

**Post to:** Admissions, Locked Bag 10, A'Beckett Street Post Office

MELBOURNE VIC 8006

**Hand deliver to:** Info Corner, Building 22, City campus

330 Swanston Street (corner La Trobe Street) Melbourne

Telephone: (03) 9925 2260

Email: [study@rmit.edu.au](mailto:study@rmit.edu.au)

Web site: [www.rmit.edu.au](http://www.rmit.edu.au)

Please read this information sheet before completing the 2009 Direct Application form.

## SECTION 1: Program information

Information about RMIT University's programs is available from the web site at [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs).

Please check the following information about your preferred program before completing the Direct Application form:

- availability
- program code
- plan code
- campus
- study load (full or part-time)
- study mode (on campus, distance education/external)
- fee type
- application closing dates.

Also, please confirm the General Entrance Requirements and any extra requirements for the program for which you are applying.

## SECTION 2: Who should complete the Direct Application form?

This application form must **only** be used by applicants who are:

- Australian citizens
- New Zealand citizens
- Permanent Residents of Australia
- Permanent Humanitarian Visa holders
- Temporary Protection Visa holders
- None of the above but applying for a distance education program (off-campus/online)

### RMIT International Services

All applicants who do not fit in the categories above, but who wish to apply to study **on campus** at RMIT must apply through RMIT International Services. The only exceptions are current students in a standard approved Year 12 qualification e.g. VCE, HSC, SACE or the International Baccalaureate. For further information on how to apply please see the RMIT International Services web site at [www.rmit.edu.au/international](http://www.rmit.edu.au/international) or email [isu@rmit.edu.au](mailto:isu@rmit.edu.au)

This form should be used to apply for:

- **TAFE programs** - VCE programs, part-time programs and full-time programs not offered through VTAC
- **Bachelor degree programs** - new degree programs not offered through VTAC (see [www.vtac.edu.au](http://www.vtac.edu.au)) and distance education programs
- **Postgraduate programs** - postgraduate by coursework programs except for the Graduate Diploma of Education (Early Childhood, Primary or Secondary)
- **Midyear entry programs** - programs with a midyear intake (see [www.rmit.edu.au/midyear](http://www.rmit.edu.au/midyear)).

## SECTION 3: Other application methods

Applicants seeking to apply for full-time degree and TAFE programs for Semester 1 2009 should apply through VTAC. For further information on how to apply please visit the VTAC web site at [www.vtac.edu.au](http://www.vtac.edu.au).

## SECTION 4: Application closing dates

### Semester 1

TAFE programs	Bachelor degree programs	Postgraduate programs
31 October 2008 or 7 January 2009*	8 December 2008	10 November 2008

\* Please refer to program brochures to confirm applicable closing date

### Semester 2

TAFE programs	Bachelor degree programs	Postgraduate programs
31 May 2009	31 May 2009	31 May 2009

To confirm the programs offered at midyear, please visit the RMIT web site at [www.rmit.edu.au/midyear](http://www.rmit.edu.au/midyear)

**Note:** Applications for Semester 1 entry open on **10 August 2008**. Applications for Semester 2 entry open on **1 May 2009**.

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## SECTION 5: Supporting documentation

In order for your application to be properly assessed, you must provide certified copies of results from other institutions for current or previous studies for each application. These must be certified as being true and correct copies of originals by either the issuing body or by those people qualified to accept a statutory declaration. For further information please see the RMIT web site at [www.rmit.edu.au/students/certifiedcopy](http://www.rmit.edu.au/students/certifiedcopy).

Please **do not** submit original documents as these cannot be returned to you.

**Please note** that failure to provide official academic records may result in the cancellation of any offer or enrolment by RMIT University.

### RMIT University qualifications

If you are currently studying at RMIT University, your academic results will be accessed directly by selection staff and therefore it is not compulsory for you to provide them.

### Overseas qualifications and documentation

Applicants with overseas Year 12 qualifications must apply to the Victorian Curriculum and Assessment Authority to have them assessed for Australian equivalency. For further information please visit the VCAA web site at [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au).

Applicants with overseas tertiary qualifications must apply to the Overseas Qualifications Unit (OQU) to have them assessed for Australian equivalency. For more information visit the OQU web site at [www.employment.vic.gov.au](http://www.employment.vic.gov.au) or telephone 1800 042 745. **The assessment of your qualification may take up to 4 weeks.**

### Submitting additional supporting documentation

Applicants submitting additional supporting documentation should post their documents to Admissions. Please quote/record your application number on your documentation so it can be correctly matched to your application.

### Change of name

If documents are in a previous name, submit a certified copy of documentary evidence of name change e.g. marriage certificate, deed poll. Failure to provide this information may delay the processing of your application.

### Cancelling your application

You may cancel your application by advising Admissions in writing.

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## SECTION 6: The selection process

Admissions will send you a letter acknowledging receipt of your application. Your application will be forwarded to the program selection officer for assessment. Admissions will advise you in writing of the outcome of your application.

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## SECTION 7: ACESS and Equity schemes

RMIT University strongly encourages applicants who have experienced long-term hardship to submit an ACESS application for TAFE and degree programs, in addition to their direct application. The ACESS application form is available from Admissions. The form must be submitted by post to Admissions or hand delivered to Info Corner by **10 October 2008** (Semester 1) or **31 May 2009** (Semester 2). RMIT also has a limited number of Commonwealth Supported Places (CSP) for commencing postgraduate coursework students who can demonstrate special need or disadvantage and who meet the entrance and equity criteria.

For more information and how to apply see the web site at [www.rmit.edu.au/programs/applications/equity](http://www.rmit.edu.au/programs/applications/equity).

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## SECTION 8: Lodging your application

Please complete **one** application for each program for which you are applying and submit your application as indicated below. A complete set of certified documents must be submitted with each application. No responsibility will be accepted for application forms submitted to other offices or for postal delays.

**Please note** that missing information can delay or prevent the processing of your application.

#### Post to:

**Admissions**  
Locked Bag 10,  
A'Beckett Street Post Office  
MELBOURNE VIC 8006

#### Hand deliver to:

**Info Corner**  
Building 22, City campus  
330 Swanston Street (corner La Trobe Street), Melbourne  
Telephone: (03) 9925 2260  
Email: [study@rmit.edu.au](mailto:study@rmit.edu.au)

Please tear off and retain this information sheet.

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 Web site: [www.rmit.edu.au](http://www.rmit.edu.au)

PLEASE COMPLETE THIS FORM USING BLOCK LETTERS

## SECTION A: Personal information

Have you previously applied for a place or been enrolled in a program at RMIT?  Yes  No

Student ID no. (if known) Title Date of birth (DD/MM/YY) Your age as at 1 January 2009

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Family name/surname

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Gender

Male  Female

Given name/s

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Preferred name/s (if different from above)

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Previous name/s (if any)

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## Your citizenship

Australian citizen

**New Zealand citizen** – If you are a New Zealand citizen with Australian Permanent Residency please tick the Permanent Residency box only. If you are a New Zealand citizen or a New Zealand citizen who holds a Special Category Visa\* (i.e. arrived in Australia prior to 27 February 2001) please tick the New Zealand citizen box.

**Permanent Resident of Australia** – You hold a Permanent Residency Visa granted by the Department of Immigration and Citizenship  
 Date Permanent Residency granted

*Refer to your visa e.g. 20/11/06*

Permanent Humanitarian Visa holder

**Temporary Protection Visa holder/asylum seeker** – prior to applying applicants should contact the Equity and Diversity unit to confirm eligibility. Tel. (03) 9925 3181

**None of the above but I wish to study at RMIT University by distance education.**

*\*Please attach your Certificate of Status for New Zealand citizens*

If you do not fall into any of the above categories, do not use this form. You must apply directly to RMIT International Services. Refer to Section 3 of the Direct Application Information Sheet.

## SECTION B: Address and contact information

### Postal address

Address

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City/Suburb State Postcode

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Country

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**Permanent home address**  same as above

Address

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City/Suburb State Postcode

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Country

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### Contact information (at least one contact telephone number is required to process your application)

Private telephone

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Please advise Admissions in writing immediately if you change your address or contact details.

Mobile telephone

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Email

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### Admissions use only

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S/M RMIT Student ID No.

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Application No.

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Form returned to applicant/school

## SECTION C: Program information

This section refers to the program for which you are applying. Before completing this section, please check the key program details as outlined in Section 1 of the Direct Application Information Sheet.

### Program level Tick ONE box only

#### TAFE programs

- VCE (Year 11)    Certificate IV  
 VCE (Year 12)    Diploma  
 Certificate II    Advanced Diploma  
 Certificate III

#### Bachelor Degree programs

- Bachelor degree

#### Postgraduate programs

- Honours    Master by coursework  
 Graduate Certificate    Doctorate by coursework  
 Graduate Diploma

**Program code** e.g. BP987

Please check program brochures for program code and plan name or see [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

**Plan code** e.g. BP987ABC

**Program name** e.g. Bachelor of Accountancy

**Plan name** (If applicable)

Some programs may require you to nominate a stream of study e.g. Applied Language, Interpreting and Translating, Fine Art and Nursing programs.

**If applying for the VCE program, list the VCE studies in which you are interested below.**


**Campus/site** On which campus/site is the program conducted?

**Please note:** Not all programs are available at the campuses listed below. Please check relevant program brochures and the web site at [www.rmit.edu.au/programs](http://www.rmit.edu.au/programs)

- Bairnsdale    Brunswick    Bundoora    City    Hamilton    Point Cook    Sale  
 Distance education (off-campus/online)

### Attendance mode

- Internal (on campus)  
 External (distance education)

**Please note:** Not all programs are available in both internal and external mode. Please check program information carefully.

### Fee type

**Please note:** Most RMIT postgraduate coursework programs do not have government-subsidised (i.e. CSP) places available. Please check program information for applicable fees. Information on fee type eligibility is available from [www.rmit.edu.au/programs/fees](http://www.rmit.edu.au/programs/fees).

- Full-fee place i.e. student covers full program costs    Commonwealth Supported Place (CSP)    Government-funded TAFE place

### Study load

**Please note:** Not all programs are available both full and part-time. Please check program information carefully.

- Full-time    Part-time

**If claiming exemptions from part of this program, please indicate on which basis:**

- Work experience    Previous study    TAFE Higher Year Entry e.g. 2nd year

## SECTION D: Academic record information

Please provide certified copies of all academic documents for each application. Do not submit original documents. Please note that this application and any additional documentation will become the property of RMIT University and may not be returned.

If applying for postgraduate nursing programs, please attach evidence of any completed single courses and your practising certificate.

Applications may not be fully considered without providing:

- result statements for all programs and courses attempted/completed
- proof of successful completion of academic qualification/s
- an assessment of any overseas qualification/s.

Refer to Section 5 of the Direct Application Information Sheet for further details.

### List all academic qualifications previously attempted or completed

Full name of qualification	Duration (years)	Full name of institution (please do not abbreviate)	State/country	Date commenced study (month/year)	Date completed study (month/year)	Full or part-time (F / P)	Successfully completed entire program (Yes / No)

### List details of all current studies for which you are awaiting results (including Year 12)

When released, please forward certified copies of these documents to Admissions, quoting your application number (see Section 5).

Full name of qualification	Duration (years)	Full name of institution (please do not abbreviate)	State/country	Date commenced study (month/year)	Full or part-time (F / P)	Number of courses awaiting results	Approximate date results will be released	Will all requirements for award of this qualification be completed if courses listed are passed? (Yes / No)

Have you been excluded for academic reasons from RMIT University or any other college or university?

Yes  No      If yes, please attach reasons

## SECTION E: Employment information

### Relevant employment history

If you wish your work experience to be considered, please complete this section. You may wish to attach further professional information such as a curriculum vitae or letters of support from employers.

Duration		Company/employer	Position and duties
From (DD/MM/YY)	To (DD/MM/YY)		

### Relevant memberships and/or affiliations (including trade or professional organisations)

Organisation:		Your status:	
Organisation:		Your status:	

## SECTION F: Personal statement

Give reasons for wanting to undertake this program and provide any other information which may assist the Selection Officer in reaching a decision. Please attach details on an A4 sheet of paper if the space below is inadequate and ensure your full name, date of birth, RMIT Student ID number (if applicable) and the program for which you are applying are clearly noted on all attachments.

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## SECTION G: Statistical data

### 1. Did you attend Year 12?

Please tick one of the following:  Yes, attended Year 12  No, did not attend Year 12  Unknown

If you attended Year 12, please supply the following information:

Year 12 state

Year 12 year attended

Year 12 school name

Year 12 student number

### 2. Have you ever attended another Higher Education institution?

Please tick one of the following:

Yes, attended another Higher Education institution  No, did not attend another Higher Education institution  Unknown

If you attended another Higher Education institution please supply the following information:

Name of Higher Education institution

Higher Education institution year attended

Higher Education institution student number

### 3. Are you of Aboriginal or Torres Strait Islander origin?

Please tick one of the following:

No  Yes – Aboriginal  Yes – Torres Strait Islander  Yes – Aboriginal and Torres Strait Islander

### 4a) Disabilities

(Complete this section only if you are applying for a bachelor degree or postgraduate program)

Do you have a disability, impairment or long term medical condition which may affect your studies?

Yes  No

If you answered **yes**, please indicate the area of impairment by ticking one of the following:

Hearing  Mobility  Medical  Learning  Vision  Other

If you answered **yes**, are you likely to require support services, special equipment or facilities to assist you in your studies?

Yes  No

### 4b) Disabilities

(Complete only if you are applying for a TAFE program)

Do you have a disability, impairment or long term medical condition which may affect your studies?

Yes  No If you answered **yes**, please indicate the area of impairment by ticking one of the following:

Hearing/deaf  Physical  Intellectual  Mental illness  Acquired brain impairment

Learning  Vision  Medical condition  Other

If you answered **yes** to the previous question, will you need any special assistance because of the disability?

Please tick one or more of the following:

Physical access  An interpreter (sign)  A note-taker  Special equipment



