How to complete the application form

1   Demographic information

1.1   Previous study at Notre Dame – Please tick the box if you have ever accepted a place and/or enrolled at The University of Notre Dame Australia. If so, please state your Student Identification Number.

1.2   Please print your name clearly in block letters. Include the name by which you like to be addressed. If your name differs from that on any of your supporting documentation, you are required to provide proof of the change (e.g. marriage certificate or deed poll). Tick the box indicating your gender and print clearly in dd/mm/yyyy format your date of birth. For example, 3 May 1990 is 03051990.

1.3   Please print your residential address during the application period.

1.4   Please print your notification address during the application period, including your postcode. If you change your name, address or contact telephone number after you lodge your application, you must notify the University immediately by using the Change of Contact Details slip at the back of this guide.

1.5   Please state your country of birth. If you were not born in Australia, please state the day, month and year of your arrival in Australia. Please state the day, month and year when your permanent residency and/or Australian citizenship was granted.

1.6   Please tick the appropriate box according to your status. Evidence of citizenship/residency status is required. If you tick the box 'Other' then you are classified as an international student and will need to complete a different application form. Please contact the Admissions Office on +61 8 9433 0537 or email admissions@nd.edu.au for an International Student Application Form.

1.7   Please indicate if you are of Aboriginal or Torres Strait Islander background. This information is required by the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) for statistical purposes and will remain confidential.

1.8   Please state your religion. Notre Dame accepts applications from people of all faiths. While Catholic in its tradition, Notre Dame embraces all persons who support the Objects of the University. This information is required for statistical purposes only.

1.9   Please indicate languages spoken at home in order of use.

1.10   Please indicate whether you have a disability or medical condition. Prospective students who tick this box, and are eligible for an offer, will be informed of services and support available through the University's Disability Support Officer. The information you provide here will also be included in data which the University provides to the Australian Government Department of Education, Employment and Workplace Relations. Your privacy and confidentiality will be respected and your personal information will be managed in line with the University's Privacy Policy. While disclosure is voluntary, if you do not advise the University of your requirements before commencing your studies, there may be a delay in making arrangements to meet your needs.

2   Study preferences

2.1   Please indicate your course preferences. You can include up to three course preferences in your application.

2.2   Please tick the semester in which you would like to commence your study.

2.3   Please indicate if you would like to study at the Fremantle Campus or whether you are considering a VET course at the Broome Campus.

2.4   Please tick whether you wish to study full-time or part-time. Full-time enrolment normally consists of four units of study per semester and at least 12 contact hours per week. Please note that part-time study may not be available in some courses.

3   Type of applicant

3.1   › Please indicate the school you are attending or last attended.
       › Please include the name of the town or suburb and the state in which your school is located.
       › Please write the year when you intend to complete, or completed, your studies at this school.
       › Please include details and results of completed Semester Two Year 11 and Year 12 courses of study.

3.2   If you have completed Year 12 previously, please state your ATAR/TER/OP/IB and the year you completed Year 12.

3.3   Please indicate your post-school education details. You will be required to provide the University with certified copies of your final transcripts and award.

3.4   If you have completed the STAT test, please indicate the date of the test and the result achieved in the overall score. You will be required to provide the University with certified copies of your final STAT results.

4   Emergency contact

The University requires that all students nominate an emergency contact person. This is usually someone who is a close relative and/or someone in a position to respond to any action which the University deems appropriate in relation to your welfare. Under the provisions of the Privacy Act, the University will not reveal any personal information to any third party, unless required by law or expressly authorised by you.

5   Further applicant information (non-academic)

› **Notre Dame affiliation** – Please indicate if you have any affiliation with The University of Notre Dame Australia through staff members, donors, alumni or other people connected with the University.

› **Work experience** – Please include details of any full-time or part-time paid work which you have completed that is relevant to the course(s) for which you are applying.

› **Community involvement** – Please include details of community involvement. This can include extracurricular activities, leadership roles (community or school), volunteer work, clubs and sporting teams.

› **Church involvement** – Please list your current or previous Church involvement (e.g. parish, church activities or organisations).

› **Leadership** – Please include leadership positions held in school, sport or community (previous or current).

6 Personal Statement

Attach to the application a personal statement of approximately 300 words in length which may address the following:

› Reasons for seeking admission to Notre Dame: why you have selected to come to this University; what you think Notre Dame has to offer you; in what ways do you think the University will meet your needs; how do you see yourself fitting within the Notre Dame community.

› Reasons for wishing to pursue the course of study you have selected, outlining your interests and academic qualities relevant to the course.

6.1 Curriculum Vitae – You may wish to submit your curriculum vitae, especially if it provides relevant information not covered elsewhere in the application.

6.2 References – You may wish to submit up to two personal or professional references in support of your application.

6.3 Criminal Conviction – Please indicate whether you have been convicted of a criminal offence. This information will be treated in the strictest confidence. You are not obliged by law to disclose any spent convictions as defined in the Spent Convictions Act 1992 (WA). Please note that obtaining a current approved police clearance is a prerequisite for some courses.

7 Documentation

All Applicants – Please include with your application the following documentation:

› Personal statement.

› Supporting documentation. You may include other relevant documentation to support your application (references, supplementary information etc). Please do not include more than EIGHT pages of supporting documentation.

› Australian Citizen Certificate or Australian passport and a copy of your birth certificate.

› Permanent Residency visa or approval email and a certified copy of passport.

School Leaver Applicants – additional documentation:

› Copies of your Year 11 (Semester Two) and Year 12 (Semester One) school reports stating, at the very least, your grade, mark or ranking for each subject studied.

› Your eight-digit SCSA Student Number. If you apply before the TEE and have not provided your SCSA Student Number and have signed the authorisation on the last page of the application form, you will need to forward your University Admissions Advice Letter to the University as soon as it is available.

Mature-age Applicants – additional documentation:

› Personal statement.

› Please provide the University with certified copies of your tertiary studies (another University or TAFE/RTO). The Admissions Office requires the final transcripts and award.

8 Submission of your Application

Your application must be sent or delivered to the Admissions Office. We strongly recommend you deliver your application in person or send it by Registered Mail to:

Admissions Office, Fremantle
The University of Notre Dame Australia
21 High Street (PO Box 1225)
Fremantle WA 6959

Please address all enquiries regarding the status of the application to:
admissions@nd.edu.au
Tel: (08) 9433 0537

Faxed or emailed forms will not be accepted.
Your application will only be processed when the University has received the original signed application form and all required documentation.

9 Declaration

Please complete the declaration, having read all information on the form. Applications will not be processed without a signature and date.

THE UNIVERSITY OF NOTRE DAME AUSTRALIA

UNDERGRADUATE APPLICATION FOR ADMISSION 2015

This form may NOT be used for the Early Offer Program

Please tear out before completing. Applicants MUST refer to the application information whilst completing this form.

Please use BLOCK/CAPITAL letters, indicate with "N/A" where questions are not applicable and tick boxes ✔ where appropriate.

1. INITIAL APPLICANT INFORMATION

1.1 Previous Notre Dame study   Have you been a student previously at Notre Dame? ☐ Yes ☐ No

If yes, what was your student number? [_____]

1.2 Title [____] Surname/Family name [_____] First name [_____] Second/Middle name [_____]

Preferred first name [_____] Date of birth [__]·[__]·[____] Gender ☐ Male ☐ Female

1.3 Home address

Number and street [_____]

Town/Suburb [_____] State/Country [_____] P/Code [__][__][__][__]

Telephone (home) [___] [_____] Telephone (work) [___] [_____]

Mobile [_____] Email [_____]

1.4 Notification address   This is the address for all correspondence during the application process. (Print 'as above' if the same as 1.3)

Number and street [_____]

Town/Suburb [_____] State/Country [_____] P/Code [__][__][__][__]

Telephone (home) [___] [_____] Telephone (work) [___] [_____]

1.5 Please state your country of birth [_____]

If you were not born in Australia, please indicate the day, month and year of your arrival in Australia [__]·[__]·[____]

Please state the year permanent residency or Citizenship was granted [__][__][__][__]

If you were not born in Australia, you must provide a certified copy of evidence of citizenship/residency status.

1.6 Citizenship and residency status   (Note: Evidence of citizenship/residency status must be provided)

Please tick the appropriate box

☐ Australian Citizen   ☐ Australian Permanent Humanitarian Visa Holder   ☐ Australian Permanent Resident   ☐ New Zealand Citizen

☐ Diplomatic or consular representative of New Zealand, or the spouse or dependent relative of such a representative   ☐ Other

If you ticked 'Other', you are considered to be an international student and are required to complete a separate application form – do not complete this form. Contact the Prospective Students Office for further details on +61 8 9433 0533 or at future@nd.edu.au

1.7 Aboriginal and Torres Strait Islander background

Please tick the appropriate box

☐ Neither Aboriginal nor Torres Strait Islander origin   ☐ Aboriginal origin

☐ Torres Strait Islander origin   ☐ Aboriginal and Torres Strait Islander origin

1.8 Additional background information

Religion [_____]

Notre Dame accepts applications from people of all faiths and no faith at all. While Catholic in our tradition, the University embraces all persons who support the Objects of the University.

1.9 Languages spoken   Please list all languages spoken at home in order of use

1. [_____] 2. [_____] 3. [_____] 4. [_____]

1.10 Disability or Medical Condition

Medical/Disability support required? ☐ Yes ☐ No   If yes, please describe [_____]

Would you like to receive information on medical/disability support services, equipment and facilities available that may assist you? ☐ Yes ☐ No

Disclosing this information will not affect your admission to the University.

Continued overleaf

02/04/14

2.   STUDY PREFERENCES

2.1   Course preferences

1. Course name		Course code	
2. Course name		Course code	
3. Course name		Course code	

2.2   Commencement of study program   ☐ Semester One, 2015   ☐ Semester Two, 2015   ☐ Semester One, 2016   ☐ Semester Two, 2016

2.3   Campus   ☐ Fremantle   ☐ Broome (VET courses only)

2.4   Mode of study   ☐ Full-Time   ☐ Part-Time

3.   TYPE OF APPLICANT

3.1   Are you completing Year 12 in 2014?   ☐ Yes   ☐ No (go to part 3.2)

Are you an elite athlete?*   ☐ Yes   ☐ No

Are you completing the International Baccalaureate (IB) program?   ☐ Yes   ☐ No

Are you an interstate applicant?   ☐ Yes   ☐ No

Are you completing enough units to be eligible for an ATAR?   ☐ Yes   ☐ No

Name of School _____   Town/Suburb _____   State _____

SCSA Student Number (eight digits) ☐☐☐☐☐☐☐☐   Year of Completion ☐☐☐☐

Please note: By signing the declaration at the end of this form, applicants are authorising the University to access their results from the School Curriculum and Standards Authority and/or TISC.

Year 11 Semester Two results		Year 12 Semester One results	
Course of Study	Grade/Mark	Course of Study	Grade/Mark

3.2   If you have completed Year 12 in the past 5 years and are using these results, please include them here.

ATAR/TER/OP/IB results _____   Year of Completion ☐☐☐☐

3.3   Do you have an incomplete or complete bachelor degree or are you a current or previous TAFE/Registered Training Organisation (RTO) student?   ☐ Yes   ☐ No (go to part 3.4)

Year last enrolled	Name of institution	Course title	Completed? Yes No	Date of completion Year Semester	Currently enrolled? Yes No
			☐ ☐		☐ ☐
			☐ ☐		☐ ☐
			☐ ☐		☐ ☐
			☐ ☐		☐ ☐

Do you intend applying for advanced standing?**   ☐ Yes   ☐ No

3.4   If you have not completed any of parts 3.1-3.3, please complete this question.

Have you completed, or do you intend to complete, the Special Tertiary Admissions Test (STAT)?   ☐ Yes   ☐ No

Date of test? ☐☐ • ☐☐ • ☐☐☐☐   A **certified copy** of your results must be provided to the University when available.

STAT Result _____

4.   EMERGENCY CONTACT (It is the student's responsibility to ensure these details are kept current throughout the period of enrolment at the University).

This person should be a close relative/friend and in a position to respond to any action the University deems appropriate in relation to your welfare.

Name _____   Relationship _____

Number and street _____

Town/Suburb _____   State/Country _____   P/Code ☐☐☐☐

Telephone (home) _____   (work) _____   Mobile _____

* You must provide Elite Athlete documentation in accordance with the criteria. Refer to www.nd.edu.au/downloads/EAFU_Brochure-FA1.pdf

** For more information please refer to www.nd.edu.au/advancedstanding

5. FURTHER APPLICANT INFORMATION – NON ACADEMIC

Notre Dame affiliation   Please indicate if you have an affiliation with Notre Dame

Name	Years of involvement	Type of involvement (eg: staff member, alumnus)

Work experience (full-time, part-time)

Period	Employer/Organisation	Position/Duties

Community involvement

Period	Organisation	Involvement

Church involvement

Period	Church/Organisation	Involvement

Leadership (current or previous)

Period	Organisation	Involvement

6. PERSONAL STATEMENT (compulsory) Attach to the application a personal statement of approximately 300 words in length. Your statement should address your reasons for applying to Notre Dame and motivations for pursuing your course of interest.

6.1 Curriculum vitae (optional) Applicants may submit their curriculum vitae, especially if it provides relevant information not covered elsewhere in this application.

6.2 References (optional) Applicants are asked to submit up to two personal or professional references in support of their application.

6.3 Criminal conviction Please indicate whether you have been convicted of a criminal offence. ☐ Yes ☐ No

This information will be treated in the strictest confidence. You are not obliged by law to disclose any spent convictions as defined in the Spent Convictions Act (1992) WA. Please note that obtaining a current approved police clearance is a prerequisite for some courses.

7. DOCUMENTATION CHECKLIST

Check that you have included the following relevant documentation with your completed Application Form.
Unless stated, inclusion of these documents is a requirement of your application.

School Leaver Applicant

☐ Final Year 11 and all available Year 12 Reports (copy only) – only if submitting prior to receiving ATAR results
☐ Personal Statement
☐ Supporting Documentation (optional)
☐ Proof of Citizenship (Citizen certificate or copy of Australian passport and a copy of your birth certificate)

If you have already completed WACE:

☐ **Certified copy** of your University Admission Advice Letter **OR**
☐ **Certified copies** of your International Baccalaureate (IB) results

Mature-Age Applicant

☐ Personal Statement
☐ Supporting Documentation (optional)
☐ Proof of Citizenship (Citizen certificate or copy of Australian passport and a copy of your birth certificate)
☐ **Certified copy** of Transcripts and/or Certificate of completion of post-secondary study (including University, TAFE/RTO transcripts etc.)*; **OR**
☐ **Certified copy** of STAT Results

* Please note that all transcripts and results must be certified (apart from Year 11 and 12 reports).
* Please also note that no original documents will be returned and applications and all related documents will remain the property of The University of Notre Dame Australia.

All applicants please note:

› If you submit an incomplete application, or do not include all required documentation, the processing of your application will be delayed until the missing information is received by the University.
› You may include other RELEVANT documentation that supports your application.
› Please do not include more than EIGHT pages of supporting documentation.
› Your Application for Admission and other documents **should not** be bound in files or display folders.
› Please also note that no original documents will be returned and applications and all related documents will remain the property of The University of Notre Dame Australia.
› The Admissions Office reserves the right to ask any applicant to sit the IELTS exam as deemed necessary.
› A certified copy is a photocopy that has been signed and dated by an authorised certifying agent (e.g. JP, Principal, postmaster, pharmacist).
› If you are required to send documents to the University after your original submission, please attach to these documents a cover letter with your name, address and date of birth clearly stated.

8. APPLICATIONS MUST BE SENT OR DELIVERED TO:

Fremantle Campus	OR	(Street Address)
The University of Notre Dame Australia		The University of Notre Dame Australia
Admissions Office		Admissions Office
PO Box 1225		21 High Street, Fremantle
Fremantle WA 6959		**Telephone: (08) 9433 0537**

PLEASE NOTE that posting an application is no guarantee of receipt. We strongly recommend that applicants deliver their application in person or send by registered mail. **Applications are not accepted via fax or email.** All applications must be received by the Admissions Office. **Please DO NOT deliver it to any other Notre Dame School or department.**

9. DECLARATION

It is a legal requirement that you sign the Application Form, having read and accepted the declaration below:

› I have read the Application Form, the Application Guide and the Course Guide (including the Disclaimer on page 105) carefully, in its entirety, and have included the appropriate documentation.
› I declare that all information included in my application is factually correct and fairly presented. I understand that if any of the information included here is found to be false, the University reserves the right to vary or reverse any decision made in regards to my application or enrolment. I also understand that the University reserves the right to provide details of the false information to other universities or educational institutions or any other authority which the University considers is appropriate to inform.
› I am aware that most courses available are offered on a fee-paying basis.
› I understand that proof of citizenship or permanent residency must be presented.
› I authorise the University to obtain results information from TISC or School Curriculum and Standards Authority and/or any educational institution attended by me currently or in the past.
› I authorise the University to provide information in regard to my enrolment to the secondary school attended by me.
› I understand that it is my responsibility to ensure that the application is received by the University.
› Privacy Statement: I understand that the information provided in this form will be used for the purposes of admission to and enrolment at The University of Notre Dame Australia. Generally speaking, Notre Dame collects and stores personal data purely for the use of relevant staff members. Where the privacy principles apply, the University restricts access to those staff members who may need the information in the carrying out of their responsibilities in the academic and/or personal information of the student.

The University does not provide, by commercial arrangement or otherwise, the personal information of students or other stakeholders except in the following cases:
a) when authorised in writing by the student to do so, and
b) where required or authorised by law to
      – government and regulatory authorities
      – credit reporting and fraud-checking agencies
      – your authorised representatives (e.g. legal representatives)
› I understand that, should I become a Notre Dame student, the University may inform my high school of my course of study.

Applicant's signature [_____]   Date (dd/mm/yyyy) [ ][ ] • [ ][ ] • [ ][ ][ ][ ]