



## 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, 30 November 2007 will be given priority; late applications may be accepted. Click on the 'Courses and How to Apply' section of the Off-Campus website ([www.monash.edu.au/offcampus](http://www.monash.edu.au/offcampus)). Check the relevant faculty website for further information.
- 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](http://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 credit transfer and/or recognition of prior learning.

All the necessary information appears in the Off-Campus Learning website [www.monash.edu.au/offcampus](http://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 and/or recognition of prior learning 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. Credit transfer and/or recognition of prior learning 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](http://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

No.	Centre	Place
14	Bordertown	SA
121	Bowen	QLD
15	Brisbane	QLD
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

(continued overleaf)

# Application for admission

No.	Centre	Place	No.	Centre	Place	No.	Centre	Place
46	Mildura	VIC	55	Port Pirie	SA	66	Toowoomba	QLD
47	Mount Gambier	SA	58	Rockhampton	QLD	67	Townsville	QLD
89	Mount Isa	QLD	131	Roxby Downs	SA	140	Tuncurry	NSW
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			

## 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 a 'Credit Application' form if applicable?
- Have you shown the 'teaching period' for each unit selected?
- Have you checked entry requirements, including English language requirements?
- 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 and How to Apply' section of the Off-Campus website ([www.monash.edu.au/offcampus](http://www.monash.edu.au/offcampus))?

### Contact details

For further help or advice with your application, contact:

Onshore Student Recruitment Office

Phone: +61 3 9905 1320

Fax: +61 3 9905 3168

Email: [offcampus@monash.edu.au](mailto:offcampus@monash.edu.au)

Website [www.monash.edu.au/offcampus](http://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](http://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](http://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)

# 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](http://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): \_\_\_\_\_

How did you find out about off-campus courses? (please tick):

Web  Publications  VTAC Guide  Advertising  Open Day  Friend  Other: \_\_\_\_\_

### 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: