



# Undergraduate Admission Application Form

Please read the instructions below before completing this form.

## WHO SHOULD USE THIS FORM?

- All new students wishing to apply for admission to off-campus undergraduate study.
- Applicants applying to commence a **NEW** on-campus or off-campus course who have previously been a student of UNE.
- Any new student applying for on-campus enrolment in the Advanced Diploma in Arts, Diploma of Modern Languages, Diploma in Indigenous Archaeology, Diploma/Advanced Diploma in The Sciences and Agriculture.

**NOTE: All other new on-campus applicants to UNE MUST apply via the Universities Admissions Centre (UAC) or Queensland Tertiary Admissions Centre (QTAC).**

## INFORMATION FOR APPLICANTS

Thank you for your enquiry about undergraduate study at The University of New England. The following information will assist you in completing the Undergraduate Admission Application Form as well as providing the necessary background information required prior to commencing study.

**All applicants should check the faculty courses' guide (hardcopy or at <http://www.une.edu.au/studentcentre>) for course specific admission details and ensure you provide all relevant documentation pertaining to these.**

Most courses offered by the University are available through distance education studies (off-campus), and each unit undertaken via off-campus study has the same credit value and assessable content as units offered to on-campus students so ultimately your degree has the same weight and standing as that of an on-campus student. Currently there are over 14,300 students from around Australia participating in UNE's distance education programs, confirming the popularity and success of this method of study.

## DOCUMENT CERTIFICATION

For the purpose of meeting admission requirements UNE will accept correctly certified copies of documentation when certified by one of the following:

- an authorised officer at the Universities Admissions Centre, Queensland Tertiary Admissions Centre, Victorian Tertiary Admissions Centre, South Australian Tertiary Admissions Centre, Tertiary Institution Services Centre (WA);
- an Admissions Officer, Student Centre, UNE;
- an Australian appointed Justice of the Peace;
- a police officer in-charge of station, or officer above rank of Sergeant;
- a barrister, solicitor or patent attorney;
- official records department that originally issued the documents.

Certified copies must show the signature of the individual certifying the document with the full name, contact telephone number, organisation and date of certification clearly printed. If certified by a Justice of the Peace their registration number and the state in which they are registered must be clearly printed.

Documentation that has not been certified correctly **will not** be accepted.

## IMPORTANT STEPS FOR ADMISSION

- If you have previously been enrolled in any university, TAFE or private educational provider, other than UNE, you **must provide** a correctly certified copy of a complete and **official** transcript of your academic record(s), even if you did not achieve a result. Result slips are not acceptable.
- If you are gaining admission on the grounds of your final year of school you must include your school name, the state that your school was located in, the date of completion of your certificate, and any previous names-*if applicable*.
- If you have a record of multiple failures or exclusion at any institution **you must** provide copies of any relevant correspondence from the institution and attach a statement giving your reasons for your previous failure, providing a case for your admission to UNE and including your reasons for believing you are now capable of succeeding at university study.

## ALTERNATIVE ENTRY

Applicants without formal educational qualifications may be admitted to the University through the Alternative Entry Admission Rules. You **must** apply to sit the Special Tertiary Admissions Test (STAT). Please contact your state Tertiary Admissions Centre for details and provide a copy of your results to UNE.

## EDUCATIONAL DISADVANTAGE

Educational disadvantage should not have an adverse affect on your academic development. If you believe that your educational development has been adversely affected by circumstances or conditions beyond your control over a substantial period of time, please attach a statement to that effect. You should support your application with at least one additional statement, for example, from a medical practitioner, a teacher, or a minister of religion, etc. **Label these confidential.**

## ADDITIONAL INFORMATION - Please indicate in the space provided on the Application Form at Item 4

### 1. Advanced Diploma/Diploma in Science and Agriculture applicants

Applicants **MUST** choose one of the following *areas of specialisation* for their course.

*Areas of interest available in the Advanced Diploma/Diploma in The Sciences are:* Biomedical Sciences; Botany; Chemistry; Ecology; Genetics; Information Technology; Molecular Genetics and Biotechnology; Natural Resources and Management; Physics; Zoology.

*Areas of interest available in the Advanced Diploma/Diploma in Agriculture are:* Animal Stream; Plant Stream; General Stream.

### 2. Bachelor of Agriculture

Applicants **MUST** choose one of the following *programs*: Animal Stream; Plant Stream; General Stream

### 3. Bachelor of Computer Science

Applicants **MUST** choose one of the following *majors*: Accounting; Information Technology; Mathematics; Statistics

### 4. Bachelor of Engineering Technology

Applicants **MUST** choose one of the following *programs*: Audio Engineering Technology; Electronics Engineering Technology

### 5. Bachelor of Environmental Science

Applicants **MUST** choose **EITHER** an Undesignated\* program (comprises 12 core units plus 12 elective units) **OR** one of the following *programs*: Biodiversity Conservation; Environmental Rehabilitation; Geographic Information Science; Indigenous Land Management; Sustainable Ecosystems–Aquatic; Sustainable Ecosystems–Marine; Sustainable Ecosystems–Terrestrial

### 6. Bachelor of Health Science

Applicants **MUST** choose one of the following *specialisations*: Aesthetics Therapy; Homeopathic Medicine; Natural Therapy; Naturopathy; Traditional Chinese Medicine; Undesignated\*

### 7. Bachelor of Livestock Science

Applicants **MUST** choose one of the following *programs*: Animal Genetics Stream; Animal Health and Nutrition Stream; Sheep and Wool Stream

### 8. Bachelor of Professional Studies

Applicants **MUST** choose one of the following *specialisations*: Civil Care and Security; Commercial Music Production and Management; Human Resource Development; Peace Studies; Policing; Undesignated\*

### 9. Bachelor of Science

Applicants **MUST** choose **EITHER** a sequence of units from: Biochemistry and Microbiology; Botany; Chemistry; Ecology; Genetics; Geology; Physics; Physiology; Mathematics; Zoology; Computer Science; Geography; Psychology; Agronomy and Soil Science; Statistics; Archaeology; **OR** one of the following *programs*: Archaeological Science; Biomedical Science; Biosystematics; Ecology; Horticultural Science; Marine Science and Management; Molecular Biotechnology; Undesignated\*

### 10. Bachelor of Technology

Applicants **MUST** choose one of the following *programs*: Agriculture; Biological Techniques; Chemical Technology; Environmental Technology; Horticultural Science; Natural Resources Management; Pathological Techniques

### 11. Cross Institution and Non-Award

Applicants **MUST** indicate the unit/s required from the faculty Schedule of Units (hardcopy or at <http://www.une.edu.au/studentcentre>). Please note applicants must meet the prerequisites of chosen units.

## ADVANCED STANDING (CREDIT, PRIOR LEARNING)

If you are seeking advanced standing towards your proposed course on the basis of any previous studies you **MUST** attach a certified copy of an academic record and an official statement describing units from the appropriate handbooks including content, prescribed text and contact hours. You should also indicate, in general terms at least, the subject areas you propose to study with UNE. Applications for advanced standing unaccompanied by the required information will not be considered. Please indicate whether these units are part of a completed qualification.

Priority will be given to applications for advanced standing received by 31 October.

## NOTIFICATION

If your application is successful the Student Centre will send you an offer letter. An enrolment pack will also be sent to you when it becomes available. You should complete the enrolment documentation, paying particular attention to your personal details and return it to the University by the due date indicated in your enrolment pack or offer letter. Unsuccessful applicants will be notified in writing.

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\* undesignated means completing the degree with no specialisation

Please ensure that you read and understand all information on the previous pages

<b>OFFICE USE ONLY</b>	
ID .....	
Admission Code .....	
UAI .....	
Level Code .....	

Have you ever enrolled at UNE? YES  Previous Student ID  NO

Is this application for: Semester 1  or Semester 2  or Summer Semester

**PERSONAL DETAILS**

**1. Name**

Title	Last name	First name	Second name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Former name if name changed		Date of Birth	Age
<input type="text"/>		<input type="text"/>	<input type="text"/>
What is your country of citizenship?			
<input type="text"/>			

**2. Address for Correspondence**

Number and Street name		Suburb or Town	
<input type="text"/>		<input type="text"/>	
State or Country		Postcode	
<input type="text"/>		<input type="text"/>	

Home telephone number	Work telephone number	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you (please tick appropriate box/s):

	YES	NO
(i) Aboriginal or Torres Strait Islander	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Australian citizen	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Holder of a Permanent resident humanitarian visa	<input type="checkbox"/>	<input type="checkbox"/>
(iv) New Zealand citizen or permanent Australian resident residing in Australia	<input type="checkbox"/>	<input type="checkbox"/>
(v) Have a temporary resident visa, a visitor's visa or a student visa	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Residing outside Australia and are none of the above categories	<input type="checkbox"/>	<input type="checkbox"/>

(If you ticked Yes to either (v) or (vi) please contact the International Office: Email: ioadmit@une.edu.au; Ph: (02) 6773 3192; Fax: (02) 6774 4435 for an Overseas Student Application Form.)

**3. Disability/Special Needs** Do you have a disability or any special needs which UNE may be able to address during the academic year? YES  NO   
If 'Yes', please indicate the area of impairment:

hearing  learning  mobility  vision  medical  other

**PROPOSED UNE DEGREE COURSE**

**4. Indicate proposed course of study** Bachelor/Advanced Diploma/Diploma/Cross Institution/Non-Award

Area of interest/major/program/specialisation/unit/s (refer to **Additional Information** for relevant courses)

Have you applied previously for this course YES  NO  If Yes, year of application? \_\_\_\_\_

Will you be studying: On-campus Full-time  or Part-time  Off-campus Full-time  or Part-time

**SECONDARY STUDIES OR EQUIVALENT - CURRENT OR PREVIOUS (eg HSC-TPC)**

**5. List all secondary level qualifications previously gained or now being attempted**

Name of qualification	Year	School attended	State/Territory	Full/Part-time
<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"/>

**POST-SECONDARY STUDIES INCLUDING ANY ENROLMENT AT UNE**

**6. List all tertiary courses attempted**

Name of institution	Course name	Years attended	Qualifications gained (please attach)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have EVER ENROLLED at any university, TAFE or private educational provider, other than UNE, you MUST provide correctly certified copies of academic record(s), even if you did not achieve a result. See **Important Steps for Admission** and **Document Certification**.

**RECORD OF FAILURE OR EXCLUSION**

**7. Do you have a record of EXCLUSION/FAILURE at any tertiary institution?** YES  NO   
If yes, refer to the **Important Steps for Admission** section on page 1 of this form.

## GENERAL INFORMATION

8. What is your current occupation?

9. Relevant Employment History

If applying for a course which requires relevant employment history please provide documentary evidence with your application . Refer to the faculty courses' guide for relevant courses.

Employer	Position and Duties	From	To	Full/Part-time

10. Where did you find out about UNE courses?

For example: advertisement, Student Centre, Faculty, web, other.

## ALTERNATIVE ENTRY

11. Are you applying for Alternative Entry?

YES  NO  If Yes, refer to Alternative Entry information on page 1 of this form.

Have you completed or applied to complete the STAT test for entry in 2006? YES  NO

If Yes, attach a copy of your results or indicate date to complete the test:

## ADVANCED STANDING

12. Are you seeking Advanced Standing for previous study?

YES  NO  If Yes, refer to Advanced Standing information on page 2 of this form.

## SUBMITTING YOUR APPLICATION

13. Ensure your application includes all appropriate documentation

**Complete the appropriate tasks and check boxes applicable to your application prior to submission. Refer to pages 1 and 2 for documentation required.**

- Have you attached certified photocopies (eg signed by a JP) of official academic transcripts even if you did not achieve a result? (See information under Document Certification.)
- Alternative Entry Applicants—Have you attached your qualifications or STAT test results?
- Have you attached documentary evidence of relevant work experience if required for your course?
- Educationally Disadvantaged—Have you attached the required statement/s labelled confidential?
- Have you attached a certified copy of your professional qualification (eg Nursing Registration) if applicable.
- If you are applying for advanced standing have you attached all the relevant documentation?
- Former name—If you have studied under a previous name you must supply documentary evidence such as marriage certificate or deed poll registration. The documentation must show your previous name/s and your current name/s.

**YOUR APPLICATION CANNOT BE PROCESSED UNLESS ALL CORRECT DOCUMENTATION IS INCLUDED**

## DECLARATION AND PRIVACY INFORMATION

14. Your statement

The information requested in this application is being collected to assess your application for admission to The University of New England. This information will be supplied to The Student Centre and the relevant faculty staff. If you are admitted to the University, this information, together with any statistical or other data collected for admission, will be retained for administrative and academic purposes. The supply of this information by you is voluntary. However, if you do not supply all the requested information we may not be able to assess your application. You have the right to access and/or correct any personal information concerning you held by the University; subject to the reasonable convenience of the University.

I understand that UNE may disclose personal information that 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.

I declare that the details I have provided are true and correct. I have read and I understand the information provided to me with this application form and have attached the relevant documentation as required. I undertake to comply with the University of New England Act 1993, the By-Law of The University and the Rules of The University.

.....  
Signature

.....  
Date

**YOU WILL BE INFORMED OF THE RESULT OF YOUR ADMISSION APPLICATION AFTER APPLICATIONS CLOSE**

Please forward your completed application and documentation to:

**The Student Centre  
The University of New England NSW 2351**

Applications for First Semester close on 30 September. Subject to availability closing dates for some courses may be extended. Applications for Summer Semester close on 31 October. Applications for those courses which have a Second Semester intake close on 31 May.