



2011 Direct Application Information Sheet - Higher Education

PROGRAM INFORMATION

Information on the University of Ballarat's programs and services is available from www.ballarat.edu.au/prospective or by contacting Student Recruitment via email at info@ballarat.edu.au or on 1800 811 711.

Prior to completing this form, you must check the application method, UB program code, campus, attendance type (full or part-time), closing dates, entry requirements and extra requirements for your preferred program.

Please note that it is your responsibility to confirm the entry requirements and any extra requirements for the programs you are applying for. Further information regarding entry and extra requirements can be found at www.ballarat.edu.au/programfinder.

WHO CAN USE THIS FORM?

Application methods may vary depending on the program you are applying for and your citizenship status. Please read the information below carefully to ensure you are using the appropriate application form.

This form may only be used by applicants who are Australian or New Zealand citizens or permanent residents of Australia including holders of a Permanent Humanitarian Visa.

You may apply using this form if you are:

- > A current University of Ballarat student wishing to undertake another program within the University
- > Applying for Postgraduate programs offered by coursework, excluding Graduate Diploma of Education (Secondary)
- > Applying for mid year entry (see www.ballarat.edu.au/midyear for availability)
- > Applying for programs not offered through VTAC

If you do not fit into any of the above categories, please refer to the 'Other Application Methods' section below.

OTHER APPLICATION METHODS

VTAC

The Victorian Tertiary Admissions Centre (VTAC) processes applications on behalf of the University of Ballarat for applicants who are Australian or New Zealand citizens or permanent residents of Australia including holders of a Permanent Humanitarian Visas and for International students studying in the year of application a standard year 12 qualification or International Baccalaureate (IB) in Australia and are applying for:

- > Undergraduate Degree programs listed in the VTAC Guide 2011
- > Graduate Diploma of Education (Secondary)

VTAC

40 Park Street, SOUTH MELBOURNE VIC 3205
Telephone: 1300 364 133
www.vtac.edu.au

INTERNATIONAL STUDENT PROGRAMS

If you are not currently a permanent resident of Australia or New Zealand (and are not currently studying year 12) please contact International Student Programs, University of Ballarat, Mt Helen Campus, +61 3 5327 9018 or www.ballarat.edu.au/international.

RESEARCH

Higher Degree by Research applicants should contact the Research and Graduate Studies Office on (03) 5327 9508 or www.ballarat.edu.au/research.

TAFE

For all TAFE applications please refer to www.ballarat.edu.au/apply or contact Student Recruitment on 1800 811 711.

CLOSING DATES FOR 2011

Semester 1 applications close Friday 12 November 2010 Late application may be accepted

(Note: Closing date for Graduate Certificate in Occupational Hazard Management & Graduate Diploma in Occupational Hazard Management is Monday 11 October 2010).

Midyear applications close Friday 15 July 2011

For closing dates of other terms please contact the relevant program Selection Officer via 1800 811 711.

Applications after these closing dates may be considered depending on program vacancies. Applicants are encouraged to complete and return applications as early as possible.

Please note some extra requirements and supplementary forms may be required prior to these dates.

SUPPORTING DOCUMENTATION

All applicants are advised to attach a Curriculum Vitae/Resume and one A4 sheet detailing additional information to their application. An interview may be required to discuss your application, or clarify any details listed on your application. If an interview is required, the Selection Officer will contact applicants either by telephone or in writing.

Please note that it is your responsibility to confirm the entry requirements and any extra requirements for any programs you are applying for. Applicants who do not fulfil these requirements will not be considered for selection. Further information regarding extra requirements can be found at www.ballarat.edu.au/programfinder.

You **MUST** provide **CERTIFIED COPIES** of any previous qualifications and/or any other supporting documentation in relation to your application. The University of Ballarat will not return the documents you submit with your application. It is therefore important you do not submit original documents with your application. Copies of originals may be certified by:

- > A registered accountant
- > Bank manager
- > Barrister, solicitor or patent attorney
- > Police officer in charge of a police station, or the rank of Sergeant or above
- > Postal manager
- > Principal of an Australian secondary college, high school or primary school

CONSIDERATION ON EQUITY GROUNDS

If you feel that your eligibility for entry was lowered by circumstances during your education (for example: you having a disability; being from a non-English speaking background; being rural or isolated; being affected by financial hardship; or having a major setback during your studies) you can ask for this to be taken into account when your application is considered. Please attach an additional personal statement to your application. For more information contact the Manager, Equity and Equal Opportunity on (03) 5327 9357; the Disability Liaison Officer on (03) 5327 9757 or the Admissions Co-ordinator on (03) 5327 9552.

SCHOLARSHIPS AT UB

For information on scholarships and awards offered by the University of Ballarat, please refer to www.ballarat.edu.au/scholarships

LODGING YOUR APPLICATION

Prior to submitting the form check you have completed the following:

- ☐ Read and retained these information sheets
- ☐ Completed all sections of the application form
- ☐ Attached certified copies of required documentation
- ☐ Completed any extra requirements
- ☐ Signed the application form

The application form must be signed and submitted to:

Admissions

Student Administration – Mt Helen Campus

University of Ballarat

P O Box 663

BALLARAT VIC 3353

No responsibility will be accepted for applications submitted to other offices. Please note that missing information can delay or prevent the processing of your application.

Please tear off and retain these information sheets.



2011 Direct Application For Admissions Form - Higher Education

Have you previously applied or been enrolled at the University of Ballarat?
 (University of Ballarat, Ballarat University College or Ballarat College of Advanced Education)

YES ☐ NO ☐

If yes please state UB Student ID number (if known)

If you are a current VTAC applicant (2010-2011),
 please state your VTAC number:

BIOGRAPHICAL DETAILS

PERSONAL DETAILS

Title <input type="text"/>	First Name <input type="text"/>
Middle Names <input type="text"/>	Family/Surname <input type="text"/>
Previous Name (if applicable) <input type="text"/>	Date of Birth (dd/mm/yyyy) <input type="text"/>
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Country of Birth <input type="text"/>

Office Use Only

Received Stamp

School

Program Codes

UB Student ID

Entered ____/____/____

Sent to School ____/____/____

CONTACT INFORMATION

Mailing Address <input type="text"/>	
City/Suburb <input type="text"/>	State <input type="text"/> Postcode <input type="text"/>
Country (if not Australia) <input type="text"/>	
Mobile Phone <input type="text"/>	Home Phone <input type="text"/>
Email <input type="text"/>	

REGIONAL

CITIZENSHIP STATUS

- ☐ Australian Citizen*
 ☐ New Zealand Citizen
 ☐ Permanent resident of Australia**
- ☐ Humanitarian Visa**
 ☐ OTHER (please specify) _____

* Certified copy of citizenship certificate to be attached to application if an Australian citizen born overseas

**Certified copy of passport and visa to be attached to application

Please note that we will be unable to process your application without the required documents.

Are you of Australian Aboriginal or Torres Strait Islander descent?

☐ No
 ☐ Yes, Aboriginal descent

☐ Yes, Torres Strait Islander descent

☐ Yes, both Aboriginal and Torres Strait Islander descent

PROGRAM INFORMATION

FIRST PROGRAM PREFERENCE

Start Date

☐ Semester 1 (March 2011)
 ☐ Semester 2 (July 2011)
 ☐ Other (Spring, Summer, Winter)

Program Code

Program Name

Strand Name (if applicable)

Attendance Type (tick one)

☐ Full-time
 ☐ Part-time

Campus Attending (tick one)

☐ Camp Street
 ☐ Horsham
 ☐ Mt Helen
 ☐ SMB
 ☐ MIT Sydney
 ☐ MIT Melbourne
 ☐ East Gippsland

Office Use Only

Application Number

Sent to SO ____/____/____

SO Assessed ____/____/____

☐ Approve
 ☐ Deny

Notes:

SECOND PROGRAM PREFERENCE

Start Date

☐ Semester 1 (March 2011)
 ☐ Semester 2 (July 2011)
 ☐ Other (Spring, Summer, Winter)

Program Code

Program Name

Strand Name (if applicable)

Attendance Type (tick one)

☐ Full-time
 ☐ Part-time

Campus Attending (tick one)

☐ Camp Street
 ☐ Horsham
 ☐ Mt Helen
 ☐ SMB
 ☐ MIT Sydney
 ☐ MIT Melbourne
 ☐ East Gippsland

Office Use Only

Application Number

Sent to SO ____/____/____

SO Assessed ____/____/____

☐ Approve
 ☐ Deny

Notes:

SUPPORTING INFORMATION

ACADEMIC HISTORY

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SECONDARY EDUCATION

What is the highest level of secondary studies you have completed or attempted? (please tick)

☐ VCE ☐ HSC ☐ IB ☐ VCAL ☐ Other (please specify) _____

Were these studies undertaken in Australia? (please tick) ☐ Yes ☐ No, please name country _____

Please enter details of the highest level of your secondary studies in the table below

Year attempted/ completed eg: 2004	Name of School	State	Completed Yes/No

POST-SECONDARY EDUCATION

List all academic qualifications previously attempted or completed

Year Started	Year Completed	Name of Institution	Name of Qualification	State/ Country	Successful Completion Yes/No

EMPLOYMENT HISTORY

If you wish for your work history to be considered, please complete this section. You may also attach further information such as a Curriculum Vitae/Resume or letters of support.

From (year)	To (year)	Employer/Company	Position	Duties/Responsibilities

PERSONAL STATEMENT

Please state why you are interested in studying your preferred program.

CONSIDERATION ON EQUITY GROUNDS

Do you wish to apply for consideration on equity grounds?

☐ YES (please attach an additional personal statement) ☐ NO

PRIVACY

The information being sought in this form is collected for the purposes of processing your application and for the supply to you of educational services. The information will be held by the University of Ballarat and may be accessed and used by people employed or engaged by the University. The information may be used or disclosed to others where required or authorised by law. The provision of the information is voluntary, but if this information is not provided, the University may be unable to process your application or provide services to you. You have a right of access to, and correction of, your personal information, subject to any exceptions in relevant legislation. Please direct any enquiries you may have in relation to privacy to the University's Privacy Officer at privacyofficer@ballarat.edu.au or telephone (03) 5327 9506.

APPLICANT DECLARATION

I understand that:

- > The University of Ballarat is collecting the information on this form for the purposes of processing my application and for the supply of educational services, including for the purposes of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me;
- > The University of Ballarat will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes;
- > DEEWR will store the information securely in the Higher Education Information Management System;
- > DEEWR may disclose the information to the Australian Taxation Office (ATO); and
- > Personal information about me may be disclosed by the University of Ballarat and DEEWR to others where required or authorised by law.
- > I declare that I have read the instructions and that all information submitted is correct and complete.
- > I acknowledge that the provision of incorrect information may result in the withdrawal by the University of Ballarat of any place which may be offered.

Signature: _____ Date: ____/____/____

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