

Post to: Admissions, Locked Bag 10, A'Beckett Street Post Office  
MELBOURNE VIC 8006  
Telephone: +61 3 9925 2260  
Email: [study@rmit.edu.au](mailto:study@rmit.edu.au) (enquiries only)  
[www.rmit.edu.au](http://www.rmit.edu.au)

Please read the information below before completing the 2011 Direct application form.

---

## SECTION 1: Program information

Information about RMIT University's programs is available at [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

Please check the following information about your preferred program before completing the 2011 Direct application form:

- availability
- program code
- campus
- study load (full-time or part-time)
- delivery mode (on campus, distance education/external)
- fee type
- application closing dates.

Also, please confirm the general entrance requirements and any extra requirements for the program for which you are applying.

---

## SECTION 2: Who should complete the 2011 Direct application form?

This application form must **only** be used by applicants who are:

- Australian citizens
- New Zealand citizens
- Permanent Residents of Australia
- Permanent Humanitarian Visa holders
- None of the above but applying for a distance education program (off-campus/online)

This form should be used to apply for:

- bachelor degrees, honours, associate degrees, double degrees and distance education programs not offered through VTAC in Semester 1. See [www.vtac.edu.au](http://www.vtac.edu.au)
- RMIT University engineering students who wish to articulate to a degree program under the articulation pathway scheme
- postgraduate programs - postgraduate by coursework programs except for the Graduate Diploma of Education (Early Childhood, Primary or Secondary)
- **midyear entry** - programs with a midyear (Semester 2) intake. See [www.rmit.edu.au/midyear](http://www.rmit.edu.au/midyear)

### RMIT International Services

All applicants who do not fit in the categories above, but who wish to apply to study **on campus** at RMIT must apply through RMIT International Services. For further information on how to apply please see the RMIT International Services website at [www.rmit.edu.au/programs/international](http://www.rmit.edu.au/programs/international) or email [isu@rmit.edu.au](mailto:isu@rmit.edu.au)

---

## SECTION 3: Application closing dates

### Semester 1 2011

Degree programs (except honours)	Postgraduate programs (and honours)
1 December 2010	10 November 2010

### Semester 2 2011

Degree programs	Postgraduate programs
31 May 2011	31 May 2011

To confirm the programs offered at midyear, please visit [www.rmit.edu.au/midyear](http://www.rmit.edu.au/midyear)

**Note:** Applications for Semester 1 entry open on **8 August 2010**. Applications for Semester 2 entry open on **1 May 2011**.

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

---

## SECTION 4: Supporting documentation

In order for your application to be properly assessed, you must provide certified copies of results from other institutions for 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. For further information please see the RMIT website at [www.rmit.edu.au/students/certifiedcopy](http://www.rmit.edu.au/students/certifiedcopy)

Please **do not** submit original documents as these cannot be returned to you.

**Please note** that failure to provide official academic records may result in the cancellation of any offer or enrolment by RMIT University.

### RMIT University qualifications

If you are currently studying at RMIT University, your academic results will be accessed directly by selection staff and therefore it is not compulsory for you to provide them.

### Overseas qualifications and documentation

Applicants with overseas Year 12 qualifications must apply to the Victorian Curriculum and Assessment Authority to have them assessed for Australian equivalency. For further information please visit the VCAA website at [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

Applicants with overseas tertiary qualifications must apply to the Overseas Qualifications Unit (OQU) to have them assessed for Australian equivalency. For more information visit the OQU website at [www.employment.vic.gov.au](http://www.employment.vic.gov.au) or telephone 1800 042 745. **The assessment of your qualification may take up to 12 weeks.**

### Submitting additional supporting documentation

If submitting additional supporting documentation you should complete a *Submission of supporting documents* cover sheet available at [www.rmit.edu.au/programs/apply/forms](http://www.rmit.edu.au/programs/apply/forms) and post your documents to Admissions so they can be correctly matched to your application form. A complete set of supporting documents should be submitted for each application you have submitted.

### 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. Failure to provide this information may delay the processing of your application.

### Cancelling your application

You may cancel your application by advising Admissions in writing.

---

## SECTION 5: Fees

There are two types of fee places that you may apply for: Commonwealth supported places (CSP) and full-fee places.

The fee option that you select may depend on the program type and fee availability. Before applying please check the program information and brochures for further information. To confirm fee type and tuition fees payable please go to [www.rmit.edu.au/programs/fees](http://www.rmit.edu.au/programs/fees)

---

## SECTION 6: The selection process

Admissions will send you a letter acknowledging receipt of your application. Your application will be forwarded to the program selection officer for assessment. Admissions will advise you in writing of the outcome of your application shortly after the closing date.

---

## SECTION 7: ACCESS and equity schemes

RMIT University strongly encourages applicants who have experienced long-term hardship to submit an ACCESS application for TAFE and degree programs, in addition to their direct application. The *ACCESS application* form is available from Info Corner. The form must be submitted by post to Admissions or hand delivered to Info Corner by **8 October 2010** (Semester 1) or **31 May 2011** (Semester 2). RMIT also has a limited number of Commonwealth supported places (CSP) for commencing postgraduate coursework students who can demonstrate special need or disadvantage and who meet the entrance and equity criteria.

For more information and how to apply see [www.rmit.edu.au/programs/apply/equity](http://www.rmit.edu.au/programs/apply/equity)

---

## SECTION 8: Lodging your application

Please complete **one** application for each program for which you are applying and submit your application as indicated below. A complete set of certified documents must be submitted with each application. 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.

Return this completed form and all supporting documentation to:

#### Postal address:

Admissions, RMIT University  
Locked Bag 10  
A'Beckett Street Post Office  
Melbourne VIC 8006

#### In person:

Applicant drop box  
Info Corner  
Building 22, City campus  
330 Swanston Street (corner La Trobe Street), Melbourne  
Telephone: +61 3 9925 2260  
Email: [study@rmit.edu.au](mailto:study@rmit.edu.au) (enquiries only)

**Note:** Emailed or faxed applications cannot be accepted.

Please tear off and retain this page

Post to: Admissions, Locked Bag 10, A'Beckett Street Post Office  
 MELBOURNE VIC 8006  
 Telephone: +61 3 9925 2260  
 Email: [study@rmit.edu.au](mailto:study@rmit.edu.au) (enquiries only)  
[www.rmit.edu.au](http://www.rmit.edu.au)

PLEASE COMPLETE THIS FORM USING BLOCK LETTERS

## SECTION A: Personal information

Have you ever applied for or been enrolled in a program at RMIT?  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.

Student no. (if known) Title Date of birth (DD/MM/YY) Your age as at 1 January 2011

\_\_\_\_\_

Family name/surname

\_\_\_\_\_

Gender

Male  Female

Given name/s

\_\_\_\_\_

Preferred name/s (if different from above)

\_\_\_\_\_

Previous name/s (if any)

\_\_\_\_\_

### Your citizenship (please select one of the following)

Australian citizen

Special Category Visa holder (sub-class 444, New Zealand citizen)

Permanent Resident of Australia – You hold a Permanent Residency Visa granted by the Department of Immigration and Citizenship

Date Permanent Residency granted

Refer to your visa e.g. 20/11/08

\_\_\_\_\_

Permanent Humanitarian Visa holder

East Timorese asylum seeker – prior to applying applicants should contact the Equity and Diversity unit to confirm eligibility. Tel. +61 3 9925 3181

None of the above but I wish to study at RMIT University by distance education.

If you do not fall into any of the above categories, do not use this form. You must apply directly to RMIT International Services. Refer to Section 2 of this form.

## SECTION B: Address and contact information

### Postal address

Address

\_\_\_\_\_

\_\_\_\_\_

City/Suburb

\_\_\_\_\_

State

\_\_\_\_\_

Postcode

\_\_\_\_\_

Country

\_\_\_\_\_

**Permanent home address**  same as above (Street address only. No PO boxes)

Address

\_\_\_\_\_

\_\_\_\_\_

City/Suburb

\_\_\_\_\_

State

\_\_\_\_\_

Postcode

\_\_\_\_\_

Country

\_\_\_\_\_

### Contact information (at least one contact telephone number is required to process your application)

Private telephone

\_\_\_\_\_

Please advise Admissions in writing immediately if you change your address or contact details.

Mobile telephone

\_\_\_\_\_

Email

\_\_\_\_\_

### Admissions use only

\_\_\_\_\_

S/M RMIT student no.

Application no.

\_\_\_\_\_

\_\_\_\_\_



## SECTION 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 a curriculum vitae or letters of support from employers.

Duration		Company/employer	Position and 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:	

## SECTION F: Personal statement

You may wish to provide a statement in support of your application. The statement should demonstrate your motivation and commitment to study, your knowledge of the program and include any relevant work experience information. If the space below is inadequate, please attach details on an A4 sheet of paper and ensure your full name, date of birth and the program for which you are applying are clearly noted on all attachments.

---

---

---

---

---

---

## SECTION G: Statistical data

**1. Did you attend Year 12?** Only complete if you attended secondary school in Australia.

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. Did you complete Year 12?** Only complete if you attended secondary school in Australia.

Yes  No If yes, please provide your tertiary entrance score e.g. ENTER/ATAR

**3. Have you completed and been awarded the International Baccalaureate Diploma or Bilingual International Diploma?**

Yes  No If yes, what was your aggregate score?

**4. Have you ever attended another higher education institution?** Only complete if you attended a higher education institution in Australia.

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

## 5. Country of birth

In which country were you born?

If you were not born in Australia, in which year did you arrive?

## 6. Do you speak a language other than English at home?

No, English only     Yes, other (please specify)

## 7. Are you of Aboriginal or Torres Strait Islander origin?

No     Yes – Aboriginal     Yes – Torres Strait Islander     Yes – both Aboriginal and Torres Strait Islander

## 8. Disabilities

Do you have a disability, impairment or long-term medical condition which may affect your studies?

Yes     No

If you answered **yes**, please indicate the area of impairment by ticking one of the following:

Hearing     Mobility     Medical     Learning     Vision     Other

If you answered **yes**, are you likely to require support services, special equipment or facilities to assist you in your studies?

Yes     No

## 9. What education have you completed or attempted?

Please provide answers for each of the following eight questions:

### 9a. Postgraduate program of any type (higher doctorate, PhD, master, preliminary or qualifying, graduate diploma, graduate certificate, etc).

Please tick one of the following:  Never commenced     Commenced but not all requirements completed     Completed all requirements for award

Please indicate last enrolment year     Was it completed in Australia?  Yes     No

### 9b. Bachelor degree program.

Please tick one of the following:  Never commenced     Commenced but not all requirements completed     Completed all requirements for award

Please indicate last enrolment year     Was it completed in Australia?  Yes     No

### 9c. Diploma or associate teachers diploma undertaken at a CAE university, teachers college, institute of technology, institute of advanced education or institute of tertiary education.

Please tick one of the following:  Never commenced     Commenced but not all requirements completed     Completed all requirements for award

Please indicate last enrolment year     Was it completed in Australia?  Yes     No

### 9d. Diploma or associate diploma undertaken at TAFE (Technical and Further Education) college or technical college.

Please tick one of the following:  Never commenced     Commenced but not all requirements completed     Completed all requirements for award

Please indicate last enrolment year     Was it completed in Australia?  Yes     No

### 9e. TAFE award other than above undertaken at TAFE college, technical college, CAE institute of technology, institute of advanced education or institute of tertiary education. (Do not include secondary education, hobby/recreation/leisure or personal enrichment courses or programs.)

Please tick one of the following:  Never commenced     Commenced but not all requirements completed     Completed all requirements for award

Please indicate last enrolment year     Was it completed in Australia?  Yes     No

**9f. Undertook the final year of secondary education at a TAFE college, technical college, evening school, evening college, CAE institute of technology, institute of advanced education or institute of tertiary education.**

Please tick one of the following:  Did not undertake final year  Completed final year

In which year did you complete the final year of secondary education?  Was it completed in Australia?  Yes  No

**9g. Undertook the final year of secondary education at a high school, technical high school or secondary college.**

Please tick one of the following:  Did not undertake final year  Completed final year

In which year did you complete the final year of secondary education?  Was it completed in Australia?  Yes  No

**9h. Hold a qualification or certificate of attainment or competence not listed above.**

Please tick one of the following:  No  Yes

In which year were the requirements for the qualification or certification completed?  Was it completed in Australia?  Yes  No

**10. Address details.** Complete this section only if you are applying for a degree or postgraduate program and you attended a secondary school in Australia.

What was the suburb/town and postcode of your home address during your last year of secondary study?

Suburb/town/locality  Postcode

---

## SECTION H: Applicant declaration

### Privacy statement

RMIT University is providing you with this statement because RMIT University and the Department of Education, Employment and Workplace Relations (DEEWR) are seeking personal information about you in this application form.

**RMIT University** needs this information so it can:

- fully and properly assess your application for study and administer any subsequent enrolment in accordance with its policies and procedures
- collect and report enrolment details to State and Australian Government agencies that include the Department of Education, Employment and Workplace Relations; the Department of Immigration and Citizenship; Skills Victoria; Centrelink; and the Australian Taxation Office.

RMIT may also:

- access student data 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
- release data to authorised external agencies to conduct mailouts and debt collection activities. These organisations are required to provide the same privacy safeguards as RMIT.

**DEEWR** 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 DEEWR for the above purposes. DEEWR will store the information securely in the Higher Education Information Management System and may disclose the information to the Australian Taxation Office (ATO).

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

The full text of RMIT University's privacy statement is available at [www.rmit.edu.au/privacy](http://www.rmit.edu.au/privacy)

### Applicant certification

Please read and sign the following applicant certification. 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 agree that:

- I have read and understood the above statement and accept its conditions
- I will be bound by the statutes, regulations, standards of conduct and policies of the University as amended from time to time
- I consent to receiving information electronically from the University.

I acknowledge that:

- the information supplied regarding my application is correct and complete
- the submission of incorrect or incomplete information may result in the withdrawal of any offer and/or cancellation of enrolment at any stage
- it is my responsibility to provide all relevant and required documentary evidence of my qualifications.

I authorise RMIT University to:

- obtain further information with respect to my application from other organisations and through 'QualSearch'
- provide information to government, educational, health and other relevant institutions, in the processing of, or in conjunction with my application.

Signature

Date

\_\_\_\_\_

--	--	--	--	--	--	--	--	--	--

---

## SECTION I: Application checklist

Please ensure you complete this checklist as assessment will be delayed or not processed without all information.

I have:

- completed **all** relevant sections of the *2011 Direct application form*
- confirmed and listed the program details by the correct program name and program code
- attached certified copies of my qualifications and academic transcripts
- attached evidence of my name change (if applicable)
- signed and dated the Applicant declaration section above.