

Student Administration Advanced Standing Information Sheet

Admissions Unit
Locked Bag 1797, Penrith South DC NSW 1797



The application for Advanced Standing should be filled out in conjunction with reading the Advanced Standing policy (see Admissions policy, part B) on the web at: <http://policies.uws.edu.au>

You should attach a **CERTIFIED COPY*** of your previous results and awards on the basis of which you are seeking Advanced Standing. If possible, you should attach unit outlines of the completed units, however, this is not necessary if your previous studies were undertaken at UWS. If you are basing your application on prior work experience, you should attach a resume. All documents should be attached to your application for Advanced Standing.

Your application may be lodged at the Student Centre on any UWS campus or posted to:

Advanced Standing Officer
Admissions Office
Building I Penrith Campus
University of Western Sydney
Locked Bag 1797
Penrith South DC NSW 1797

- If you are an Off-Shore student, please lodge your application directly with your partner institution.
- Your application should be lodged by the advertised closing date. Any applications not lodged with the Student Centre by that time will be held over until the next teaching session.
- If you are currently enrolled in the unit(s) for which you are seeking credit, you should consult your Head of Program about your enrolment BEFORE the census date for that academic period.
- The University will advise you of the outcome of your application in writing. Please note, being granted Advanced Standing could affect your study load and therefore, your eligibility for Centrelink benefits.
- Under normal circumstances, applications may take up to five (5) weeks to process.
- Please ensure that you keep a copy of your application and all supporting documentation.

Certification of Documentation.

The person who certifies your document/s must be contactable by telephone during normal working hours. This person may be:

- An authorised officer at:
 - any Student Centre of the University of Western Sydney
 - any other university or TAFE College
 - the official records department of the institution that originally issued the documents
 - an Australian overseas diplomatic mission and Australian Educational Centres
 - the Universities Admissions Centre
- A Justice of the Peace with a registration number
- An accountant - must be a member of the Institute of Chartered Accountants in Australia, or the Australian Association of Taxation and Management Accountants or be a Registered Tax Agent
- A bank manager, but not a manager of a bank travel centre
- A credit union branch manager
- A commissioner for declarations
- A barrister, solicitor or patent attorney
- A police officer in charge of a police station, or of the rank of sergeant and above
- A postal manager
- A Principal of an Australian secondary college, high school or primary school

You cannot certify your own documents, even if you belong to one of the categories listed above.

How should the authorised officer certify each document?

The Certifying Officer must print "I certify this to be a true copy of the document shown and reported to me as the original." on the document, as well as their name, address, contact telephone number, profession or occupation or organisation, the date and then sign the document.

The Certifying Officer should also include the official stamp or seal of the certifier's organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print their registration number and provide details of the state in which they are registered.

Copies certified by a Justice of the Peace without a registration number will NOT be accepted. To find a Justice of the Peace in your area, check the public register of JPs available online from the NSW Attorney-General's Department at www.lawlink.nsw.gov.au.

Student Administration Advanced Standing Application

Admissions Unit
Locked Bag 1797, Penrith South DC NSW 1797



Please read the attached "Advanced Standing Information Sheet" before completing this form.
Print in **BLACK INK** using **CAPITAL LETTERS** and write your name at the top of ALL of the following pages.
Complete Section 1 and then the following section/s relevant to your application. All applicants must complete Section 6.
The completed form may be lodged at any UWS Student Centre or posted to:
Advanced Standing, Admissions Office, Building I, Penrith Campus,
University of Western Sydney, Locked Bag 1797, Penrith South DC NSW 1797.
If you are an off-shore student, please lodge your application directly with your partner institution.

1 - PERSONAL DETAILS

Are you currently enrolled at UWS? No Yes Student ID

Are you an international student? No Yes

Date of birth

Title Family name

Given name(s)

Previous name (if different from the name shown above - You must attach **CERTIFIED** documentary evidence)

Postal address

Unit no.	Street no.	Street name	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Home phone number Work phone number Mobile phone number

Give details of the course you are requesting that Advanced Standing be given:

Course number Course name

2 - IMPORTANT INFORMATION AND APPLICATION CHECKLIST

- Important information**
- Your application should be lodged by the advertised closing date. Any applications not lodged with the Student Centre by that time will be held over until the next teaching session.
 - The University will advise you of the outcome of your application in writing. Please note, being granted Advanced Standing could affect your study load and therefore, your eligibility for Centrelink benefits.
 - Under normal circumstances, applications may take up to five (5) weeks to process.

- Checklist**
- I have read the Advanced Standing Information Sheet.
 - I have attached a resume and certified supporting statements from employers (if application is on the basis of work experience).
 - I have attached a certified copy (please refer to Information Sheet) of my previous results and awards for which I am applying for Advanced Standing (not required if units are from UWS).
 - I have attached unit outlines of the completed units for which I am seeking Advanced Standing (not required if units are from UWS).
 - I have kept a copy of the Application form and all supporting documentation.

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal), an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

4 - BLOCK CREDIT

Applicant's name

Complete this section to apply for credit on the basis of prior TAFE or equivalent studies. Block credit is granted to students who have completed relevant studies at Certificate IV (Advanced Certificate) or higher level at TAFE, certain colleges and private providers. You must attach **CERTIFIED** documentary evidence.

Give details of previous award(s) you have completed and wish to use as the basis of your application for Block Credit

Name of previously completed award	Year completed	Name of institution

5- RELEVANT WORK EXPERIENCE DETAILS

Applicant's name

Complete this section to apply for a credit transfer on the basis of prior work experience. Please remember that it is not always possible to grant credit on the basis of work experience.

Please attach supporting documentation - list the attachments below

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

6 - DECLARATION AND SIGNATRE

- I declare that all the information submitted on this form is correct and complete. I understand that if I do not fully complete and sign this form my application will not be processed.
- I have attached a **CERTIFIED** copy of my academic transcript(s) listing all units/subjects and results.
- I understand that UWS may check official records from any educational institution attended by me.
- I have read and understand the policies and procedures relating to advanced standing published on the UWS website.
- I understand that UWS reserve the right to vary or reverse any decisions regarding enrolment or advanced standing made on the basis of incorrect or incomplete information.
- I understand that I will be liable for student contribution or tuition fees for each unit in which I am enrolled at census date and for which I have not been granted advanced standing.
- If, as an international student, I am granted advanced standing, and it reduces the length of my course, I will be issued with a new Confirmation of Enrolment (COE) for the shorter period. I also acknowledge that I am required to study full time for the duration of my course. This does not include off-shore students.

Applicant's signature



Date / /

Date Received

UWS ASSESSOR USE ONLY

BLOCK CREDIT EXEMPTIONS DECISION

Decision Granted Not granted

Unit number	Unit name	Unit number	Unit name

WORK EXPERIENCE DECISION

Type of credit	Unit number	UWS unit name	Level	SLF	Recommendation (refer codes below)	Initials
SP <input checked="" type="checkbox"/> UN <input checked="" type="checkbox"/>						
SP <input checked="" type="checkbox"/> UN <input checked="" type="checkbox"/>						
SP <input checked="" type="checkbox"/> UN <input checked="" type="checkbox"/>						
SP <input checked="" type="checkbox"/> UN <input checked="" type="checkbox"/>						
SP <input checked="" type="checkbox"/> UN <input checked="" type="checkbox"/>						
SP <input checked="" type="checkbox"/> UN <input checked="" type="checkbox"/>						

Description of codes

Type of credit **SP** = Specified **UN** = Unspecified

Recommendation **C** = Challenge exam required **D** = More documents required **G** = Granted **U** = Unsuccessful

Decision rationale

Assessor's name

Phone extension

Email address

Assessor's signature

Date

D	D	/	M	M	/	Y	Y	Y	Y
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