

NON-AWARD AND CROSS INSTITUTIONAL 2012 APPLICATION INFORMATION SHEET



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Privacy and Confidentiality

The information gathered by the University from your completed Application Form and during the period of your enrolment will only be used, in accordance with privacy legislation to assist the University to enable you to complete your program of study. It will not be disclosed to third parties without your consent unless the University is under a legal obligation to do so. Bodies such as Centrelink, the Department of Education, Employment and Workplace Relations, the Australian Taxation Office and the Department of Immigration and Citizenship are authorised to request specific types of information for their purposes. The University may also be required to provide information to law enforcement agencies if a subpoena or warrant is served on it, or if an application is made under the Freedom of Information Act.

How to Apply

1. Read the Cross Institutional Study Information Sheet.
2. Download and complete a copy of the Admission and Enrolment Application Form.
3. Gather required documentation and have the copies certified (see below).
4. Send your complete application to:

Admissions and Enrolments
Student Services Centre
The University of Newcastle
Callaghan, NSW 2308

Documentation Required

- A completed Admission and Enrolment Form
- Cross Institutional Student ONLY - Home Provider Endorsement signed and stamped by your Home University. **Original copy must be sent.**
- An **official (or a certified copy of this document) academic transcript** for any current study being undertaken or if not currently studying a copy of your most recent transcript, except those undertaken at the University of Newcastle. Original academic transcripts will be retained by the University of Newcastle unless specifically requested.
- Provide **evidence of identity and citizenship/residency.** Your application cannot be processed if you do not provide evidence of your date of birth and citizenship. Attach 100 points of identification (or a certified copy of these documents). You must supply either a copy of your passport, birth certificate or you citizenship certificate as part of your 100 points.

Conditions of Application

- Applicants will be assessed on the information provided.
- The application form must be signed and dated.
- Applications will only be considered if all relevant documents are attached.
- Documentation must be verified. Do not send original documents as they will remain the property of the University for the purposes of this application only.
- Applications submitted after the closing date may not be

accepted.

- Places in courses are not guaranteed and are offered subject to vacancies.

What is a certified copy?

A 'certified copy' is a copy of an original document that is verified or notarised as a true copy by an authorised person. To have your documents certified, you will need to give both the original and the copy to the person certifying the document. Each page of the document must be certified separately, and must show clearly:

- the words 'I certify this to be a true copy of the document shown and reported to me as the original'
- the signature of the certifying officer the name and address or provider/registration number of the certifying officer or notary printed legibly below the signature. UoN must be able to contact the certifying officer or notary directly if necessary
- official stamp or seal of the certifier's organisation (if available).

UoN accepts documents certified by:

- authorised person of a tertiary or higher education institution who will sign and stamp the copies.
- Justice of the Peace and include the name, registration number and state of registration.
- A person currently employed as:
 - an accountant
 - a bank manager
 - a credit union branch manager
 - a barrister, solicitor or attorney
 - a police officer of the rank of sergeant or above
 - a postal manager
 - a principal of an Australian Secondary College. High school or primary school.

You can provide your 100 points by using any of these documents. You must supply either a copy of your passport, birth certificate or you citizenship certificate as part of your 100 points.

70 points	Passport
	Birth certificate (not extract)
	Citizenship certificate
40 points	Current Australian Driver's Licence
	Student identification card issued by an educational institution
	Pension or Government Health Care Card Public Service ID card
	Government issued licence (eg boat, pilot)
	University staff photo identification card
35 points	Letter from a current employer * Must be on official company letterhead and contain both the employer and employee's signatures and the name and address of the employee.

25 points	Medicare card Credit card
	Financial institution cash card or passbook
	Council rates notice
	Electricity, gas or telephone bill
	2 Tax assessment notice
	Foreign Driver's Licence
	Membership card (e.g. club, union, trade/professional body, library, video library)
	Rental receipt or statement from landlord or real estate agent
	Marriage certificate
	Divorce decree
	Name and address verified from electoral role Deed Poll registered with the relevant authority
Under 18s Only	100 points Birth certificate (not extract) Passport Citizenship certificate

Completing your Application

The numbers below correspond with the numbers on the application form. Read these instructions carefully. You may not be required to complete all sections.

1 – Have you previously been enrolled at The University of Newcastle?

If you have previously been enrolled at the University of Newcastle print your previous student number in the area provided.

2 – Application Category

Indicate the correct category type (if you are unsure of what category you are applying for visit the University of Newcastle website) by selecting one of the following:

- Non-Award
- Cross Institutional

If you wish to apply directly to the University for an Honours, Undergraduate or Postgraduate Program, please apply on the Direct Admission application form.

3 – Personal Details

If you are seeking admission on the basis of qualifications gained under another name you need to provide evidence of your name change before your application can be assessed. Suitable documents include a Birth Certificate, Marriage Certificate, court documents evidencing Dissolution of Marriage or Deed Poll.

Contact Details

All correspondence from the University will be sent to your mailing address. Please include an area code with your telephone number(s).

As a University of Newcastle student, you will be allocated a student email address but for contact during the admission process please provide an email address that you regularly check. Upon acceptance to The University of Newcastle it is university policy to use your student email address for all official correspondence. Further information will be available online.

Emergency Contact Details

Please enter contact details for a contact in case of an emergency.

4 – Citizenship

If you were not born in Australia or New Zealand and have not previously been a student of the University of Newcastle, you must provide evidence of citizenship or permanent residency, including the date granted. If you are applying for a full program and answered NO to all the questions on the application you are ineligible to apply on this form. Please contact International Admissions Office on (02) 4921 7745.

5 – Proposed term of Study

Indicate the term in which you wish to commence your studies. Below are the dates in which each Term of study will commence.

Term Commencement Date

Semester 1	27 February 2012
Semester 2	23 July 2012
Trimester 1	30 January 2012
Trimester 2	21 May 2012
Trimester 3	3 September 2012

Proposed Courses for approved study term

Using the online course handbook enter the information for the courses you are wishing to study. For example:

If you wish to study IRHR1001 in Semester 1, 2012 at the Callaghan campus your table should look like this:

TERM	COURSE AREA	CATALOGUE NO.	COURSE TITLE	UNIT VALUE	LOCATION CODE
5240	IRHR	1001	Managing the Organisation	10	CAL

6 – Secondary Schooling

To complete this section please record details of secondary schooling qualifications. If you have your Year 12 student number enter it into the area provided. For example if you completed your Higher School Certificate in 1999 whilst at St. Johns College in Dubbo, NSW your table should look like this:

COUNTRY/ STATE	YEAR OBTAINED	QUALIFICATION OBTAINED	SCHOOL NAME	RESULT
NSW	1999	Higher School Certificate	St. Johns College	UAI 82.00

7 – Post Secondary Study - Tertiary Preparation, Enabling Studies (Including STAT Test), Tertiary (Including CURRENT University Study and TAFE), Post Secondary and Higher Education Studies.

To complete this section please record details of any tertiary preparations courses or enabling studies, tertiary, post secondary and higher education studies you have undertaken. An example of this would be the STAT test. For example if you completed the STAT test in 2005 and received a score of 131 and then in 2006 enrolled in a TAFE course for one year and you are currently studying a university program your table should look like this:

HIGHER EDUCATION PROVIDER NAME	QUALIFICATION TITLE	Course Completion?			
		Yes - Year completed	No - Last Year attended	Grade if Applicable	Duration
UAC	STAT	2006		131	2 hours
TAFE	Cert IV - Business	2006		Ungraded	1 Year
University of Newcastle	B Social Science		2010		3 years

Indicate if you have completed the qualification by writing the date completed under YES. If you have not completed the qualification write the last year of attendance under NO. Write the duration of the qualification i.e. the time it would take to complete the qualification as a full-time student.

If your studies have been undertaken at the University of Newcastle, you do not need to supply an academic transcript. **You need to send in certified copies of these transcripts.**

8 – English Language Proficiency – COMPULSORY FOR ALL APPLICANTS

You will need to meet the University's English Language Proficiency requirements. Indicate whether English is your first language or provide evidence of your attainment of English in the form of a certified copy. All documents are retained by the University.

9 – 10 Statistical Information Required by the Australian Government – COMPULSORY FOR ALL APPLICANTS

Please complete this section to provide the Australian Government with their required statistics. These sections are not part of the assessment process.

11 – Terms and Conditions and Informed Consent - Declaration and Signing Your Form

Please read, and then sign the Declaration. If you choose to

cross out any part of the declaration your application will not be processed and you will not be considered an enrolled student.

Cross Institutional Students

You will need to organise for a University Staff member in the Student Fees area of your home institution to complete a copy of the **Home Provider Endorsement** form for you. This will allow the University of Newcastle to assess your fee structure more accurately if your application is successful.

The home institutions official stamp **must** be on the application form with the financial officer's signature. The **original copy** of the form must be as part of your application. Your home university can send it to Admissions and Enrolments directly at the address on the form. Documentation received without this information will NOT be processed.

Enrolment

If you are made an offer, you will be sent information, which will assist you to complete your enrolment online. You will be sent instructions on how to activate your University of Newcastle computer account and how to access myHub.

Obtaining a Student Photo Identification Card

If you have provided a photo with your application form, you will be sent your Student Identification Card with your offer letter.

If you have not provided a photo, you may visit any of the Student Hubs to receive a Student Identification Card, please allow at least two days after receipt of your offer letter, before visiting the Hub. You will need to provide the 100 point of ID to obtain your card.

This card remains current for the duration of your enrolment and is an important form of identification while you are enrolled at the University of Newcastle. It is used for computer and library access and identification purposes when sitting examinations.

2012 Commencement Dates

Semester dates apply to all coursework programs except the Bachelor of Medicine. For more information on University dates and the Bachelor of Medicine dates can be found at:

<http://www.newcastle.edu.au/service/dates/>

Semester 1 Commences Monday 27 February 2012
Semester 1 Census Date Saturday 31 March 2012

Semester 2 Commences Monday 23 July 2012
Semester 2 Census Date Friday 31 August 2012

Trimester 1 Commences Monday 30 January 2012
Trimester 1 Census Date Monday 20 February 2012

Trimester 2 Commences Monday 21 May 2012
Trimester 2 Census Date Monday 11 June 2012

Trimester 3 Commences Monday 03 September 2012
Trimester 3 Census Date Monday 24 September 2012

Singapore – 2012 Offshore Block Terms

Block 1 Monday 02 January 2012
Block 1 Census Date Friday 13 January 2012
Block 2 Monday 27 February 2012
Block 2 Census Date Friday 09 March 2012
Block 3 Monday 30 April 2012
Block 3 Census Date Friday 11 May 2012
Block 4 Monday 25 June 2012
Block 4 Census Date Friday 06 July 2012
Block 5 Monday 27 August 2012
Block 5 Census Date Friday 07 September 2012
Block 6 Monday 22 October 2012
Block 6 Census Date Friday 02 November 2012

Singapore – 2012 Offshore Trimesters - continued

Trimester 1 Commences Monday 02 January 2012
Trimester 1 Census Date Tuesday 24 January 2012
Trimester 2 Commences Monday 30 April 2012
Trimester 2 Census Date Tuesday 22 May 2012
Trimester 3 Commences Monday 27 August 2012
Trimester 3 Census Date Tuesday 18 September 2012

Closing Dates for Applications

Trimester 1 16 January 2012
Semester 1 13 February 2012
Trimester 2 7 May 2012
Semester 2 9 July 2012
Trimester 3 20 August 2012
Summer School TBA

APPLICATION CHECKLIST

Tick the boxes when you have completed the following necessary steps:

- Completed application form
- Attached certified 100 points of ID
- Attached certified passport-sized photograph
- Signed declaration
- Included a signed Commonwealth Assistance Form (if applicable)
- Attached original Home Provider endorsement if you are a cross institutional student (or Home University sending original directly)
- Included certified copies of academic transcripts

Once you have completed all relevant sections of the form send to:

Admissions and Enrolments
Student Services Centre
The University of Newcastle
Callaghan, NSW 2308

Disclaimer

Information in this application is correct as at 4th October 2011.
The University reserves the right to amend administrative processes as circumstances require.