

Info Corner (Office for Prospective Students)

Postal address: Locked Bag 10, A'Beckett Street Post Office
 MELBOURNE VIC 8006
 Street address: Building 22, 330 Swanston Street, City Campus
 Telephone: (03) 9925 2260
 Email: study@rmit.edu.au
 Website: www.rmit.edu.au

SECTION 1: Program information

Information about RMIT University's programs is available from the RMIT University website (www.rmit.edu.au/programs) and program brochures. Brochures can be obtained from the Info Corner (Office for Prospective Students). OPS staff can provide information on all RMIT University programs. RMIT reserves the right to change fees without notice and to discontinue or vary the content of a program.

Please check the availability, program code, plan code, campus, study load (full or part-time), study mode (on campus, distance education/external), fee type and application closing dates for your preferred program prior to completing this application form. Depending on the program for which you are applying and your citizenship, application methods may vary. Please read Section 2 below carefully to ensure you are using the appropriate application form.

General Entrance Requirements

Please note that it is your responsibility to confirm the General Entrance Requirements and any extra requirements for the program for which you are applying. Refer to the relevant program information for further details.

SECTION 2: Am I eligible to apply using this application form?

This application form must only be used by applicants who are in the categories listed below. If you do not fit into any of these categories, go to Sect 3.

You must use this application form if you are:

- a) an Australian or New Zealand citizen, a permanent resident of Australia or the holder of a Permanent Humanitarian or Temporary Protection Visa and you are applying for:

TAFE	* a VCE Program
	* a part-time TAFE program
	* a full-time TAFE program not offered through VTAC
	* later-year entry into a TAFE program (e.g. 2nd year entry)
DEGREE PROGRAM	* a new degree program not offered through VTAC or at www.vtac.edu.au
	* a distance education degree program
POSTGRADUATE	* a postgraduate program offered by coursework except the Graduate Diploma of Education Early Childhood, Primary, or Secondary (for postgraduate research programs, contact the Info Corner)
MID-YEAR	* those programs having a mid-year intake (see www.rmit.edu.au/programs or check with the Info Corner in May to determine availability)

OR

- b) NOT an Australian or New Zealand citizen, a permanent resident of Australia, or the holder of a Permanent Humanitarian or Temporary Protection Visa and you are applying for a place in an RMIT University program taught by distance education.

SECTION 3: Other application methods
VTAC

The Victorian Tertiary Admissions Centre (VTAC) processes applications on behalf of RMIT University for applicants who are Australian or New Zealand citizens or permanent residents of Australia and for international students currently studying a standard approved Year 12 qualification (eg VCE, HSC, SACE or the International Baccalaureate) in an Australian state or territory. Apply through VTAC for the following RMIT University programs:

- * Degree programs (full-time and part-time) offered through VTAC or at www.vtac.edu.au
- * TAFE programs (full-time only) offered through VTAC or at www.vtac.edu.au (entry to first year only)
- * Graduate Diploma of Education in Early Childhood, Primary, or Secondary (full-time and part-time).

VTAC accepts timely applications until 28 September 2007, late applications until 16 November 2007 and very late applications until 14 December 2007.

Please note that late fees apply for late and very late applications. Please check the extra requirements details and deadlines carefully in the VTAC Guide 2008 and at www.vtac.edu.au. **VTAC:** 40 Park Street, South Melbourne VIC 3205. Telephone: 1300 364 133 (local call). Website: www.vtac.edu.au

RMIT International

All applicants who are **not** Australian or New Zealand citizens, permanent residents of Australia or holders of a Permanent Humanitarian or Temporary Protection Visa and who wish to apply to study in Australia at an RMIT University campus must apply through RMIT International (unless currently studying a standard approved Year 12 qualification (eg VCE, HSC, SACE or the International Baccalaureate) in an Australian state or territory.

RMIT International: Building 108, Level 4, 239 Bourke St, Melbourne VIC 3000. Telephone: (03) 9925 5156. Website: www.rmit.edu.au/international
 Email: isu@rmit.edu.au

SECTION 4: Closing dates for 2008 entry

Programs commencing in Semester 1 (applications open 12 August 2007)

TAFE	Undergraduate (except Honours)	Postgraduate (and Honours)
31 October or 7 January #	8 December	10 November ^

Programs commencing in Semester 2 (applications open 1 May 2008)

- * All available programs **31 May**

Please refer to program brochures to confirm the closing date for your chosen program.

^ Except the Graduate Diploma of Education in Early Childhood, Primary, or Secondary. See Section 2.

* Please confirm program availability with OPS in May or see www.rmit.edu.au/programs

Applications will continue to be accepted until all places have been filled. You are encouraged to lodge your application early.

SECTION 5: Application documentation

- * For your application/s to be properly assessed, you must provide certified copies of results from current or previous studies for each application. These must be certified as being true and correct copies of originals by either the issuing body or by those people qualified to accept a statutory declaration e.g. police, pharmacists, doctors, accountants etc. Do not submit original documents. Please note that this application and any supplementary documentation will become the property of RMIT University and may not be returned.
- * Applications may not be fully considered without result statements for all qualifications attempted or completed and proof of completion where applicable. If official documents are unobtainable, submit a statutory declaration. Failure to provide official academic records may result in the cancellation of any offer or enrolment by RMIT University.
- * If you are currently studying, forward copies of your results as soon as they are available to the Info Corner (Office for Prospective Students).
- * Please address all correspondence to the Info Corner (Office for Prospective Students), quoting your RMIT Student ID Number and application number/s.

RMIT University Qualifications

If you have attempted or completed TAFE studies at RMIT prior to 1983, higher education studies prior to 1982 or have studied at Phillip Institute of Technology or Melbourne Institute of Textiles, please provide certified copies of these results. Other RMIT results will be accessed directly by selection staff therefore it is not compulsory to provide them.

Overseas Qualifications

- * Applicants with overseas Year 12 qualifications must apply to the Victorian Curriculum and Assessment Authority to have them assessed for Australian equivalency. **VCAA**: 41 St. Andrews Place, East Melbourne VIC 3002. Telephone: (03) 9651 4300. Website: www.vcaa.vic.edu.au
- * Applicants with overseas tertiary qualifications must apply to the Overseas Qualifications Unit (OQU) or the National Office of Overseas Skills Recognition (NOOSR) to have them assessed for Australian equivalency. **OQU**: Telephone: (03) 9208 3317 or toll free 1800 110 109. Please ring for an appointment. E-mail: oqu@employment.vic.gov.au. Website: www.employment.vic.gov.au. No charges apply. **NOOSR**: GPO Box 1407, Canberra ACT 2601. Telephone: 1800 020 086 (free call). Website: <http://aei.dest.gov.au>. Fees apply.

Change of Name

If documents are in a previous name, submit a certified copy of documentary evidence of name change e.g. marriage certificate, deed poll.

Cancelling your application

You may cancel your application by advising the Info Corner (Office for Prospective Students) **in writing**.

SECTION 6: The selection process

The Admissions Office will send you a letter acknowledging receipt of your application and advising you of any outstanding requirements which must be met before your application can be fully considered. Your application will be forwarded to the program selection officer for assessment. The Admissions Office will advise you in writing of the outcome of your application. Please note that missing information can delay or prevent the processing of your application.

SECTION 7 : ACCESS and Equity schemes

Alternative Category Entry Selection Scheme (ACCESS): TAFE and Undergraduate entry only

RMIT University strongly encourages applicants who have experienced long-term hardship in the categories listed below to submit an ACCESS application in addition to their direct application. The ACCESS application form is available from, and must be submitted to the Info Corner (Office for Prospective Students) by 12 October 2007. Please obtain a copy of the ACCESS application form for further information.

The ACCESS categories are:

- * Non-English speaking background
- * Recognition as an indigenous Australian
- * Difficult family circumstances
- * Disadvantaged socio-economic background
- * Rural or isolated applicants
- * Disability or long-term medical condition
- * Temporary Protection Visa holder or asylum seeker

Please submit your ACCESS application with your Direct Application to the Info Corner (Office for Prospective Students) by 12 October 2007 for Semester 1 entry and 31 May for Semester 2 entry. ACCESS applications will continue to be accepted after the timely closing date until the program ceases to accept applications.

Postgraduate Coursework CSP Equity Places

RMIT has a limited number of Commonwealth Supported Places (CSP) for commencing postgraduate coursework students. Applicants must be Australian citizens, permanent residents of Australia, or holders of a Permanent Humanitarian Visa who can demonstrate special need or disadvantage, and who meet the entrance and equity criteria. Instead of paying full-fees, either up-front or with a FEE-HELP loan, the CSP equity place allows you to complete your program as a government-subsidised (CSP) student, with a choice of up-front, partial up-front or deferred payment options depending on your citizenship eligibility. Places will be awarded on the basis of academic merit, work experience and consideration of disadvantage. Applicants are encouraged to apply if they are Indigenous Australians, have a disability, are on a low income, are seeking to upgrade their qualifications due to precarious employment or unemployment or after child rearing, are women applying for study in non-traditional areas or are recent migrants on a low income.

In addition to this Direct Application Form, applicants must also complete the Postgraduate Coursework CSP Equity Application Form.

Further information and application forms can be found on our website at www.rmit.edu.au/admissions.

SECTION 8: Lodging your application

Please complete ONE application for each program for which you are applying. A complete set of certified documents must be submitted with each application. This application form must be signed and lodged with the Info Corner (Office for Prospective Students). No responsibility will be accepted for application forms submitted to other offices or for postal delays. Please note that missing information can delay or prevent the processing of your application.

C. Program Information

This refers to the program for which you are applying. Before completing this section of the form please check the availability of the program, program code, plan code, campus, study load, study mode and fee type. Please refer to the Information Sheet.

<p>Program Level (Tick ONE box only)</p> <table style="width:100%;"> <tr> <td style="width:33%; vertical-align: top;"> <p>TAFE PROGRAMS</p> <p><input type="checkbox"/> VCE (Year 11)</p> <p><input type="checkbox"/> VCE (Year 12)</p> <p><input type="checkbox"/> Certificate I</p> <p><input type="checkbox"/> Certificate II</p> </td> <td style="width:33%; vertical-align: top;"> <p>DEGREE PROGRAMS</p> <p><input type="checkbox"/> Certificate III</p> <p><input type="checkbox"/> Certificate IV</p> <p><input type="checkbox"/> Diploma</p> <p><input type="checkbox"/> Advanced Diploma</p> </td> <td style="width:33%; vertical-align: top;"> <p>POSTGRADUATE PROGRAMS</p> <p><input type="checkbox"/> Bachelor Degree</p> <p><input type="checkbox"/> Honours</p> <p><input type="checkbox"/> Graduate Certificate</p> <p><input type="checkbox"/> Graduate Diploma</p> <p><input type="checkbox"/> Masters by coursework</p> <p><input type="checkbox"/> Doctorate by coursework</p> </td> </tr> </table>			<p>TAFE PROGRAMS</p> <p><input type="checkbox"/> VCE (Year 11)</p> <p><input type="checkbox"/> VCE (Year 12)</p> <p><input type="checkbox"/> Certificate I</p> <p><input type="checkbox"/> Certificate II</p>	<p>DEGREE PROGRAMS</p> <p><input type="checkbox"/> Certificate III</p> <p><input type="checkbox"/> Certificate IV</p> <p><input type="checkbox"/> Diploma</p> <p><input type="checkbox"/> Advanced Diploma</p>	<p>POSTGRADUATE PROGRAMS</p> <p><input type="checkbox"/> Bachelor Degree</p> <p><input type="checkbox"/> Honours</p> <p><input type="checkbox"/> Graduate Certificate</p> <p><input type="checkbox"/> Graduate Diploma</p> <p><input type="checkbox"/> Masters by coursework</p> <p><input type="checkbox"/> Doctorate by coursework</p>					
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<p>Program Code (e.g. BP987) Plan Code (e.g. BP987ABC)</p> <p> <input style="width:50px; height:20px;" type="text"/> <input style="width:50px; height:20px;" type="text"/> </p>										
<p>Program Name (e.g. Bachelor of Accountancy)</p> <p><input style="width:100%; height:20px;" type="text"/></p>										
<p>Plan Name (If applicable)</p> <p>Some programs may require you to nominate a stream of study e.g. Applied Language, Interpreting & Translating, Fine Art and Nursing programs.</p> <p><input style="width:100%; height:20px;" type="text"/></p>										
<p>If applying for the VCE program, list the VCE studies in which you are interested below</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; height:20px;"></td> <td style="width:33%; height:20px;"></td> <td style="width:33%; height:20px;"></td> </tr> <tr> <td style="width:33%; height:20px;"></td> <td style="width:33%; height:20px;"></td> <td style="width:33%; height:20px;"></td> </tr> </table>										
<p>Campus/Site On which campus/site is the program conducted?</p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> Bairnsdale</td> <td><input type="checkbox"/> Bundoora</td> <td><input type="checkbox"/> Hamilton</td> <td><input type="checkbox"/> Sale</td> </tr> <tr> <td><input type="checkbox"/> Brunswick</td> <td><input type="checkbox"/> City</td> <td><input type="checkbox"/> Point Cook</td> <td><input type="checkbox"/> None of the above but wish to study at RMIT (distance education)</td> </tr> </table>			<input type="checkbox"/> Bairnsdale	<input type="checkbox"/> Bundoora	<input type="checkbox"/> Hamilton	<input type="checkbox"/> Sale	<input type="checkbox"/> Brunswick	<input type="checkbox"/> City	<input type="checkbox"/> Point Cook	<input type="checkbox"/> None of the above but wish to study at RMIT (distance education)
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<p>Attendance Mode</p> <p><input type="checkbox"/> Internal (on campus)</p> <p><input type="checkbox"/> External (distance education)</p> <p>Please note: Not all programs are available in both internal and external mode. Please check program information carefully.</p>	<p>Fee Type</p> <p>Please note: Most RMIT postgraduate coursework programs do not have Government-subsidised (i.e. CSP) places available. Please check program literature for applicable fees.</p> <p> <input type="checkbox"/> Full-fee place (i.e. student covers full program costs) <input type="checkbox"/> Commonwealth Supported Place (CSP) <input type="checkbox"/> Government-funded TAFE place </p> <p>Information on Fee Type eligibility is available from www.rmit.edu.au/domesticfees</p>	<p>Study Load</p> <p>Please note: Not all programs are available both full and part-time. Please check program information carefully.</p> <p> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time </p>								
<p>If claiming exemptions from part of this program, please indicate on which basis</p> <p> <input type="checkbox"/> Work experience <input type="checkbox"/> Previous study <input type="checkbox"/> TAFE Higher Year Entry (e.g. 2nd year) </p>										

D. Academic Record Information

Please provide certified copies of all academic documents for each application. Do not submit original documents. Please note that this application and any additional documentation will become the property of RMIT University and may not be returned.

If applying for postgraduate Nursing programs, please attach evidence of any completed single courses and your practising certificate.

Applications may not be fully considered without providing:

- Result statements for all programs and courses attempted/completed
- Proof of successful completion of academic qualification/s
- An assessment of any overseas qualification/s

(Refer to Section 5 of the Direct Application Information Sheet for further details.)

List all academic qualifications previously attempted or completed

FULL NAME OF QUALIFICATION	DURATION (YEARS)	FULL NAME OF INSTITUTION (PLEASE DO NOT ABBREVIATE)	STATE/COUNTRY	DATE COMMENCED STUDY	DATE COMPLETED STUDY	FULL OR PART-TIME (F / P)	SUCCESSFULLY COMPLETED ENTIRE PROGRAM? YES / NO

List details of all current studies for which you are awaiting results (including Year 12)

When released, please forward certified copies of these documents to the Info Corner (Office for Prospective Students), quoting your application number (see Section 5).

FULL NAME OF QUALIFICATION	DURATION (YEARS)	FULL NAME OF INSTITUTION (PLEASE DO NOT ABBREVIATE)	STATE/COUNTRY	DATE COMMENCED STUDY	FULL OR PART-TIME (F / P)	NUMBER OF COURSES AWAITING RESULTS	APPROXIMATE DATE RESULTS WILL BE RELEASED	WILL ALL REQUIREMENTS FOR AWARD OF THIS QUALIFICATION BE COMPLETED IF COURSES LISTED ARE PASSED? YES / NO

Have you been excluded for academic reasons from RMIT University or any other college or university?

Yes
 No
 If yes, please attach reasons

E. Employment Information

Relevant Employment History

If you wish your work experience to be considered, please complete this section. You may wish to attach further professional information such as curriculum vitae or letters of support from employers.

DURATION		COMPANY/EMPLOYER	POSITION & DUTIES
FROM (DD/MM/YY)	TO (DD/MM/YY)		

Relevant Memberships and/or Affiliations (including trade or professional organisations)

Organisation: Your status:
 Organisation: Your status:

F. Personal Statement

Give reasons for wanting to undertake this program and provide any other information which may assist the Selection Officer in reaching a decision. Please attach details on an A4 sheet of paper if the space below is inadequate and ensure your full name, date of birth, RMIT Student ID number (if applicable) and the program for which you are applying are clearly noted on all attachments.

G. Statistical Data

1. Did you attend Year 12?

Please tick one of the following:

- Yes attended Year 12
- No, did not attend Year 12
- Unknown

If you attended Year 12, please supply the following information:

Year 12 State
Year 12 Year Attended
Year 12 School Name
Year 12 Student Number

2. Have you ever attended another Higher Education Institution?

Please tick one of the following:

- Yes, attended another Higher Education Institution
- No, did not attend another Higher Education Institution
- Unknown

If you attended another Higher Education Institution please supply the following information:

Name of Higher Education Institution
.....
Higher Education Institution Year Attended
.....
Higher Education Institution Student Number
.....

H. Applicant Declaration

Privacy Statement

RMIT University is providing you with this notice because the University and Department of Education, Sciences and Training (DEST) are seeking personal information about you in this application form.

The University needs this information so that it can fully and properly assess your application for study and administer any subsequent enrolment in accordance with its policies and procedures. RMIT is required under law to collect and report enrolment details to State and Federal Government agencies that include the Federal Department of Education, Science and Training; the Victorian Department of Education and Training; Centrelink; the Department of Immigration, and Multicultural, and Indigenous Affairs; and Australian Taxation Office. Student data may also be accessed for conducting duly authorised research. In such instances the identity of individuals will not be disclosed in any resulting report or publication unless specifically authorised by the individual concerned. Information is also released to external agencies for bulk mail outs and debt collection activities. These organizations are required to provide the same privacy safeguards as RMIT.

DEST needs this information for the purpose of assessing your entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to you. RMIT will disclose this information to the Department of Education, Sciences and Training (DEST) for those purposes. DEST will store the information securely in the Higher Education Information Management System. DEST may disclose the information to the Australian Taxation Office (ATO).

Neither RMIT nor DEST will otherwise disclose the information without consent, unless required or authorised by law.

The information requested must be supplied and will be held by the Academic Registrar. Please note that failure to do so, or to supply only part of it, may result in RMIT not being able to properly assess your application for study and administer any subsequent enrolment, and you may not receive relevant information and correspondence important to your application and/or studies. Supply of incomplete, misleading, or false information may result in the cancellation of your application.

I authorise the University to obtain further information relating to my application from third party organisations eg: QualSearch and the Victorian Tertiary Admissions Centre (VTAC). QualSearch is a service that allows participating institutions to electronically verify academic qualifications from other participating institutions. For more information please see www.qualsearch.com.au

You have the right to request access to and/or correct any personal information concerning you held by the University. Routine enquires about, or changes to your personal information should be submitted in writing to the Info Corner (Office for Prospective Students) at Locked Bag 10, A'Beckett Street Post Office, Melbourne VIC 8006. Any other requests for access may require a formal application under the Freedom of Information (FOI) Act 1982. Such requests should be directed in writing to the Academic Registrar, GPO Box 2476V, Melbourne VIC 3001. FOI requests should be directed in writing to the Legal Services Group, RMIT University, GPO Box 2476V, Melbourne VIC 3001.

This application is not valid unless signed and dated. If you are signing this application on behalf of the applicant, a certified copy of your authority to act on their behalf must be attached.

I have read and understood the above statement and accept its conditions.

Signature

Date

