

IMPORTANT INFORMATION

Applications will not be accepted after the advertised closing date.

Who can use this application

Applicants for the Master of Teaching (Honours) course must complete this form.

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

- Academic Transcripts from institutions other than UWS.
- Approved translations of overseas qualifications (DIMIA, DFAT, NAATI).

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

- Proof of proficiency in English (see below)
- Evidence of name change (e.g. Marriage Certificate)
- Statement of Employment, detailing duration and duties
- Evidence of membership of Professional Association(s)

*You must ensure that all documents that you supply with your application have been certified in accordance with the UWS guidelines for "Certification of Documentation". Read the information on "Certification of Documentation" overleaf carefully. Do not jeopardise your application.

Overseas Qualifications

It is recommended that you have your overseas qualifications assessed by the Australian Education International (AEI) to determine whether or not they are equivalent to an Australian degree or diploma (fee applies).

You should attach a certified copy of the AEI assessment to your application.

AEI contact details:

Website: <http://aei.gov.au>

Telephone: 1300 363 079 (within Australia)
+61 3 8341 3611 (outside Australia)

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:

- 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
- Test of English as a Foreign Language (TOEFL) at:
 - Thompson Prometric, telephone: 02 9640 5899

English proficiency requirements are specified on the web at: www.uws.edu.au/international. Follow the links to the English Proficiency requirements of your nominated course.

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.

Lodging your application

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

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

4 - EDUCATION

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

Tertiary education

Institution	Degree or qualification (including level)	First Year	Last Year	Comp	Incomplete

5 - MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Give details of any memberships you hold of professional societies and any office you hold or have held in them.

6 - EMPLOYMENT HISTORY

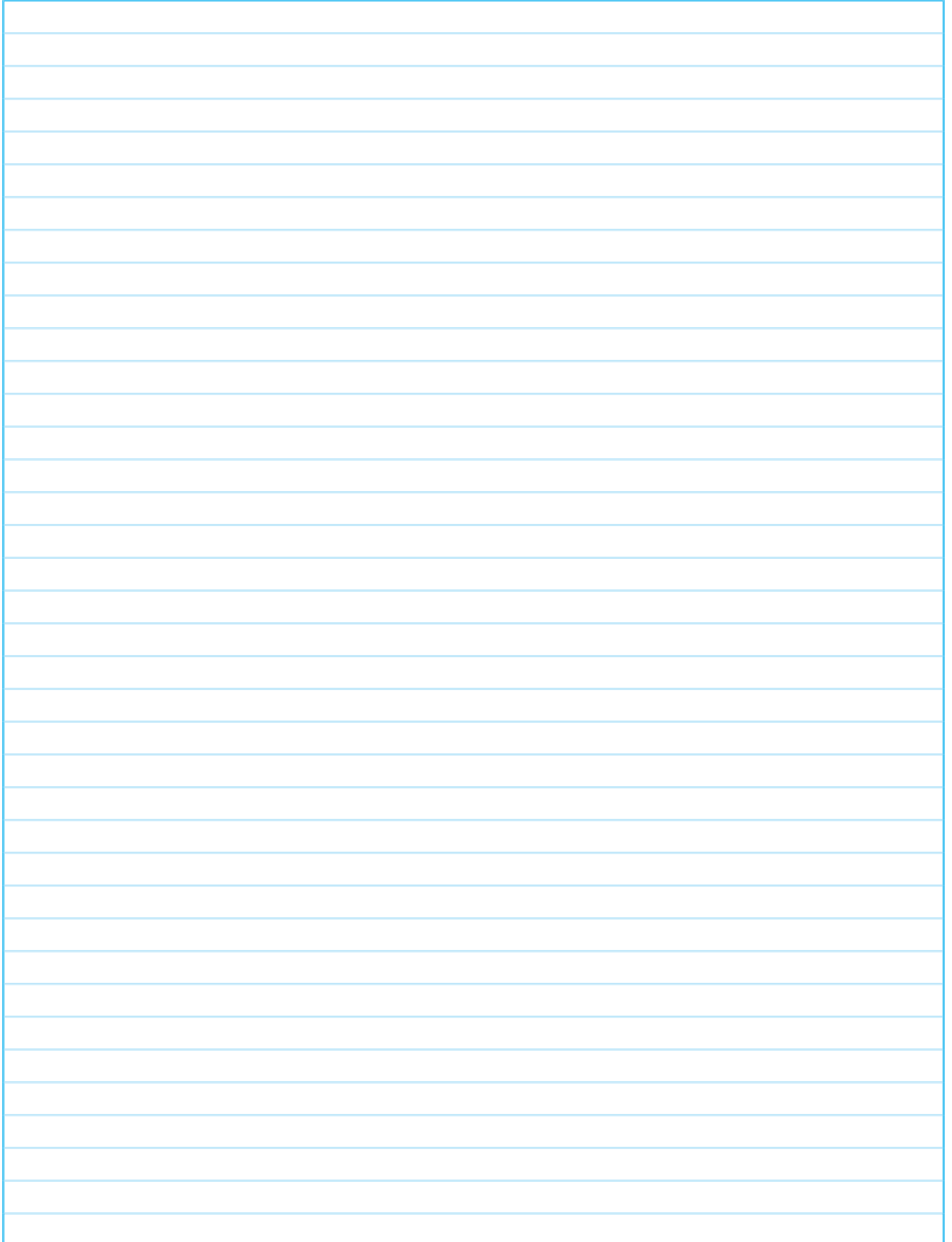
Please detail your employment history. (Show your present or most recent position first. Only documented employment will be considered.) Employment does not need to be related to the course for which you are applying.

Employer	Type of work	Position held	From	To
			/ /	/ /
			/ /	/ /
			/ /	/ /
			/ /	/ /
			/ /	/ /

7 - THESIS PROPOSAL OR OUTLINE

Provide a 500 word proposal or outline of your thesis and a select bibliography of 6-10 books or items.

(Attach additional pages as necessary)



8 - ENGLISH PROFICIENCY

Is English your first language?

No Yes

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

#Attach documentary evidence

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

9 - 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.

Applicant's signature



SIGN HERE

Date

/ /

ADMINISTRATIVE USE ONLY

GPA

Comments

Decision

Offer <input checked="" type="checkbox"/>	Conditions (if applicable)

Hold <input checked="" type="checkbox"/>	Reason	

No Offer <input checked="" type="checkbox"/>	
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Authorised by School

Name

Position

Signature

Date

Authorised by College

Name

Position

Signature

Date