

**IMPORTANT INFORMATION**

Applications will not be accepted after the advertised closing date.  
A listing of the University's closing dates can be found at: [www.uws.edu.au/admissions](http://www.uws.edu.au/admissions)

This form is to be used for single-unit enrolment in either a postgraduate or undergraduate course. A separate application form must be submitted for each teaching session (e.g. Autumn, Spring).

**All applicants** must provide certified copies of the following information:

- Documentary evidence of secondary school qualification.
- Academic records from institutions other than UWS.
- Translations of overseas qualifications.
- Evidence of name change (if applicable).

If you are applying to be a **cross institutional** student, you must provide the following from your home higher education provider (institution):

- Approval to take University of Western Sydney units.
- Proof of your current enrolment or leave approval.
- A copy of your most recent Commonwealth Assistance Notice (CAN) or fee invoice.

If your name differs from that under which you gained your qualification(s) or were previously enrolled, you will need to provide certified documentary evidence of the change with this application (e.g. Marriage Certificate).

**You must ensure that all documents that you provide with your application have been certified in accordance with the UWS guidelines for "Certification of Documentation" available overleaf.**

All applicants will be assessed to determine whether they have sufficient academic background to undertake the work of the unit; and enrolment in single units will be determined by availability and approval from the relevant School. More detailed information is available in the Admission policy on the web: <http://policies.uws.edu.au>

Applicants will be advised by mail of the result of their application as soon as possible, and if successful, the enrolment procedure you will need to complete. When you complete your enrolment, you will be required to pay the applicable unit fee.

**Overseas Qualifications**

It is recommended that you have your overseas qualifications assessed by the National Office of Overseas Skills Recognition (NOOSR) to determine whether or not they are equivalent to an Australian degree or diploma (fee applies).

You should attach a certified copy of the NOOSR assessment to your application.

NOOSR contact details:

Website: [www.dest.gov.au/noosr](http://www.dest.gov.au/noosr)

Email: [educational.noosr@dest.gov.au](mailto:educational.noosr@dest.gov.au)

Telephone: 1300 363 179 (within Australia)

+61 3 8341 3611 (outside Australia)

## English Proficiency

If your previous studies were undertaken in a language other than English, you may be required to provide proof of proficiency in English. You can do so by attempting either one of the following tests:

- Combined English Language Test (CULT) (fee applies) at:  
University of New South Wales, telephone: 02 9385 0375
- International English Language Testing System (IELTS) (fee applies) at:
  - University of Technology, Sydney, telephone: 02 9514 1536
  - Macquarie University, telephone: 02 9850 6337 (recorded information); 02 9850 9642 (bookings)
  - University of Sydney, telephone: 02 9351 9996

English proficiency requirements are specified on the web at: [www.uws.edu.au/international](http://www.uws.edu.au/international). Follow the links to the English Proficiency requirements relevant to the level of your nominated course.

## Certification of Documentation

The person who certifies your document/s must be contactable by telephone during normal working hours. This person may be:

- An authorised officer at:
  - any Student Centre of the University of Western Sydney
  - any other university or TAFE College
  - the official records department of the institution that originally issued the document/s
  - an Australian overseas diplomatic mission and Australian Educational Centres
  - the Universities Admissions Centre
- A Justice of the Peace with a registration number
- An accountant - must be a member of the Institute of Chartered Accountants in Australia, or the Australian Association of Taxation and Management Accountants or be a Registered Tax Agent
- A bank manager, but not a manager of a bank travel centre
- A credit union branch manager
- A commissioner for declarations
- A barrister, solicitor or patent attorney
- A police officer in charge of a police station, or of the rank of sergeant and above
- A postal manager
- A Principal of an Australian secondary college, high school or primary school

You cannot certify your own documents, even if you belong to one of the categories listed above.

## How should the authorised officer certify each document?

The Certifying Officer must print "I certify this to be a true copy of the document shown and reported to me as the original." on the document, as well as their name, address, contact telephone number, profession or occupation or organisation, the date and then sign the document.

The Certifying Officer should also include the official stamp or seal of the certifier's organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print their registration number and provide details of the state in which they are registered.

Copies certified by a Justice of the Peace without a registration number will NOT be accepted. To find a Justice of the Peace in your area, check the public register of JPs available online from the NSW Attorney-General's Department at [www.lawlink.nsw.gov.au](http://www.lawlink.nsw.gov.au).

## Lodging your application

Applications may be lodged in person at any Student Centre or by mail to:

Admissions Unit  
Building I, Penrith Campus  
University of Western Sydney  
Locked Bag 1797  
Penrith South DC NSW 1797



#### 4 - SECONDARY EDUCATION

Please provide details of your secondary education.

**CERTIFIED** copies of your final results and University ranking (UAI) **MUST** be attached.

Award	UAI/TER ranking	Name of School or TAFE	Year completed

#### 5 - TERTIARY EDUCATION

Give details of all tertiary education (e.g. Certificate IV, Bachelor Degree) completed, attempted but not completed, or for which you are currently enrolled. You must attach a clear, sharp **CERTIFIED** copy of your academic records.

Award	Institution	Year awarded

#### 6 - PROFESSIONAL EXPERIENCE AND OTHER STUDIES

List here any memberships you hold of professional societies and any positions you hold or have held in them; any continuing education courses you have completed; any community responsibilities you have.


#### 7 - EMPLOYMENT HISTORY

Please detail your employment history - show your present or most recent position first.

Employer	Type of work	Position held	From	To
			/ /	/ /
			/ /	/ /
			/ /	/ /

#### 8 - DECLARATION AND SIGNATURE

I declare that I have read the instructions at the beginning of this form, and that all the information submitted is true and complete.

I authorise the University to obtain available official records from any educational institution attended by me. I understand that the University is not responsible if any institution does not provide these records.

I authorise the University to verify any information provided by me, including academic records and employment details. I understand that the University may reject my application or revoke any offer of admission if it finds any information provided in relation to my application to be incomplete, inaccurate or misleading.

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any other Government agencies, (State, Territory or Federal) an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

I agree to abide by the University of Western Sydney Act, the University of Western Sydney By-Law and the Rules and Policies of the University as they apply from time to time. I also understand that it is my responsibility to ensure that I review the By-Law, Rules and Policies of the University during my period of study, as they are subject to change.

Applicant's signature



Date 

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