



Thank you for your interest in applying for a course at Victoria University.

## THIS APPLICATION FORM IS FOR **CERTIFICATE I to III** COURSES ONLY

### AND you are:

- an Australian citizen
- a New Zealand citizen who will be a resident within Australia during studies
- a Holder of a Permanent Visa, residing within Australia during your studies
- Currently enrolled VU students transferring to another VU course\*.

\*International student visa holders **must** contact VU international for transfers.

Applicants for all other courses, except Research degrees, apply via our online Admissions Centre ([gotovu.custhelp.com/app/landing](http://gotovu.custhelp.com/app/landing)).

**Non-residents** should contact VU International on +613 9919 1164 or email [international@vu.edu.au](mailto:international@vu.edu.au) for assistance. Visit [www.vu.edu.au/international](http://www.vu.edu.au/international) for more info.

Check the relevant Course Index at [www.vu.edu.au/forms](http://www.vu.edu.au/forms) for more information on available courses and **any extra application requirements** for courses of interest. –For courses requiring completion of a supplementary information form, these can be downloaded from [www.vu.edu.au/supplementary-forms](http://www.vu.edu.au/supplementary-forms).

## SECTION A - PERSONAL INFORMATION

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender:  M  F

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_ Email address: \_\_\_\_\_

## POSTAL ADDRESS

Number and street name or PO Box: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Is your postal address different from your residential address?

- Yes (please provide residential address below)  No (skip residential address below)

## RESIDENTIAL ADDRESS

Number and street name: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Is your residential address your permanent address or a temporary address where you stay while studying?

**Permanent** or **Temporary** (Please circle)

## VU STUDENTS

Do you have a Victoria University student ID?

- No  Yes - Student ID (if known):

Are you a current VU student applying to transfer to another VU course?  No  Yes

## SPECIAL CONSIDERATION FOR ADMISSION

We believe that course applications should be assessed on a range of factors. As part of your application you may wish to apply for Special consideration under the following categories:

- Applicant from a rural or isolated area
- Disability or medical condition
- Disadvantaged financial background
- Difficult circumstances
- Mature Age consideration
- Men and women in under-represented disciplines
- Non-English speaking background
- Recognition as an Indigenous Australian

The Direct Admission Special Consideration application form is available at [www.vu.edu.au/special-consideration](http://www.vu.edu.au/special-consideration).

Are you completing a Direct Admission Special Consideration application form?  YES  NO

## SECTION B – COURSE DETAILS

Please **tick** which course type you are applying for.

Certificate I  Certificate II  Certificate III

Please indicate the course you would like to study. Use the course name and additional details as they appear in the relevant Course Index

Course name		Preferred location
		1.
Course code	Study mode - full time, part time	
		2.

Would you consider studying at another location, if your preferences are not available?  YES  NO

If you wish to apply for multiple courses, you will need to complete a separate application form for each course.

## SECTION C – STATEMENT OF INTEREST

Please attach a written statement of 500 words or less, indicating your interest in this course and what you would like to achieve from your studies.

Your statement of interest could include:

- Your reasons for selecting this course.
- Your knowledge of the industry to which it's related.
- What you hope to achieve by undertaking study in this field.
- The type of career path you would like to follow when you've completed this course.
- Previous studies, work and/or life experiences.
- Membership of professional societies.
- Details of other scholarships or prizes.
- Other qualities and attributes to support your application.

## SUPPLEMENTARY FORMS

Some courses require you to complete additional supplementary form(s) as part of your application. Please check [www.vu.edu.au/supplementary-forms](http://www.vu.edu.au/supplementary-forms) if this applies to the course you are interested in.

## SECTION D

### EDUCATION OVERVIEW

What was your highest level of study prior to this course?

- A complete Higher Education postgraduate level course
- A complete Higher Education bachelor level course
- A complete Higher Education sub-degree level course
- An incomplete Higher Education course
- A complete final year of secondary education at school or TAFE
- Other qualification, complete or incomplete
- No prior educational attainment
- A complete VET award course
- An incomplete VET award course

Year completed (or last year attempted): \_\_\_\_\_

## SECONDARY EDUCATION

What is the highest level of secondary education you have attempted or completed?

- Year 12/VCE (or equivalent)  
 Year 12/HSC (or equivalent)  
 Year 11  
 Year 10  
 Year 9  
 Year 8 or lower  
 International Baccalaureate IB

Final or current year of attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_ State: \_\_\_\_\_

Where was your permanent home residence during your final year of study?

Post Code: \_\_\_\_\_ Country: : \_\_\_\_\_

Was the final year completed? (please circle) YES NO

ATAR SCORE (or equivalent): \_\_\_\_\_

## POST-SECONDARY QUALIFICATION

Please add your study history, completed or attempted after secondary school, and relevant to this course application. Provide as much detail as possible so that we can give your application the consideration it deserves.

Course name	Area of study	State/Country	Institution name	Completed (Yes/No)	Last year of study

If any of the courses listed above were incomplete, was this because you were expelled or excluded from the Institution? (please circle) YES NO

If you answered YES, what was the reason you were excluded or expelled?

- Unsatisfactory academic progress  
 Academic misconduct  
 General misconduct  
 Other (please specify) \_\_\_\_\_

**Please remember to attach e.g. certified copies of your qualifications, transcripts, and study results in support of the details provided.**

If your qualifications are from a country other than Australia, please attach an official 'Statement of Equivalence' form. If you live in Victoria, you can arrange these assessments through the Victorian Government's Overseas Qualifications Unit. Check eligibility criteria at [www.liveinvictoria.vic.gov.au/employing-overseas-talent](http://www.liveinvictoria.vic.gov.au/employing-overseas-talent) or phone 1800 042 745.

## SECTION E - WORK HISTORY

Please list your work history (beginning with your most recent). Attach a separate sheet if the space below is insufficient. Provide as much detail as possible so that we can give your application the consideration it deserves.

Position or job title	Start date (dd/mm/yyyy)	End date (dd/mm/yyyy)	Full time or Part time	Employer	Industry	Duration of employment	Paid or Voluntary

**Please remember to attach e.g. your resume in support of the details provided.**

## SECTION F - REFEREE CONTACT DETAILS

Please provide contact details for two referees that will be able to comment on your work or community experience in your application.

### Referee 1

First and last name \_\_\_\_\_ Contact number \_\_\_\_\_

### Referee 2

First and last name \_\_\_\_\_ Contact number \_\_\_\_\_

## ADVANCED STANDING

You can apply for credit based on your prior learning, past work skills and life experience. Learn more about advanced standing at [www.vu.edu.au/advanced-standing](http://www.vu.edu.au/advanced-standing).

Do you wish to apply for Advanced Standing?  NO  YES – If YES, please complete either the “Application for Advanced Standing (Higher Education)” or “Application for Advanced Standing (TAFE)” located at [www.vu.edu.au/forms](http://www.vu.edu.au/forms).

If you are applying for Advanced standing (RPL) under a Learning Pathway, please provide the Victoria University Pathways Code (if applicable): \_\_\_\_\_

Please note that you can apply for advanced standing at any time, even after enrolment.

## SECTION G - STATISTICAL DATA

1. Are you of Aboriginal or Torres Strait Islander origin?  
 Neither Aboriginal nor Torres Strait Islander  
 Yes, Aboriginal  
 Yes, Torres Strait Islander  
 Yes, both Aboriginal and Torres Strait Islander
2. What is your Citizenship/Residence status?  
If your current citizenship/residency status is not listed below, **do not** complete this form. Please contact Victoria University International on +613 9919 1164 or via email [international@vu.edu.au](mailto:international@vu.edu.au)  
 Australian Citizen  
 New Zealand Citizen living in Australia  
 Permanent Resident (other than Humanitarian Visa)  
Date Granted: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
 Temporary Visa Holder (TAFE Only)  
Date Granted: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
 Temporary Protection Visa Holder (TAFE Only)  
 Permanent Humanitarian Visa holder  
Date Granted: \_\_\_\_\_ Expiry Date: \_\_\_\_\_
3. If you have Permanent Residence status, which statement best describes your circumstance?  
 I am residing in Australia during the semester OR outside Australia as per the course requirement  
 I am residing outside Australia for the semester  
 On enrolment day I will have permanent residency for more than 12 months
4. In what country is your permanent home address?  
 Australia, postcode: \_\_\_\_\_  
 Overseas, name of country: \_\_\_\_\_
5. In what country is your residence during the year?  
 Australia, postcode: \_\_\_\_\_  
 Overseas, name of country: \_\_\_\_\_
6. In what country were you born?  
 Australia  
 Country \_\_\_\_\_ Year of arrival: \_\_\_\_\_
7. Do you speak a language other than English at home?  
 No  
 Yes, language: \_\_\_\_\_
8. If you completed Year 12, indicate your permanent home residence during that year.  
Suburb/town: \_\_\_\_\_ Postcode: \_\_\_\_\_
9. Please indicate your parents/guardians gender and highest level of education.  
**Parent/Guardian 1** - Male / Female (please circle)  
 Postgraduate Qualification  
 Bachelor degree  
 Other post school qualification  
 Completed year 12 or equivalent  
 Did not complete year 12 or equivalent  
 Completed year 10 or equivalent  
 Did not complete year 10 or equivalent  
 Don't know  
 Not applicable
10. Please indicate your parents/guardians gender and highest level of education.  
**Parent/Guardian 2** - Male / Female (please circle)  
 Postgraduate Qualification  
 Bachelor degree  
 Other post school qualification  
 Completed year 12 or equivalent  
 Did not complete year 12 or equivalent  
 Completed year 10 or equivalent  
 Did not complete year 10 or equivalent  
 Don't know  
 Not applicable

## SECTION H - DECLARATION

- I have fulfilled all requirements required to be eligible for consideration.
- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that submitting false or misleading information may result in any offer of a place withdrawn at any stage, including after a course has commenced.
- I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- The University is under no obligation to consider an application submitted after the due date.
- I acknowledge and accept the full enrolment terms and conditions, available at [www.vu.edu.au/enrolment-conditions](http://www.vu.edu.au/enrolment-conditions), that govern this application form.
- I understand that Victoria University collects, stores, and uses personal information in accordance with the University's Privacy Policy, available at [www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PRIVACY INFORMATION

We collect and protect your information in accordance with the Students Information Privacy Collection Statement and the University Privacy Policy, available at [www.vu.edu.au/privacy](http://www.vu.edu.au/privacy).

## HOW TO LODGE YOUR APPLICATION

### IN PERSON (ON CAMPUS) STUDENT SERVICE CENTRES

City Flinders	Footscray Nicholson
Footscray Park	City King
St Albans	Werribee
Sunshine	Melton

### POSTAL MAIL ADDRESS

Admissions and Pathways  
St Albans Campus,  
Victoria University  
PO Box 14428  
Melbourne VIC 8001

## FOR MORE INFORMATION

### STUDENT ENQUIRIES

Email: ASKVU Question Tab  
[www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)

Online Live ASKVU Chat Tab  
Chat: [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)

Telephone: Student Contact Centre  
+613 9919 6100

On Campus: Student Service Centres (above)

### FUTURE STUDENT INFO ONLINE

Frequently Asked Questions (FAQs): [GOTOVU  
www.vu.edu.au/gotovu](http://www.vu.edu.au/gotovu)

Courses, Unit & Application Information: [www.vu.edu.au/courses](http://www.vu.edu.au/courses)

Future Student Information: [www.vu.edu.au/study-with-us](http://www.vu.edu.au/study-with-us)