



A120 APPLY FORM FOR CERTIFICATE I, II and III

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 if 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 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).

Student Visa holders should contact VU International on +613 9919 1164 or email international@vu.edu.au for assistance. Visit www.vu.edu.au/international for more info.

Check course page information pages at www.vu.edu.au/courses for more information on available courses and **any extra application requirements** for courses of interest.

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? No (skip residential address below) Yes (please provide 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**

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

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 details as they appear on course page information pages at www.vu.edu.au/courses.

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

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

SECTION C

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 certified copies of your qualifications, transcripts, and study results in support of the details provided.

SECTION D - 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 (mm/yyyy)	End date (mm/yyyy)	Full time or Part time	Employer	Industry	Duration of employment	Paid or Voluntary

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

SECTION E – 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.
- Previous studies, work and/or life experiences.
- Membership of professional societies.
- Details of other scholarships or prizes.
- 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.
- Other qualities and attributes to support your application.

SPECIAL CONSIDERATION FOR ADMISSION (OPTIONAL)

As part of your application you may wish to apply for special consideration. The Direct Admission Special Consideration application form is available at www.vu.edu.au/special-consideration. If you are completing a Direct Admission Special Consideration application form, please submit it with this application form.

RECOGNITION OF PRIOR LEARNING & CREDIT TRANSFER (OPTIONAL)

You can apply for credit based on your prior learning, past work skills and life experience. Learn more about recognition of prior learning/credit transfer at www.vu.edu.au/advanced-standing. If you wish to apply for recognition of prior learning/credit transfer, please complete the "VE Application for Recognition of Prior Learning (RPL) & Credit Transfer" located at www.vu.edu.au/forms.

SECTION F - STATISTICAL DATA

- 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
- What is your Citizenship/Residence status?
If your current citizenship/residence 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
 Australian Citizen
 New Zealand Citizen living in Australia
 Permanent Resident (other than Humanitarian Visa)
Date Granted: _____ Expiry Date: _____
 Temporary Visa Holder
Date Granted: _____ Expiry Date: _____
 Temporary Protection Visa Holder
 Permanent Humanitarian Visa holder
Date Granted: _____ Expiry Date: _____
- 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
- In what country is your permanent home address?
 Australia, postcode: _____
 Overseas, name of country: _____
- In what country is your residence during the year?
 Australia, postcode: _____
 Overseas, name of country: _____
- In what country were you born?
 Australia
 Country _____ Year of arrival: _____
- Do you speak a language other than English at home?
 No
 Yes, language: _____
- If you completed Year 12, indicate your permanent home residence during that year.
Suburb/town: _____ Postcode: _____
- 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
- 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

SECTION G - 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 _____

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, 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

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.

HOW TO LODGE YOUR APPLICATION

IN PERSON (ON CAMPUS)

STUDENT SERVICE CENTRES

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

EMAIL ADDRESS

www.vu.edu.au/gotovu

FOR MORE INFORMATION

STUDENT ENQUIRIES

Email:	ASKVU Question Tab www.vu.edu.au/askvu
Online Chat:	ASKVU Chat Tab 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:	www.vu.edu.au/gotovu
Courses & Unit Information:	www.vu.edu.au/courses
Future Student Information:	www.vu.edu.au/study-with-us