

Admissions Unit  
Locked Bag 1797, Penrith South DC NSW 1797

### IMPORTANT INFORMATION

This application should only be used for integrated courses:  
Certificate III in Retail/Certificate IV in Retail Management/Bachelor of Business & Commerce (Retail Management).

**All applicants** must supply **certified\*** copies of the following documents with their application:

- Academic transcripts from institutions other than UWS, including TAFE and private providers
- Proof of Australian citizenship or permanent residency (birth certificate, passport, permanent residency visa, certificate of citizenship)

**All applicants** must also supply **certified\*** copies of the following documents with their application, if applicable:

- Proof of proficiency in English
- Evidence of name change (e.g. marriage certificate)
- Curriculum vitae/resume

If your name differs from that under which you gained your qualification(s) or were previously enrolled, you will need to provide certified documentary evidence of the change with this application (e.g. marriage certificate).

### English proficiency

If your previous studies were undertaken in a language other than English, you may be required to provide proof of proficiency in English. Students can prove their proficiency with a certificate such as Academic IELTS or TOEFL. You can do so by attempting either one of the following tests:

- Combined Universities Language Test (CULT) (fee applies) at:  
University of New South Wales, telephone: 02 9385 0374
- International English Language Testing System (IELTS) (fee applies) at:
  - University of Technology Sydney, telephone: 02 9514 1536
  - Macquarie University, Telephone: 02 9850 6337 (recorded information); 02 9850 9642 (bookings)
  - University of Sydney, Telephone: 02 9351 9996

The English proficiency requirement for these integrated courses is IELTS overall 6.5 with a minimum of 6.0 in each subtest (reading, writing, listening and speaking).

### Certification of documentation

The person who certifies your document/s must be contactable by telephone during normal working hours. Your documents must be certified by one of the following authorised officers:

- any UWS Student Central staff member
- any other university or TAFE College
- the official records department of the institution that originally issued the document/s
- 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 or a family member cannot certify your documents, even if you or they belong to one of the categories listed above.**

### How should the authorised officer certify each document?

The certifying officer must print the following text on the copied document: 'I certify this to be a true copy of the document shown and reported to me as the original.' They must also include 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 (JP) 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.

### Lodging your application

Applications may be lodged in person at any UWS Student Central or by mail to:

Admissions Unit, Building I, Penrith Campus, University of Western Sydney, Locked Bag 1797, Penrith South DC NSW 1797

*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.*

**Application for integrated courses:  
Certificate III in Retail/Certificate IV in Retail Management/  
Bachelor of Business and Commerce (Retail Management)**

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**IMPORTANT INFORMATION**

Please complete section 1 to 6 of this application in **BLACK INK** using **CAPITAL LETTERS**.  
You must attach separate supporting documentation for each course and all supporting documentation must be **CERTIFIED** copies.

**1 - PERSONAL DETAILS**

Student ID number

Date of birth  /  /  Gender Male  Female

Title  Family name

Given name(s)

Previous name (if different from the name shown above, you must attach clear, sharp **certified** documentary evidence)

Postal address

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

Home phone number  Work phone number  Mobile phone number

Email

**2 - CITIZENSHIP AND AUSTRALIAN RESIDENCY STATUS**

Are you of Aboriginal or Torres Strait Islander origin?  No  Yes

Are you a citizen of Australia?  No  Yes ▶ If yes, go to section 3

Are you a citizen of New Zealand?  No  Yes ▶ If yes, go to section 3

Do you have permanent resident status in Australia?  No  Yes

Date you arrived in Australia	/ /	Date permanent resident status granted	/ /	Type of visa*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*You must attach a **certified** copy of your permanent residency visa

**3 - ENGLISH PROFICIENCY**

Is English your first language?  No  Yes Go to section 4

Was English the language of instruction at your school or university?  No  Yes How long did you attend this school?#

Have you completed an English proficiency test?  No  Yes ▶

Year completed	Type of test (e.g. IELTS/TOEFL)	**Score
<input type="text"/>	<input type="text"/>	<input type="text"/>

#Attach documentary evidence

\*\*You must attach a clear, sharp **certified** copy of your test results

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 - EDUCATION

Provide details of all education completed, attempted but not completed, or for which you are currently enrolled. You must attach a clear **certified**\* copy of your academic records. You do not need to supply records from UWS.

##### Secondary education

School name	Address of school including state	Level attained	Year completed
HSC candidate number (if known):			

##### Tertiary education (including TAFE and private providers)

Institution	Degree or qualification (including level)	First year	Last year	Complete or incomplete

#### 5 - EMPLOYMENT DETAILS

Please detail your employment history. (Show your present or most recent position first)

Employer	Type of work	Employment start date	Employment end date
		/ /	/ /
		/ /	/ /

#### 6 - DECLARATION AND SIGNATURE

I declare that I have read the instructions at the beginning of this form, and declare that all the information submitted is true and complete.

I authorise the University to obtain available official records from any educational institution attended by me. I understand that the University is not responsible if any institution does not provide these records.

I authorise the University to verify any information provided by me, including academic records and employment details.

I understand that the University may reject my application or revoke any offer of admission if it finds any information provided in relation to my application to be incomplete, inaccurate or misleading.

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.

I agree to abide by the University of Western Sydney Act, the University of Western Sydney by-law and the rules and policies of the University as they apply from time to time. I also understand that it is my responsibility to ensure that I review the by-law, rules and policies of the University during my period of study, as they are subject to change.

Student's signature

 **SIGN HERE**

Date 

D	D	/	M	M	/	Y	Y	Y	Y
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**7 - SERVICE SKILLS AUSTRALIA - (ADMINISTRATIVE USE ONLY)**

I confirm that I am an officer at Service Skills Australia (SSA) and that I am authorised to make this recommendation.

Title  Name

Position title

Work phone number  Email address

SSA Officer's signature

Date

**UWS ADMINISTRATIVE USE ONLY**

Comments

**Decision**

Offer <input type="checkbox"/>	Conditions (if applicable) <input type="text"/>
Hold <input type="checkbox"/> No Offer <input type="checkbox"/>	Reason <input type="text"/>

**Authorised by**

Position

**Signature**

Date

**UWSCOLLEGE ADMINISTRATIVE USE ONLY**

Comments

**Decision**

Offer <input type="checkbox"/>	Conditions (if applicable) <input type="text"/>
Hold <input type="checkbox"/> No Offer <input type="checkbox"/>	Reason <input type="text"/>

**Authorised by**

Position

**Signature**

Date