

Please follow these six steps to complete and submit your application.

Application Checklist

- Step 1: Choose your course
- Step 2: Identify the correct application method
- Step 3: Gather your supporting documentation
- Step 4: Complete the application form
- Step 5: Submit the application form and supporting documentation
- Step 6: Accept the offer

STEP 1: CHOOSE YOUR COURSE

To help choose the course you wish to apply for:

- Search for courses at Swinburne Course Search www.swinburne.edu.au/courses or
- Visit the Swinburne Future Students website at www.swinburne.edu.au/future

STEP 2: IDENTIFY THE CORRECT APPLICATION METHOD

Use this form if you satisfy ALL the following criteria.

You are an Australian applicant	You must be an Australian or New Zealand citizen, or hold Australian permanent residency.
You are applying for one of the following courses	A Certificate IV, Diploma, Advanced Diploma, Associate Degree, Degree, Degree (Honours), Pathways Direct or Postgraduate (Coursework) studies.
You are not required to apply through VTAC	If a Swinburne course is offered through VTAC, you must apply using the VTAC process (do not use this form). Generally, you must apply for the following Swinburne courses through VTAC: <ul style="list-style-type: none"> ■ Degree courses (full-time and part-time, commencing in first semester i.e. February) ■ TAFE courses Certificate IV, Diploma (full-time only) and Advanced Diploma. To check whether your preferred course is offered through VTAC, please go to www.vtac.edu.au
You are applying for a new course	If you are re-enrolling in your current course, do not use this form. Only complete this form if you wish to apply for a new course at Swinburne.

DO NOT use this form if ANY of the following circumstances apply to you.

You are an international applicant	If you are not an Australian or New Zealand citizen, or do not hold Australian permanent residency, you must apply through Swinburne International (do not use this form). International students (including Temporary or Provisional Residents and holders of Temporary Protection Visas) applying to study at a Swinburne campus in Australia should contact Swinburne International on +61 3 8676 7002 (from overseas) or 1800 897 973 (from within Australia) or go to www.international.swinburne.edu.au/apply
You are applying for an apprenticeship or traineeship	To apply for an apprenticeship or traineeship at Swinburne go to www.tafe.swinburne.edu.au/australianapprenticeships
You are applying for a TAFE Certificate I – III course (including pre-apprenticeships)	To apply for a TAFE Certificate I, II or III course (including pre-apprenticeships) go to www.tafe.swinburne.edu.au or see Swinburne Course Search (www.swinburne.edu.au/courses) for more details.
You are applying for the Astronomy Online course	To apply for the Swinburne Astronomy Online course go to http://astronomy.swinburne.edu.au/sao
You are a research applicant	For more information about applying to undertake research at Swinburne go to www.research.swinburne.edu.au
You are applying for a NICA course	To apply for a National Institute of Circus Arts (NICA) course see Swinburne Course Search (www.swinburne.edu.au/courses) for more details.

STEP 3: GATHER YOUR SUPPORTING DOCUMENTATION

What supporting documents do you need?

Check what supporting documentation is required for your application using Swinburne Course Search at www.swinburne.edu.au/courses

Supplementary forms

You may need to complete a direct application supplementary form, depending on the specific course requirements.

Supplementary forms are available from www.swinburne.edu.au/supforms

Submit certified copies only (do not submit original documents)

All supporting documentation must be certified as a true and correct copy of the original by either the issuing body or by a person qualified to witness a statutory declaration (e.g. police officer, chemist, doctor, accountant). Photocopies of previously certified documents are not acceptable.

Provide evidence of previous results

Supporting documentation must include certified copies of all university results or transcripts and graduation certificates. Proof of name and citizenship may also be required. Applicants currently undertaking final year study must submit certified copies of their transcript of results and evidence of completion as soon as results are available.

Note: Pathways Direct applicants do not need to submit transcripts. Pathways Direct is available to current Swinburne TAFE students who are interested in studying a university degree at Swinburne.

Provide all supporting documentation in English

Please provide translations of supporting documentation if original documents are in a language other than English.

Where you obtained an award outside Australia, you must also submit:

- Evidence of completion of the relevant award (award certificate or letter of completion)
- Transcripts of results (translated into English)
- Evidence of English language proficiency (e.g. certified copy of IELTS or TOEFL test results certificate) or evidence that study was undertaken in English.

Ensure you attach all the required supporting documentation to your application.

STEP 4: COMPLETE THE APPLICATION FORM

Complete all questions, sign and date the application form. Please use BLOCK LETTERS and tick ✓ the appropriate boxes

STEP 5: SUBMIT THE APPLICATION FORM AND SUPPORTING DOCUMENTATION

Return the completed form and all supporting documentation to:

By email

enrol@swin.edu.au
(Attach scanned documents
as per Step 3 above)

Postal Address

National Recruitment
Admissions (H5)
Swinburne University of Technology
PO Box 218
HAWTHORN VIC 3122
Australia

In person

Any Swinburne Student Information Centre
Hours of operation: 9am to 5pm
(Note: photocopy facilities are NOT
available at the Student Information Centre)

Details of closing dates for applications can be found on Swinburne Course Search (www.swinburne.edu.au/courses).

Supporting documentation

Attach all of the required supporting documentation to your application form. Applicants are requested not to use display folders when submitting their applications.

Acknowledgement of application

Swinburne will acknowledge receipt of your application. We may also contact you for further details or clarification of your application.

STEP 6: ACCEPT THE OFFER

If your application is successful, Swinburne will send you a letter of offer. You are then asked to accept this offer by email at enrol@swin.edu.au

DO NOT INCLUDE THESE INSTRUCTION SHEETS WITH YOUR APPLICATION



Direct Application Form

Certificate IV, Diploma, Advanced Diploma, Associate Degree, Degree, Degree (Honours), Pathways Direct, Postgraduate (Coursework) Studies

SECTION A: COURSE PREFERENCE

Provide details of your preferred course(s). Refer to Swinburne Course Search (www.swinburne.edu.au/courses) for all course details including availability, course code, delivery mode and study mode.

Preference	Course type ¹	Course code	Course name	Delivery mode	Campus	Study mode (full-time or part-time)	Start date
<i>eg</i>	<i>Bach</i>	<i>N055</i>	<i>Bachelor of Arts</i>	<i>On-campus</i>	<i>Hawthorn</i>	<i>Full-time</i>	<i>Feb 2010</i>
1.							
2.							
3.							

¹Course type

Enter the abbreviated course type, based on the following options:

TAFE Courses

ADip Advanced Diploma
Dip Diploma
IV Certificate IV

Degree Courses

AssDeg Associate Degree
Bach Bachelor Degree
Hon Honours

Postgraduate Courses

GCert Graduate Certificate
GDip Graduate Diploma
MCwk Masters by Coursework

SECTION B: PREVIOUS ENROLMENT OR APPLICATIONS

1. Have you previously enrolled at Swinburne? Yes (see below) No

If **yes**, please state your Swinburne student ID number

2. Have you applied for a Swinburne course in the past 12 months? Yes No

SECTION C: PERSONAL DETAILS

1. Personal Information

Date of Birth / / Gender Female Male

Title: (Mr, Mrs, Miss, Ms)

Family Name/Surname

Given Names

Previous Name(s) (if relevant)

2. Government student numbers

CHESSN

This is your Commonwealth Government supplied student number. Leave blank if not known

Victorian Student Number

This is your Victorian Government supplied student number. Leave blank if not known

Application

SECTION E: EMPLOYMENT HISTORY

Employment Details

Provide details of your employment history in the table below (list up to four positions).

Employer (include postcode)	Position	Start date	End date	Full-time or Part-time
<i>eg. Dept of Foreign Affairs and Trade (3000)</i>	<i>Senior Administrator</i>	<i>25/03/1985</i>	<i>10/11/2008</i>	<i>Full-time</i>

SECTION F: APPLICANT'S DECLARATION

I declare to the best of my knowledge the information entered on this form is correct and complete.

I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my academic or employment records or citizenship status may result in the withdrawal by the University of a place which may be offered, and that this withdrawal may take place at any stage during the course I undertake.

I understand that:

- My information may be disclosed to relevant government agencies and bodies (eg: DEEWR, Office of Skills Victoria) and in some cases other non-government bodies, agencies or other third parties to enable Swinburne to confirm my identity, eligibility to government support, to verify my entitlement to become an enrolled student and to otherwise progress my application.
- Confirmation of study and results from previous or current study for the purpose of determining eligibility may be undertaken.
- Swinburne collects, stores and uses personal information in accordance with Swinburne's Privacy Policy which can be accessed at: www.swinburne.edu.au/corporate/registrar/ppd/docs/Privacy.pdf
- The University will correspond with me by electronic means.

Signature of Applicant: Date:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Please refer to the checklist at the beginning of this document to ensure you have completed this form correctly and that you submit all required supporting documentation.

By email

enrol@swin.edu.au
(Attach scanned documents as per Step 3 on page 2)

By post

National Recruitment
Admissions (H5)
Swinburne University of Technology
PO Box 218
HAWTHORN VIC 3122

In person

Any Swinburne Student Information Centre
Hours of operation: 9am to 5pm
(Note: photocopy facilities are NOT available at the Student Information Centre)

SECTION G: UNDERGRADUATE HONOURS

If you are applying for an Undergraduate Honours course at Swinburne, please provide the following details. Other candidates are not required to complete this section.

1. Application details

Which area of study do you wish to apply for?

Provide a brief outline of your reasons for applying for the course

Describe your proposed research activity for your honours thesis* (100-150 words)

Do you have a preferred supervisor? Yes (see below) No

If **yes**, who is your preferred supervisor:

* Not applicable for Design Honours applicants.

Optional for Business Honours applicants.

For Faculty of Information and Communication Technologies Honours applicants, please indicate your interest areas based on project information on the website (www.swin.edu.au/ict/courses/undergrad/honours.html).

2. Referees

List two academic staff members who have taught you at third year level and can comment on your academic performance (staff who have taught your major are preferred).

Referee 1

Name

Work phone

Email address

Referee 2

Name

Work phone

Email address

Selection for the Honours course often occurs before your final results are released. Please give the name and telephone number of a contact person from your university whom we may contact regarding your final results.

Name

Work phone

Email address

3. Sign application

Please ensure you have signed **SECTION F: APPLICANT'S DECLARATION.**

