

2012 Single subject studies/Community Access Program (CAP) application form

Before you apply:

Have you read all the information set out in the Single subject studies/CAP brochure and on the website?

 www.unimelb.edu.au/community/access

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

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

Have you spoken to staff at the relevant Student Centre or Graduate School about the application process? For contact details, visit:

 www.unimelb.edu.au/community/access/facultycontacts.html

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

Students enrolled in a degree program at the University of Melbourne in 2012 must obtain approval from their home Faculty or Graduate School prior to applying for Single subject studies/CAP.

Applicant 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please write your student number (if known):	

Cultural details:

Country of birth:	
Year of entry into Australia (if applicable)	
Main language spoken at home:	
Aboriginal or Torres Strait Islander status	<input type="checkbox"/> Yes <input type="checkbox"/> No

Citizenship and residency details:

I am:
<input type="checkbox"/> an Australian citizen
<input type="checkbox"/> an Australian permanent resident
Country of birth:
Year of entry into Australia:
<input type="checkbox"/> a New Zealand citizen
<input type="checkbox"/> an international student or temporary resident
Country of birth:
Visa subclass:
Visa number:
Visa name:
Visa expiry date:
Permanent overseas address:

1: Study plan (provide details about the Single subject/CAP subject(s) that you wish to study):

First review the instructions about choosing subject(s) — these can be found at: www.unimelb.edu.au/community/access/apply.html
After confirming the specific subject(s) that you wish to study, complete the table below.

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

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

² 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

2: All prior education:

2.1 Applicants for undergraduate Single subject/CAP study

Applicants with secondary education only:

- Please submit certified copies of your secondary school results from the final two years.

Applicants with secondary and further education:

- Please submit certified copies of your secondary school results from the final two years.
- Please also submit certified copies of your academic transcripts from any other study you have completed.

Please note: If you are a current University of Melbourne student you do not have to provide copies of your University of Melbourne results.

Please note: A delay in providing the supporting documentation is likely to delay your application being assessed.

Highest level of formal education attempted

Name of qualification: _____

Years of study: _____

Name of institution/school: _____

- 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.

I have completed secondary school

- No
- Yes, year completed:

Name of secondary 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

2.2 Applicants for graduate Single subject/CAP study

Certified copies of academic transcripts of your undergraduate degree must be submitted. If you are a current University of Melbourne student you do not have to provide copies of University of Melbourne results.

Highest level of formal education attempted

Name of qualification: _____

Years of study: _____

Name of institution/school: _____

- 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.

Please upload a certified copy of your academic transcript for each of the courses you have undertaken. If you do not provide this documentation your application cannot be considered.

3: Current University of Melbourne students – letter of approval for Single subject/CAP study

Prior to submitting this application, current University of Melbourne students must gain approval to complete Single subject/CAP studies (i.e. from their current course). Please attach a statement from your home Student Centre/Graduate School indicating that you have received approval to undertake Single subject/CAP studies.

I am currently enrolled in a degree program at the University of Melbourne:

- Yes
- No

4: Purpose for study

For what purpose are you intending to undertake CAP studies (please tick multiple boxes if applicable)?

- Meet prerequisites for an undergraduate degree
- Meet prerequisites for a graduate degree (please specify which graduate degree you intend to apply for): _____
- Strengthen my academic record
- To study outside my current degree program
- For professional accreditation
- Career advancement
- To explore a new career direction
- For personal growth
- As a bridging program for overseas-trained professionals
- To study at the University of Melbourne
- To expand my Melbourne Alumni experience
- Other (please specify): _____

5: Alumni or staff tuition fee discount

University of Melbourne alumni and current University of Melbourne staff receive a 20% discount on their tuition fees for CAP studies.

I am a University of Melbourne alumni:

Yes No

I am a current University of Melbourne staff member:

Yes No

If yes, please indicate your former student ID number and/or your current Staff ID number:

I am a family member of a current University of Melbourne staff member and am eligible for the staff discount (check www.hr.unimelb.edu.au/development/unifeediscount/ for details including definitions):

Yes No

If yes, please indicate the staff ID number of the current University of Melbourne staff member you are related to:

Please indicate your relationship to them:

6: 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:

Student Administration

Level 1, Raymond Priestley Building,
The University of Melbourne, Parkville campus

 +61 3 8344 4772

7: Documentation checklist

Please ensure these are attached to this application:

• Applicant details

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

Yes No N/A

• All prior education

I have attached certified copies of my academic record.

Yes No N/A

• Letter of approval (current University of Melbourne students)

I have attached a letter of approval to undertake Single subject/CAP studies from my Student Centre/Graduate School.

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

Please note: A delay in providing the supporting documentation is likely to delay your application being assessed. Your application will not be considered complete unless all required documentation has also been received.

8: How you found out about Single subject study/CAP

We would be grateful if you could let us know how you found out about Single subject study/CAP (please tick multiple boxes if applicable):

University of Melbourne website

University of Melbourne staff member

Alumni event or publication

Advertisement in newspaper/magazine

Graduate/s of the University of Melbourne

Family/friends

Other (please specify) _____

9: Assistance with preparing application

Have you discussed your application with a staff member of the University of Melbourne?

Yes No

If yes, please indicate who this was:

10: Application 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 Single subject studies/CAP brochure. I intend to enrol in the subjects listed overleaf if my application is successful.

Applicant's signature: _____

Date: _____

11: Submit your application

Submit your completed application form, together with all required supporting documentation, to the relevant Student Centre or Graduate School:

 www.unimelb.edu.au/community/access/facultycontacts.html

If you are applying for subjects in more than one area or discipline, you will need to lodge a separate application for each.

Check the application closing dates on the website:

 www.unimelb.edu.au/community/access/apply.html

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For further information refer to:

 www.unimelb.edu.au/Statutes/


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For further information refer to:

 www.unimelb.edu.au/unisec/privacy/privacypolicy.html

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