

Representative's Stamp



International Application for Admission to study in Australia

Applications should be lodged four to six months prior to intake, however late applications may be given special consideration. If you are currently studying in Australia you should lodge your application at least four weeks prior to the intake.

Personal details

Title Gender: Male Female

Surname or Family Name

Given Names

Date of Birth (day/month/year) Passport Number

What is your first language?

What is your country of citizenship? What is your country of birth?

If you are currently living in Australia but do not have permanent residence, please indicate your current visa status:

If you currently hold an Australian student visa, please provide details of the:

visa subclass expiry date visa number

If you have previously been enrolled at Charles Sturt University, please provide your student number

If you have a disability or ongoing medical consideration which will require you to seek special assistance from the University please provide details: (e.g. hearing/visual impairment, mobility requirements)

Your contact details

Home Address

Town/City State/Province

Postal/Zip Code Country

Telephone Fax

Email

Course details

First Preference

Name of course

Year March July November

Office Use Only
Admission Code.....
Term Code.....

Second Preference

Name of course

Year Intake (month)

Location of study: _____

Please refer to the current International Fees List (available through: www.csu.edu.au/courses) to determine the location of your course.

English language proficiency

All international students must demonstrate an acceptable level of English proficiency to gain admission to Charles Sturt University. Please provide evidence of your English language proficiency by submitting your English language test results taken in the last two years:

Academic IELTS (score)

Overall	Reading	Writing	Listening	Speaking
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TOEFL (score)

Overall	Test for Written English
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Other (please specify)

If you do not have test results, please indicate when you sat, or intend to sit the test

It should be noted that IELTS is the preferred test as many students must provide an IELTS test to the Australian Embassy in order to obtain their student visa.

Educational background – please attach original or certified transcripts and final results

Secondary Studies

School	Country
Highest level completed	Year completed

Tertiary Studies

Course	
Institution	Country
Duration	Year completed
Course	
Institution	Country
Duration	Year completed
If you have not yet completed your course, please indicate when you expect to qualify for your award	

Relevant employment experience – if required for your chosen course of study

Please attach a written statement and evidence of your employment history including: Full-time Part-time

- Date of employment (from – to)
- Job title
- Main duties

Exemptions/Credit

Do you wish to apply for exemption/credit based on previous relevant studies? Yes No

If YES, you must provide a certified copy in English of your transcript of results; a description of the grading system used; and a description of all subjects completed from the institution's official handbook/calendar for the appropriate year, or other appropriate evidence. Applications for exemption/credit cannot be assessed without this information.

How did you learn about Charles Sturt University?

Agent Internet Friend/Relative Exhibition Other

DECLARATION AND SIGNATURE This application must be signed; otherwise it will not be accepted.

I wish to be considered for admission to the course(s) I have shown on this application form. I declare that to the best of my knowledge the information supplied within this application and the documentation supporting it is correct and complete. I acknowledge that the provision of false or misleading information may result in non-acceptance of this application or immediate exclusion from Charles Sturt University (CSU). I authorise CSU, where necessary, to obtain from any other educational institution evidence of my academic record or seek other corroborating evidence with respect to my application. I also declare that I have provided certified copies in English of the documents required for admission and will meet the conditions of my student visa. I also understand that CSU is required under Section 19 of the ESOS Act 2000, to inform the Department of Immigration and Multicultural Affairs about changes to my course enrolment and any breach of my student visa condition relating to satisfactory academic performance. I also understand that under the provisions of the ESOS Act 2000, CSU may release information provided in this application to Australian Commonwealth and State agencies.

Signed	Date
Signed (Parent, Legal Guardian*)	Date

* if applicant is under the age of 18

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www.ranke-heinemann.de

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International Application for Admission to study in Australia

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Friedrichstrasse 95 10117 Berlin Deutschland Tel.: 0049-30-209629593 berlin@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Türkenstraße 70 80799 München Deutschland Tel.: 0049-89-80954030 muenchen@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Silberburgstr. 112 70176 Stuttgart Deutschland Tel.: 0049-711-99338627 lentz@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Grindelallee 91/ Martin-Luther-King-Platz 1 20146 Hamburg Deutschland Tel.: 0049-40-43091358 hamburg@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Theresiengasse 32 1180 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
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Application for Admission

Applying online is our preferred method of application: www.csu.edu.au/apply-online

To be completed by applicants who do not hold Australian or New Zealand citizenship or Australian Permanent Residency and who are seeking admission to any course offered on campus in Australia.

A. Instructions

- Complete all sections of the Application for Admission form.
- Print clearly in block letters using a blue or black pen.
- Read the relevant web pages or brochure for the course you wish to apply for and ensure that you provide any additional information required. (www.csu.edu.au/courses)
- Read Sections D, E and F of this form carefully to ensure your application meets the documentary requirements.
- For research higher degrees, complete the additional information sheets (www.csu.edu.au/apply/course-forms) and return with your Application for Admission
- Return the completed Application for Admission form with all supporting documentation before the closing date to the Charles Sturt University Admissions Office:

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Friedrichstrasse 95 10117 Berlin Deutschland Tel.: 0049-30-209629593 berlin@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Türkenstraße 70 80799 München Deutschland Tel.: 0049-89-80954030 muenchen@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Silberburgstr. 112 70176 Stuttgart Deutschland Tel.: 0049-711-99338627 lentz@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Grindelallee 91/ Martin-Luther-King-Platz 1 20146 Hamburg Deutschland Tel.: 0049-40-43091358 hamburg@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Theresiengasse 32 1180 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
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NOTE: CSU considers eligible applications for offer to a course in order of receipt. Date of receipt refers to the date all information required is received by the Admissions Office. Failure to provide full and complete information and documentation with your application will result in delays in processing and ultimately consideration for admission.

B. Closing dates for applications

Applications for distance education courses are assessed on a continuous basis and offered to the next available intake. Applicants are strongly encouraged to take advantage of this by lodging their application as early as possible, noting the closing dates shown below. Places are offered to eligible applicants on a first-received basis and, if the course offering is subject to a quota, applications received after the closing date will only be considered where places remain available.

Closing dates

Session 1 (February – June)	On-time applications 31 October	Final applications 1 December
Session 2 (July – October)	On-time applications 1 May	Final applications 1 June
Session 3 (November – February)	On-time applications 1 September	Final applications 1 October

C. Assumed internet access

CSU places great emphasis on services to its students. It is a leader in the provision of online services and, in particular, the use of the internet in the support of teaching, administration and communications with students. The online environment is so integrated into all aspects of student life and the learning experience at CSU that the University now assumes that all on campus and distance education students at CSU will have ongoing access to an internet connected computer capable of communicating with CSU online systems.

D. Essential supporting documentation

Check the relevant web pages or brochure for the course you wish to apply for and ensure that you provide any additional information required. www.csu.edu.au/courses

All applications must include clear, correctly verified copies of the following documents:

- Official transcripts of any secondary, post-secondary or tertiary studies indicating the subjects attempted, grades obtained and certificate of completion. (Note: results notices or enrolment records are not sufficient.)
- For postgraduate courses - copies of official transcripts and proof of completion of undergraduate courses completed.

You must provide evidence of proficiency in the English language – see Section 3 English Language Proficiency.

Note: If your post-secondary study or tertiary study is in a name other than that which appears on this application form, you must provide verified evidence of that name change, e.g. marriage certificate or other legal documentation.

NOTE: CSU does not return documents.

E. Correctly verified documents

Any official documentation included with your application must be verified as a true and accurate copy. CSU does not return documents. Documents not correctly verified will result in delays in the processing of your application and its consideration for admission.

Who can verify copies for you?

- An authorised officer from the institution that originally issued the documents
- An Australian Overseas Diplomatic Mission or Australian Education Office
- An authorised Charles Sturt University representative (agent)
- A Public Notary
- A Justice of the Peace with a registration number
- A CSU staff member.

How should the authorised officer verify each document?

On each page of the document they must write 'This is a true copy of the original document sighted by me'.

On the first page, they must sign, and print the following details: name, address, business hours telephone number, profession or occupation or organisation and the date verified. They must include the official stamp or seal of the verifier's organisation on the copy if the organisation has such a stamp. In addition to the above, if the verifier is a Justice of the Peace, they must also print their registration number and the state in which they are registered as a Justice of the Peace.

Documents not verified or not verified correctly

CSU is not permitted to process:

- Documents that have been verified by an immediate relative or a person residing at the same address as the applicant
- Documents that are just photocopies, that is, not verified
- Documents that have not been correctly verified
- Documents verified by a Justice of the Peace without a registration number.

F. English language proficiency

Applicants will be deemed to have sufficient English proficiency if they:

- a)
 - have completed all their formal studies in one or more of the following countries; or
 - were born in one of the following countries and have completed at least one qualification in one of those countries; or
 - were not born in one of the following countries, but have completed senior secondary study or at least one year of full-time university study in one of these countries, and the language in which the qualification was undertaken was English:
Australia, Canada, Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, Singapore, Solomon Islands, South Africa, United Kingdom
United States of America, Western Samoa or Zambia
- b) have successfully completed one year of full-time (or part-time equivalent) post-secondary study at an affiliate institution of the University, with English as the medium of instruction and assessment.

All other applicants must demonstrate proficiency explicitly.

Any of the following results, obtained within two years of commencement of the course for which the applicant is applying, can be used to demonstrate English proficiency for most undergraduate and some postgraduate courses.

- Academic IELTS (International English Language Testing System) test result with a minimum overall score of 6.0 and no score below 5.5 in each of the individual skill areas.
- TOEFL internet-based score of 80 for undergraduate and postgraduate coursework programs and 90 for postgraduate research candidates, with a minimum score of 25 in the writing section.
- Completion of an AQF Certificate IV (including English for Academic Purposes).
- A score of 155 in the verbal component of the Special Tertiary Admissions Test (STAT).
- Pearson Test of English (PTE) Academic score of 54 overall with a minimum of 46 in all communicative skills.
- Cambridge English Advanced Exam (CAE) overall score of 52 with no score below 47.

NOTE: For courses with higher requirements, please check the webpage: www.csu.edu.au/apply/english-language-proficiency or contact the Admissions Office to ensure you meet the requirements for your preferred course.

NB: An Academic IELTS test is the preferred test of English Language Proficiency. A full list of acceptable tests for English Proficiency can be found at www.csu.edu.au/division/student-admin/future/english.htm

G. Checklist

Don't delay the processing of your application. Before mailing your application, have you:

- Completed all sections of the application form?
- Attached all required supporting documents such as transcripts, resumé and supporting statements?
- Had all your documents verified in accordance with the requirements specified in Section E of this form?
- Read the declaration and signed at Section 11 of the Application for Admission form?

Return your completed application with all supporting documentation to:

Admissions Office, Charles Sturt University, Locked Bag 676, Wagga Wagga NSW 2678

Email to: admissions@csu.edu.au with subject line: 'Application for admission'

Fax to: **+61 2 6933 2063**

NOTE: Agent information

Charles Sturt University (CSU) have formal agreements with International Recruitment Representatives (education agents), both in Australia and overseas. These representatives are trained to assist applicants with any of the following:

- provide accurate and comprehensive information about CSU (campuses, study options, courses, fees, application process etc.)
- submit an Application for Admission form to CSU, ensuring the required documents are attached to the application and have been certified
- assist international students studying in Australia with their visa application to the Australian Government.

CSU will also accept a student application from an interim agent if they have signed an interim agent agreement.

For a list of approved CSU International Recruitment Representatives: www.csu.edu.au/international/csu-agents