
APPLICATION FOR ADMISSION SINGLE COURSE OF STUDY

1. PRIOR CONTACT WITH GRIFFITH UNIVERSITY

This form is to be used by students wishing to complete a single course of study at Griffith University.
This form should **not** be used to apply for cross-institutional studies. Contact Griffith Student Administration for information regarding cross-institutional study.

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:

Griffith Identification Number

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2. PERSONAL DETAILS

Title: Mr Miss Ms Mrs Other:

Family name:

First name:

Preferred name:

Date of birth:

/ /

Gender:

M F X

Email Address: (please print clearly)

Work/mobile telephone number:

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:

3. CITIZENSHIP STATUS

DOMESTIC STUDENTS

Are you an Australian Citizen?

Yes No

Are you a New Zealand Citizen?

Yes No

Have you been granted a Permanent Humanitarian Visa in Australia?

Yes No

Have you been granted a Permanent Residency (other than a permanent humanitarian visa) in Australia?

Yes No

Country of birth:

INTERNATIONAL STUDENTS

What country was your passport issued from?

Does your Visa permit you to study part-time in Australia?

Yes No

Is your Visa valid for the duration of the nominated study period?

Yes No

Are you an Australian Aboriginal or Torres Strait Islander?

No Yes, Australian Aboriginal Yes, Torres Strait Islander Yes, Australian Aboriginal and Torres Strait Islander

PLEASE NOTE: International students on Temporary Stay Visas may not be permitted to study as a single course of study/non-award student. Please check with the Department of Immigration and Multicultural Affairs to clarify your visa regulations regarding single course of study. This may affect students with diplomatic residency residing in Australia.

4. PROPOSED COURSES

Course Code	Course Name	Campus	Trimester 1, 2 or 3

5. PRIOR EDUCATION DETAILS – Optional

Year	Name of Institution	Qualification obtained (i.e. Year 12, Diploma)

6. PERSONAL STATEMENT

- Write a short paragraph on why you wish to undertake your nominated course/s of study if you are considering additional undergraduate study at Griffith University in the future.
- You may attach additional information to support your application – refer to section 6 above.

7. STUDENT DECLARATION

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 withdrawal of my admission offer, cancellation of my enrolment or delays in processing my application. I acknowledge in the circumstance that I supply inaccurate, incomplete or misleading information I shall not be eligible to apply for admission to the University for a period of two years and in the circumstance that I supply fraudulent information, I will be ineligible to apply for admission to the University. 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 am not excluded from any other tertiary institution
- I have read and accept the statements above to be true and correct.

Name in full: _____ Signature: _____ Date / /

OFFICE USE ONLY – COURSE CONVENOR TO APPROVE/REJECT

I HAVE CONSIDERED THIS APPLICATION AND I RECOMMEND THAT THE APPLICATION BE:

APPROVED

DENIED

Please provide a reason for your decision:

Course Convener signature: _____ Course Convener Name: _____ Date: / /

INFORMATION SHEET

APPLICATION ASSISTANCE AND ENQUIRIES ABOUT SINGLE COURSE OF STUDY

Please contact the Griffith University Student Centre on 1800 677 728 for any admissions enquiries.

THE STUDENT ADMINISTRATION POLICY

The **Student Administration Policy** is available from the Griffith web site at: <http://policies.griffith.edu.au/Student-Administration-and-Services/Enrolment-and-Orientation>

DOCUMENTARY EVIDENCE AND SUPPORTING INFORMATION

Please ensure the below documentation (where applicable) is attached to your application. We will accept scanned documentation; however Griffith University will carry out audits which may require you to provide original documents.

- School records** including Exit Statement / OP Statement or equivalent
- Academic transcript** from other higher education institutions (if applicable)
- Resume** including work history, statement of duties, voluntary work experience and personal achievements (Applicants 20 years of age and older only)
- English Language Proficiency** certification eg IELTS, TOEFL or ASLPR (If English is not your home language)

HOW TO LODGE THIS FORM

1. Refer to the [Griffith Degree Finder](#) for prerequisite requirements, timetabling and study mode options for all courses
2. Complete this form in full.
3. Collate required supporting documentation and attach to this form
4. Refer to Important Admission dates to determine when to submit completed form

Lodgement options include:

- Electronically via email to application@griffith.edu.au
- Via mail or in person to any [Student Centre](#)

PROTECTING STUDENT PRIVACY

Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at: www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan

Telephone (+61 7) 373 57700 or (+61 7) 555 28811.