

## APPLICATION FOR ADMISSION TO UNSW@ADFA

### WHO SHOULD USE THIS FORM

This form should be used to apply for admission to the following programs offered by the University of New South Wales at the Australian Defence Force Academy:

- Bachelor of Arts and Bachelor of Science students applying for the fourth year Honours program (ie the applicant has already completed or is completing a BA or BSc); or
- Undergraduate applicants who are administered by the Overseas Students Liaison Office of the Australian Defence College; or
- Postgraduate Coursework Programs; or
- Postgraduate Research Programs; or
- Non-Award Programs with the exception of the Professional Practicum Program.

THIS FORM SHOULD NOT BE USED FOR AUSTRALIAN CITIZENS/PERMANENT RESIDENTS TO APPLY FOR PASS LEVEL UNDERGRADUATE PROGRAMS

### INSTRUCTIONS

- All applicants must complete Sections 1-7
- All applicants must sign the declaration in Section 7. Unsigned/incomplete applications will be returned to the applicant
- All Defence personnel must complete section 8 to be eligible for Defence funding
- Applicants for research degrees must also complete Section 9
- International students will normally not be sent a formal letter of offer until scholarship outcomes are known or sponsorship evidence has been provided. In most cases, a deposit is required before the issue of a student visa
- **This application is to be returned by fax or by mail, however all certified copies of transcripts and English language test results must be sent by mail or hand delivered**
- Applications will be held for 12 months and then destroyed

### PROCESS FOR CERTIFYING TRANSCRIPTS

Photocopied documentation must be correctly verified.

To verify documents, an 'authorised officer' must:

- Write "This is a true copy of the original sighted by me";
- Print the following details: name, contact telephone number, profession or occupation, organisation and date verified;
- Sign it;
- Affix the official stamp or seal of the 'authorised officers' organisation on the copy, if the organisation has such a stamp.

An 'authorised officer' is one of the following:

- officer of the official records department of the institution that originally issued the documents;
- official of the Admissions office at UNSW@ADFA
- official of an Australian overseas diplomatic mission;
- an Australian Justice of the Peace – with a registration number.

If these steps are not followed your application will not be processed.

# 1 Personal Details

Preferred title:  Mr  Mrs  Ms  other (specify)

Service (if applicable)  Army  Air Force  Navy  Defence Civilian

Rank (full-time Defence personnel only)

Australian Department of Defence employee  Yes  No

Date of birth  (dd/mm/yyyy) Sex:  Male  Female

Family/last name

Other names

Former name   
(if you have changed your last name eg. changed last name due to marriage.)

Have you been enrolled previously at UNSW?  Yes  No

If 'Yes'. Year  Student No.

Occupation:

Mailing address:

Day Phone

Mobile

Facsimile

Postcode  Home Phone

Country  E-mail

In the event of an emergency please contact:

Name:

Phone:

E-mail:

Address:

NB: Please notify Student Administrative Services if your details change prior to the commencement of your first session.

## 2 Student Status

Are you an Australian citizen?  Yes  No (if yes go to part 4)

Permanent resident of Australia?  Yes  No

NZ citizen?  Yes  No

Country of citizenship if no to all of the above.

Country of Birth.

Are you required to hold a student visa for your time in Australia?  Yes  No

Do you have a current student visa?  Yes  No If yes, expiry date:

Are you an international student paying fees yourself?  Yes  No

Are you being sponsored? (attach proof)  Yes  No

Name of Sponsor and scheme/scholarship

## 3 English Language Proficiency

### *For Students From Non-english Speaking Backgrounds*

Have you completed a degree where the primary language of instruction was English?  Yes  No

If yes, state details below:

Degree

Institution

Years enrolled

If no, have you undertaken an English language test in the last two years?  Yes  No

Test Name

Date of Test

Result

Certified copies of test results must be provided.

**UNDERGRADUATE/POSTGRADUATE:**

Full Name of Program and Plan for which you are applying (eg. Master of Management Studies/Project Management).

Program Code   Session 1 (ie March)  Session 2 (ie July) Year

For research students only, School of

(Research students must also complete Question 9)

Attendance Pattern:  Full Time  Part Time

Attendance Mode:  On Campus  Distance Education

\*Research students only. If you intend to study off-campus (externally) you are required to have study conditions approved by the appropriate School.

Note: Not all programs are available in all modes. Consult the Student Gateway for further information [www.unsw.adfa.edu.au/student](http://www.unsw.adfa.edu.au/student)

**NON-AWARD/ CROSS-INSTITUTIONAL:**

If enrolling as a cross-institutional student name the institution and program towards which the course/s will count:

Program:

Institution:

I am enrolled as a  Defence Funded Student  Commonwealth Supported Student  
 Local Fee Paying student

Course/s applied for:

|   | UNSW@ADFA Course Code<br>(eg. ZINT1234) | Session<br>(eg: S1, S2) | Course Name |
|---|---|-------------------------|-------------|
| 1 |   |                         |             |
| 2 |   |                         |             |
| 3 |   |                         |             |
| 4 |   |                         |             |
| 5 |   |                         |             |
| 6 |   |                         |             |

(Note that this application will not be processed without the written confirmation of your home institution stating that the course/s will be credited towards award requirements. Please supply this confirmation as soon as possible to ensure your application is not delayed.)

**List academic qualifications.**

| Degrees or diplomas held or being completed | Class or Grade       | Program length (mths/yrs) | Year of graduation if completed | Institution          |
|---|----------------------|---------------------------|---------------------------------|----------------------|
| <input type="text"/>                        | <input type="text"/> | <input type="text"/>      | <input type="text"/>            | <input type="text"/> |
| <input type="text"/>                        | <input type="text"/> | <input type="text"/>      | <input type="text"/>            | <input type="text"/> |
| <input type="text"/>                        | <input type="text"/> | <input type="text"/>      | <input type="text"/>            | <input type="text"/> |
| <input type="text"/>                        | <input type="text"/> | <input type="text"/>      | <input type="text"/>            | <input type="text"/> |

\*Note: You are required to supply certified and complete copies of academic transcripts of programs completed and of any programs being undertaken, unless you are a graduate or current student of UNSW@ADFA. If a transcript is not available, attach a written record including grades in all courses and supply a transcript as soon as possible.

**If appropriate, international students should provide translated certified copies.** Please do not send originals as they may be lost in the mail. FAXED OR EMAILED COPIES OF TRANSCRIPTS WILL NOT BE ACCEPTED.

**Details of other qualifications held  
(membership of professional bodies, accredited certificates etc)**

  
  


**Details of other programs previously attempted and not listed above**

  
  


**Details of professional experience**

**If you are applying for entry to a Masters degree and you do not hold a four year Bachelor degree in a relevant discipline area (or a three year Bachelor degree in a relevant discipline for a Graduate Diploma/Graduate Certificate) you must provide a separate statement of professional experience. This statement should outline how the responsibilities and levels of positions occupied by you support your application for admission to this program.**

**Request for credit (evidence must be submitted with this form)**

To request credit or advanced standing for previous studies please complete a UNSW@ADFA Credit Application form and submit separately. The form can be found on our website [www.unsw.adfa.edu.au/student/forms](http://www.unsw.adfa.edu.au/student/forms) or obtained through Student Administrative Services, ph: +61 2 6268 6000

UNSW is required under the *Higher Education Support Act* to collect statistical data that is collated and submitted to the Department of Education Science and Training in an aggregated form.

2 Country of Birth

3 For students born overseas, what year did you first arrive in Australia?

4a Are you of Aboriginal or Torres Strait Islander Origin?  Yes  No

4b If you answered Yes to 4a, please tick one of the boxes below

Aboriginal origin

Torres Strait Islander origin

Aboriginal/Torres Strait Islander origin

5 Do you speak a language other than English at your permanent home residence?  Yes  No

6 If you answered Yes to 5, please identify the name of the non-English language that is spoken most often

#### Previous Courses or Awards

Have you ever commenced or completed any of the following programs?

| Program                  | Status   |   |  | Year last enrolled   |
|--------------------------|--|---|--|----------------------|
| School Secondary Program | <input type="checkbox"/> Did not do Final Year   | <input type="checkbox"/> Did Final Year       |  | <input type="text"/> |
| Degree Program           | <input type="checkbox"/> Never Commenced         | <input type="checkbox"/> Completed            | <input type="checkbox"/> Not completed | <input type="text"/> |
| Degree Program           | <input type="checkbox"/> Never Commenced         | <input type="checkbox"/> Completed            | <input type="checkbox"/> Not completed | <input type="text"/> |
| TAFE Secondary Program   | <input type="checkbox"/> Didn't begin/complete   | <input type="checkbox"/> Completed            |  | <input type="text"/> |
| TAFE Award Program       | <input type="checkbox"/> Never Commenced         | <input type="checkbox"/> Completed            | <input type="checkbox"/> Not completed | <input type="text"/> |
| TAFE Sub-degree Program  | <input type="checkbox"/> Never Commenced         | <input type="checkbox"/> Completed            | <input type="checkbox"/> Not completed | <input type="text"/> |
| Non TAFE Sub Degree      | <input type="checkbox"/> Never Commenced         | <input type="checkbox"/> Completed            | <input type="checkbox"/> Not completed | <input type="text"/> |
| Other Program            | <input type="checkbox"/> No other qualifications | <input type="checkbox"/> Other qualifications |  | <input type="text"/> |

- I certify that I have read the Instructions and understood the questions on this form and that the answers are true and correct.
- I understand that the University may vary or cancel any decision made on the basis of incorrect or incomplete information provided by me or my referees.
- If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to the Australian Vice-Chancellor's Committee (AVCC) and AVCC member institutions, the Australasian Conference of Tertiary Admissions Centres (ACTAC), and any other relevant authority.
- I authorise the University to obtain official records from any institution I have attended.
- I understand that UNSW@ADFA may disclose the personal information I have given in this application to the Department of Education, Science and Training (DEST) and that DEST will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS). DEST may also disclose the information to the Australian Taxation Office (ATO).
- I understand that I am responsible for payment of all tuition fees by the due dates and for my living expenses unless I have been awarded a scholarship or sponsorship, which covers these costs.

Signed:

Date:

**Return form to:** Student Administrative Services, UNSW@ADFA  
Australian Defence Force Academy  
Canberra ACT 2600  
Fax: 02 6268 8666  
email: [sas@adfa.edu.au](mailto:sas@adfa.edu.au)  
(not for submission of this form)  
Website: [www.unsw.adfa.edu.au/student](http://www.unsw.adfa.edu.au/student)

\* The University reserves the right to vary or withdraw any offer made on the basis of incorrect or misleading information.

**Acknowledgement in Regard to Disclosure and Use of Personal Information**

To be completed by Australian Defence Organisation Employees

I, \_\_\_\_\_  
Name, Rank, PMKeys Number, UNSW Student Number (if known)

**ACKNOWLEDGE** that the University College of the University of New South Wales (UNSW@ADFA) will, in the usual course collect and disclose to the Commonwealth of Australia, represented by the Department of Defence or its agents, personal information concerning my applicant status, contact details, tuition and other financial fee status, enrolment status, academic standing status, student misconduct (including academic misconduct) and academic record.

**I CONSENT** to the disclosure of that information by the University College of the University of New South Wales to the Commonwealth of Australia or its agents.

**I UNDERSTAND** that the information disclosed by the University, in conjunction with the information listed below, will be used by the Commonwealth of Australia or its agents for the purpose of ensuring that I am properly managed and administered while in the service of the Australian Defence Organisation.

**I ACKNOWLEDGE** that the Commonwealth of Australia, represented by the Department of Defence or its agents, will collect and hold the following information:

- Applicant records;
- Contact details;
- Tuition and other financial fee records;
- Enrolment records;
- Academic standing records;
- Student misconduct records;
- Academic results from any study undertaken at any campus of The University of New South Wales from before or during any service in the Australian Defence Organisation; and
- Academic results for Defence-funded courses released subsequent to service in the Australian Defence Organisation.

**I AUTHORISE** the Commonwealth of Australia or its agents to use my student academic performance records for the purpose of validating selection procedures for attendance at the Australian Defence Force Academy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Witness

- **Previous research experience**

List separately any research or development work performed, together with reference to thesis completed and/or papers/articles published; if a joint project was undertaken indicate the significance of your contribution.

- **To be completed by prior research students**

Provide details of all prior research studies that you have commenced but not completed (except those indicated above). Students transferring their candidature from another Australian tertiary institution must disclose full details of any incomplete studies.

| Name of Institution<br>(and location if not in Australia) | Degree undertaken    | Date last enrolled   | Number of full-time sessions enrolled* | Number of part-time sessions enrolled* |
|---|----------------------|----------------------|--|--|
| <input type="text"/>                                      | <input type="text"/> | <input type="text"/> | <input type="text"/>                   | <input type="text"/>                   |
| <input type="text"/>                                      | <input type="text"/> | <input type="text"/> | <input type="text"/>                   | <input type="text"/>                   |

\*You are deemed to have been enrolled for a particular semester at an Australian University if you were enrolled on the HECS census date for the semester (ie 31 March for session one or 31 August for session two). Usually a full-time candidate will be enrolled with a load of 5 per session and part candidate with a load .25. If you were enrolled with a load other than the usual load for the session please specify the load

- **Research proposal**

Provide a brief outline of your research proposal on a separate statement.  
(approx 100 words)

- **Topic or topic area in which research will be undertaken:**

(Consult the Head of the appropriate School before completing this section)

Place where research will be undertaken:



Prospective supervisor (if known):

Prospective Co-supervisor (if known):

- **Scholarship information**

Have you applied for any of the following scholarships in support of your application?

(You are required to complete a separate application form for a scholarship, please go to the following link for information <http://www.scholarships.unsw.edu.au>)

APA

UCPRS

IPRS

\*Other

\*nominate