APPLICATION FOR ADMISSION TO A CONTINUING EDUCATION CERTIFICATE PROGRAM

1. PRIOR CONTACT WITH GRIFFITH UNIVERSITY

Are you or have you ever been a student or staff member at Griffith University?
☐ No ☐ Yes  (Please indicate Griffith Identification Number if possible)

Previous Family name if changed:

2. PERSONAL DETAILS

Name:  ☐ Mr  ☐ Miss  ☐ Ms  ☐ Mrs  ☐ Other:

Family name:
First name:
Preferred name:

Date of birth:
Gender:  ☐ Male  ☐ Female

3. CONTACT DETAILS

Email Address:
Home telephone number:
Work/mobile telephone number:

(please print clearly)

Permanent home address:
No and street:
Suburb/town:  State:
Country:  Postcode:

Mailing address: If your Mailing Address is the same as your Permanent home address please write “same as home address”
No and street:
Suburb/town:  State:
Country:  Postcode:

Application dates: Refer to Admission important dates for submission dates.

4. RESIDENCY STATUS (The Commonwealth Government requires this information)

Are you an Australian Citizen?  ☐ Yes  ☐ No

Have you been granted a Permanent Humanitarian Visa in Australia?
☐ Yes  ☐ No

Are you a New Zealand Citizen?  ☐ Yes  ☐ No

Have you been granted a Permanent Residency (other than a permanent humanitarian visa) in Australia?
☐ Yes  ☐ No

PLEASE NOTE that international students on Temporary Stay Visas may not be permitted to study these non-award programs. Please check with the Department of Immigration and Multicultural Affairs to clarify your visa regulations regarding miscellaneous/non-award studies.

Country of birth: ____________________________

OFFICE USE ONLY

Application Number: ____________________________
5. APPLICATION DETAILS – Continuing Education Certificate Programs

All applicants will receive written confirmation of their application outcome via email.

In order of preference, nominate the certificate program/s of your choice in the following section.

<table>
<thead>
<tr>
<th>Pref</th>
<th>Semester 1 or 2</th>
<th>Year – 2015 or 2016</th>
<th>Title</th>
<th>Program Code</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. PRIOR EDUCATION DETAILS

Copies of supporting documentation are required – refer to section 9.

- School records (Exit Statement/OP Statement or equivalent), where obtained, are required.
- Applicants over 20 years of age must also provide a current resume including work history, statement of duties, voluntary work experience and personal achievements, if applicable.

<table>
<thead>
<tr>
<th>Year</th>
<th>Name of Institution</th>
<th>Qualification obtained (i.e. Year 12, Diploma)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. PERSONAL STATEMENT

- Write a short paragraph on why you wish to undertake your nominated program of study.
- You may attach additional information to support your application.

8. DECLARATION

Are you at present excluded, on academic or other grounds, from any tertiary institution?  ☐ Yes  ☐ No

If yes, please provide details:

I declare that to the best of my knowledge the information supplied by me is true, correct and complete in every respect. I acknowledge that the submission of false, fraudulent, incorrect, incomplete or misleading information may result in cancellation of my enrolment or delays in processing my application. I consent to the collection, storage and disclosure of information concerning any acts of record falsification or other irregular acts in relation to my academic record.

I authorise and grant the University permission to verify such records through qualification verification services or grant my consent for other educational institutions, admissions centres, government bodies or employers to disclose information about my qualifications and/or experience directly to the University. I authorise the University to obtain information concerning my academic record from any school, university or other institution attended by me.

I agree to inform the University promptly should I be excluded, suspended or expelled from any other tertiary institution whilst enrolled at Griffith University. I authorise the University to obtain information concerning my status required under the Higher Education Support Act 2003 (HESA).

I have read and accept the statements above to be true and correct.  ☐ Yes

Signature of applicant: _______________________________  Date: ______/_____/______
9. APPLICATION CHECKLIST

Complete the following checklist before forwarding your application.

If you are unsure of what information to provide, please contact one of our offices for assistance.

- Copies of prior education, e.g. Senior Certificate, OP Statement, Exit Statement, Academic Transcript.
- Current resume including work history, statement of duties and written references. If applicable, include voluntary experience and personal achievements.
- Copies of documentary evidence of other qualifications, e.g. First Aid Certificate, Awards.
- Copies of English Language Proficiency – if applicable, e.g. IELTS, TOEFL or ASLPR certification.

10. APPLICATION LODGEMENT

Application form and any documentary evidence must be lodged by mail or in person, to any campus Student Centre. [http://www.griffith.edu.au/student-centres/contact-us].

OR electronically via mailto:mdomesticadmissions@griffith.edu.au

Application dates: Refer to Admission important dates for submission dates.

OFFICE USE ONLY

Application processed: Initials: ___________________________ Date: ________________

Requirements met: ☐ Yes ☐ No (letter sent) Initials: ______ Date: ________________

Application approved: ☐ Yes ☐ No Date: ________________

Approver: Signature: ___________________________ Date: ________________

Offer letter sent: Initials: ___________________________ Date: ________________

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________