu.au/privacy) at usc.edu.au/privacy

LODGEMENT AND ENQUIRIES

Lodgement:

Email: information@usc.edu.au

Enquiries:

In person: Student Central, located on any UniSC campus

Email: information@usc.edu.au

Tel: +61 7 5430 2890