

# 2011 Single subject studies/Community Access Program (CAP) application form

Before you apply:

Have you read all the information set out in the CAP brochure and on the website?

Visit: [www.unimelb.edu.au/community/access](http://www.unimelb.edu.au/community/access)

Have you reviewed the University handbook entry for the CAP subject(s) that you are applying for?

Visit the handbook: <http://handbook.unimelb.edu.au>

Have you spoken to someone from the Faculty or Graduate School about the application process? For contact details visit:

[www.unimelb.edu.au/community/access/facultycontacts.html](http://www.unimelb.edu.au/community/access/facultycontacts.html)

Do you have all the necessary documents to go with your application? You will need documentation to substantiate your visa/citizenship status; and may need certified copies of your academic record.

Students enrolled in a degree program at the University of Melbourne in 2011 should obtain approval from their home Faculty or Graduate School prior to applying for CAP.

## Section A: Personal details

Family name:		
First name:		
Middle name:		
Preferred name (if different):		
Gender:	Male	Female
Date of birth:		
Address:		
Home tel:		
Work tel:		
Mobile:		
Email:		
Have you ever been enrolled at the University of Melbourne?	Yes	No
If yes, please write your student number (if known):		

## Section B: Eligibility

I am
an Australian citizen
an Australian permanent resident
a New Zealand citizen
an international student or temporary resident
Visa subclass:
number:
name:
Visa expiry date:

## Section C: Subjects you wish to study

Subject code	Subject name	Semester <sup>①</sup> (1, 2, S, Y)	Mode <sup>②</sup>	Authorisation (Faculty use only)

<sup>①</sup> Please indicate: Semester 1 (1), Semester 2 (2), Summer (S), Year-long subject (Y).

<sup>②</sup> Please indicate mode of enrolment: Assessed (A) or Non-Assessed (N-A). Please note that fees vary depending on whether the subject is Assessed, Non-Assessed; at graduate or undergraduate level. Please visit [www.futurestudents.unimelb.edu.au/fees/cap](http://www.futurestudents.unimelb.edu.au/fees/cap)

## Section D: Education

Certified copies of academic transcripts, including final secondary school results, must be submitted. If you are a current University of Melbourne student, you do not have to provide copies of your VCE and University of Melbourne results.

### (a) Highest level of formal education attempted

Name of qualification: \_\_\_\_\_

Years of study: \_\_\_\_\_

Name of institution: \_\_\_\_\_

- I was successful in completing this qualification.  
 I did not complete all of the requirements of this qualification please explain to what extent this qualification was undertaken.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### (b) I have completed secondary school

- No  
 Yes, year completed: \_\_\_\_\_

Name of qualification completed:

- VCE (Units 3 and 4)  
 Matriculation  
 Other, please specify: \_\_\_\_\_

Complete the table below only if applying for an undergraduate subject.

Subjects studied	Results
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Section E: Further information

How did you hear about CAP? \_\_\_\_\_

What do you hope to gain through CAP?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you discussed your application with anyone at the Faculty?

Yes No

If yes, who? \_\_\_\_\_

## Section F: Bridging program for overseas-trained professionals

Is this study being taken as a bridging program for overseas-trained professionals?

- Yes  No

If yes, please provide an Assessment Statement from the assessing body for the relevant professional occupation. If you intend to apply for FEE-HELP, you must meet the eligibility criteria, and the assessing body must be listed by the commonwealth as a qualifying body. If eligible, please provide a completed Request for FEE-HELP form with this application. This form is available from the Student Management Services, tel: +61 3 8344 4772 or visit Raymond Priestley Building, Level 1, Parkville campus.

## Section G: Documentation

Please ensure these are attached to this application:

### All applicants

I have attached documentation to substantiate my visa/citizenship status.

- Yes  No  N/A

### Assessed studies

I have attached certified copies of my academic record.

- Yes  No  N/A

### Current University of Melbourne students

I have attached a letter of approval of my undertaking CAP studies from my home faculty.

- Yes  No  N/A

### Bridging program applicants

I have attached the assessment statement from the professional assessing body for a bridging program for overseas-trained professionals.

- Yes  No  N/A

I am undertaking an approved bridging program for overseas trained professionals, and have also attached the Request for FEE-HELP assistance form (where eligible).

- Yes  No  N/A

## Section H: Declaration

I declare that the information I have supplied on this form is complete and correct. I acknowledge that the University may cancel my enrolment if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the tertiary subject(s) I undertake. I also agree to pay all fees associated with my enrolment and acknowledge the University may cancel my enrolment for non-payment of fees or if I have not fulfilled the requirements to complete my enrolment. I authorise the University to obtain official records with respect to my application from the appropriate education institution(s) and to seek other relevant information about me. I have read and understood all of the information in the CAP brochure. I intend to enrol in the subjects listed overleaf if my application is successful.

Applicant's signature: \_\_\_\_\_

Date:

Important note: The information provided on this application form will be used by CAP selection staff for the purpose of selection into and administration of your CAP studies.

Intellectual property

Disclaimer

Statement on privacy policy

For further information refer to:  
[www.unimelb.edu.au/Statutes/](http://www.unimelb.edu.au/Statutes/)

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