



# INSTRUCTIONS FOR APPLICANTS

## **SECTION 1 - PERSONAL DETAILS**

Please include your full name and any previous names. Applicants seeking admission on the basis of qualifications gained under a former name must provide evidence of an official name change (e.g. marriage certificate).

**Previous University of Newcastle Students** - Please provide your previous student number. If you do not know your previous student number, please write "unknown".

## **SECTION 2 - CITIZENSHIP DETAILS**

Please answer all the questions and tick the appropriate boxes.

If you are an Australian citizen but you were not born in Australia please complete the relevant section and include a certified copy of your Australian citizenship. Australian Permanent Residents, please include a certified copy of your Visa details.

**Australian Aboriginal/Torres Strait Islander Applicants (Australian applicants only)** - Please tick the appropriate boxes.

## **SECTION 3 - CONTACT DETAILS**

Please include your current email and telephone contact details. International students please include any international calling codes and extension numbers. Please include your country and area code with your telephone details.

Please include both your home and shipping addresses, if the two are the same please write "as above" in the shipping address.

International applicants must nominate a residential address, as our courier does not deliver to postal box addresses.

All applicants must provide at least one day time telephone contact number on their application. If any of your contact details change after lodging this application, please email your new address to us at [gs@newcastle.edu.au](mailto:gs@newcastle.edu.au)

## **SECTION 4 - PROGRAM DETAILS**

Please list your choice of program (e.g. Master of Business Administration). A list of available online programs is available on our website at [www.gradschool.com.au](http://www.gradschool.com.au) under "programs". Please include any specialisations if applicable.

You may list up to two program preferences; however an offer will be made for the highest preference for which you are eligible. Note that each preference is assessed independently.

### **Credit/Exemptions**

Please tick the appropriate box. If you have previously completed postgraduate study at a higher education institution, you may be eligible to apply for credit towards your chosen program. If you wish to apply for credit, please download an "Application for Course Credit/Exemption" form at: [www.gradschool.com.au](http://www.gradschool.com.au)

## **SECTION 5 - PROFESSIONAL QUALIFICATIONS AND EXPERIENCE DETAILS**

Please detail your current occupation or job title. Please attach a copy of your current curriculum vitae (resumé) to your application form.

## **SECTION 6 – TERTIARY OR HIGHER EDUCATION EXPERIENCE DETAILS**

Please list any tertiary or higher education qualification details and submit certified hard copies of your qualifications, testamurs and grades.

## **SECTION 7 – ENGLISH LANGUAGE PROFICIENCY DETAILS**

Please complete all relevant fields. If English is not your first language please submit certified documentation to prove your English language qualifications.

## **SECTION 8 – STATISTICAL INFORMATION**

Please complete all relevant fields.

## **SECTION 9 – AGENT SOURCE DETAILS**

If you are associated with any of the organisation listed please indicate by completing the appropriate section. This information is very important.

## **SECTION 10 – REFERRAL SOURCES DETAILS**

Please complete all relevant fields. GradSchool would like to know how you found out about our online programs. Please tick the appropriate box and nominate the specific medium.

## **SECTION 11 - DECLARATION**

Please read and sign the declaration.

## **SECTION 12 – APPLICATION CHECKLIST**

Important checklist to ensure your application is complete and can be assessed quickly.

### **Certified Documentation**

You may need to supply documentary evidence with your application. Please do not send original documents. Send only certified copies of relevant documentation.

An authorised person of a tertiary or higher education institution may verify copies of original documents with an official stamp and signature. Copies may be verified as true copies and dated by a Justice of the Peace, identified by name, address, phone number and identification number (if appropriate).

Certified documents/qualifications/certificates must be sent in hard copy by post. Previous UoN students do not need to submit certified documentation of their UoN studies. Previous UoN students may email their application form and CV, all other applicants must submit their application and certified documentation by post to the address below.

### **Submit your application and supporting documentation to:**

GradSchool  
Services Building  
The University of Newcastle  
CALLAGHAN NSW 2308  
AUSTRALIA

GradSchool will confirm receipt of your application by email. Please ensure you have included your current email address.

### **Need assistance with submitting your application?**

Please don't hesitate to contact us:

Email: [gs@newcastle.edu.au](mailto:gs@newcastle.edu.au)  
Telephone: + 61 2 4921 8856  
Australia Toll free: 1800 88 21 21  
Facsimile: + 61 2 4921 8636