

A Guide for Students Applying Online for Admission into the Doctor of Information Technology

BEFORE BEGINNING PLEASE NOTE:

We strongly suggest that you discuss your application for the Doctor of Information Technology with Dr. Tanveer Zia before commencing your application.

Tanveer can be reached via:

Email: tzia@csu.edu.au

Phone: 02 6933 2024

Admission Requirements

Candidates admitted to the course will:

- Hold a Class 1 or Class 2 Division 1 Honours degree in a computing related discipline, or a Master's degree in a computing related discipline;
- Normally have at least five years of full-time (or equivalent) professional experience, a significant amount of which should be at middle and/or senior management level;
- Normally be required to prove that they have access to an appropriate organisation that will allow them to carry out their empirical research work;
- Meet the University's English language proficiency requirements.

These admission requirements are necessary to ensure that candidates have sufficient academic ability and professional experience to conduct research that leads to advanced, critical reflection on professional practice in information technology.

Application Documentation

Your application will require additional documentation to be submitted as part of the completion of the online application process.

As a DIT applicant, you must submit:

- Certified copies of final transcripts and awards of your previous study.
- A CV or résumé detailing the qualifications and work experience.
- Evidence of past five years work experience (Work experience letter from the employer(s) or testimonial from the client(s))
- A letter from your employer (or a statement on your company's letterhead if self-employed) stating that you will have access to appropriate resources to carry out your empirical research.

- IT Masters Student Authority Form, located at:

<http://itmasters.edu.au/Portals/0/Student%20Authority%20Form.pdf>

Applicants may also need to submit:

- Certified copies of your permanent residency or visa (if applicable).
- Certified evidence of English proficiency (if applicable)
- Certified evidence of a name change if the name on your transcripts/awards is different to the name on your application (if applicable).

If you submit any additional documentation via mail, it **MUST** be accompanied by:

- A copy of the cover sheet (final step of the online application).

Please note: There is opportunity for you to upload these documents in the online application process. If you do not upload your certified documents at this stage, certified copies will need to be sent to CSU **within 10 days** of your completion of the online application form.

Do not send original documents. They will not be returned to you.

CSU considers eligible applications for offer to a course, in order of receipt. Date of receipt refers to the date all information required is received by the Admissions Office.

Failure to provide full and complete information and documentation with your application will result in delays in processing and ultimately consideration for admission.

1) Applying Online

The first step is to locate the online application form. It can be accessed on the CSU website here:

<http://www.csu.edu.au/study/how-to-apply.htm>

There are several options available. Click the Apply Online button. The online application form will load in a new window. As you go through the application process, if you have any questions or any difficulties that are not answered by this application guide, feel free to contact IT Masters:

Email: admissions@itmasters.edu.au

Phone: 1300 885 685

2) Online Admission – Login



[HELP](#) [EXIT](#)

Online Admission - Login

Welcome to CSU Online Admission

Through the next series of pages you will be able to submit an online application for admission to courses at CSU. The [online course brochure](#) has information on eligibility requirements for your course and also details such as course admission codes.

You may need to upload supporting documents with this online application. The upload section of the application allows you to attach a scanned, verified copy of your transcripts and/or word documents. These may include:

- certified copies of final transcripts and awards for your previous studies eg High School, College and/or University
- certified evidence of your English language proficiency (if applicable to you)
- certified evidence of a name change, if the name on your transcripts/awards is different to the name on your application
- certified copies of your permanent residency or student visa (if applicable to you)

Submitted documents must be a verified copy. Click here for information about [how to have your documents correctly certified/verified](#).
NB: If you cannot upload your supporting documents and choose to post them to us, they must be received by the Admissions Office within the next 7 days.

Once you have submitted your application you can also return to these pages to see the status of your application as we consider your eligibility.

Please contact us by phone on (+61) 02 6933 4334 if you have any queries as you work through the application or by email to the [Admissions Office](#).

Returning Users Login Here

Please create a Login ID and PIN

- Your **Login ID** can be up to nine (9) alphanumeric characters eg suzy9876a, but with no special characters.
- Your **PIN** must be six (6) numbers. Enter your PIN again to verify it.
- **Keep a copy of your Login and PIN in a safe place** as you will need it again for future access to these pages. If you forget it you will need to start again.

Create a Login ID:

Create a PIN:

Verify PIN:

[Return to CSU Homepage](#)

Create a Login ID and PIN, and make sure you note it down somewhere before you begin. Keep a copy of your Login and PIN in a safe place, as you will need it again for future access to these pages and if you forget it you will need to start again, with a new Login ID.

3) Select an Application Type



[HELP](#) [EXIT](#)

Online Admission - Select an Application Type

To apply for admission to a CSU course, select the Application Type appropriate for the course you plan to study.

Please note: Selecting an application type that does not match your planned course of study may prevent the course from appearing in the list of available courses. Please read the information below to assist you in selecting the correct application type.

DOMESTIC STUDENTS

Australian citizens or permanent residents and New Zealand citizens select one of the application types below:

- **Undergraduate and Honours** - Bachelor, Honours, and Graduate Entry Bachelor degrees (including Bachelor of Teaching (Primary) and Bachelor of Teaching (Secondary))
- **AssocDeg Policing Practice** - Associate Degree in Policing Practice course
- **Postgraduate (Coursework)** - Coursework programs in the form of Graduate Certificates, Graduate Diplomas, and Masters
- **Research Higher Degrees** - All research programs at Postgraduate and Doctorate degree level (Including Masters (Honours) programs)
- **Single Subject Programs** - The study of individual CSU subjects (including Cross Institutional Enrolments)
- **Study Link** - Subjects to assist in the transition to tertiary study

INTERNATIONAL STUDENTS

If you were **not born** in Australia or New Zealand or do not have Australian permanent residency, select one of the application types below:

- **International Onshore Undergraduate** - International students studying at a CSU Regional Campus (**NOT** Sydney or Melbourne campus)
- **International Offshore Undergraduate** - International students studying in their home country or off campus within Australia
- **International Onshore Postgraduate** - International students studying at a CSU Regional Campus (**NOT** Sydney or Melbourne campus)
- **International Offshore Postgraduate** - International students studying at a CSU Regional Campus (**NOT** Sydney or Melbourne campus)
- **International Research Onshore** - Research programs at Postgraduate and Doctorate degree levels available to international students
- **International Research Offshore** - Research programs at Postgraduate and Doctorate degree levels available to international students
- **Study Link** - Subjects to assist in the transition to tertiary study

- **CSU Ontario** - use to apply **only** for those courses approved for offering at CSU's Ontario campus

Application Type 11 - for Undergraduate courses

Application Type 13 - for Postgraduate courses

Application Type:

[Return to Application Menu](#)

For the Doctorate of Information Technology, please select **08. Research Higher Degrees**.

All applicants, domestic and international, must select this option.

INTERNATIONAL STUDENTS
If you were **not** born in Canada, please select your degree level from the dropdown menu below.

- International Onshore Undergraduate
- International Onshore Undergraduate
- International Onshore Undergraduate
- International Onshore Undergraduate
- International Onshore Undergraduate
- International Onshore Undergraduate
- International Research Higher Degrees
- Study Link - Undergraduate
- CSU Ontario - Undergraduate

Application Type: **01. Undergraduate or Honours**

[Continue](#)
[Return to Homepage](#)

PLEASE TAKE NOTE: Selecting an application type that does not match your planned course of study may prevent you from selecting the course you want to apply for from the list of available courses later in your application.

4) Nominate an Intake: When do you want to study?



[HELP](#) [EXIT](#)

Online Admission - Nominate an Intake

Study Periods

Sessions	Terms - selected courses only
Session 1 - March to June	Term 1 - August to December
Session 2 - July to October	Term 2 - January to April
Session 3 - November to February	Term 3 - May to August

On time applications will receive priority processing. Applications received after that time will be considered if places remain available in the course(s). Applications received after the final closing date are unlikely to be considered for that intake - [Application closing dates](#).

International applications for onshore study in Australia should be submitted 6 months prior to the intake.

* - Indicates a required field.

Application Type: 08. Research Higher Degrees

Admission Term: * Select...

First Name: * IT Masters

Middle Name:

Last Name: * Test Application

[Fill Out Application](#)
[Return to Application Menu](#)

Select the study period that you wish to apply for from the Admission Term drop down menu.

* - indicates a required field.

Application Type: 08. Research Higher Degrees

Admission Term:* Select...

First Name:* Select...

Middle Name: Session 3 2011

Last Name:* Session 1 2012

Test Application

Applications for the DIT are open from Session 1, 2012.

Applications for distance education courses are assessed on a continuous basis and offered to the next available intake. Applicants are strongly encouraged to take advantage of this by lodging their application as early as possible, noting the closing dates shown below.

Closing dates for applications:

- 1 December for courses commencing in February (Session 1)
- 1 June for courses commencing in July (Session 2)
- 1 October for courses commencing in November (Session 3)

5) Application Checklist

The screenshot shows the Charles Sturt University logo at the top left. Below it, the text 'Charles Sturt University' is displayed. On the right side, there are links for 'HELP' and 'EXIT'. The main heading is 'Online Admission - Application Checklist'. Below this, there is a section titled 'Application Checklist' with a sub-heading 'The checklist below is provided to help you complete your application for admission to CSU. A tick will appear next to each section as you complete it.' and a note 'Click 'Finish Later' at any time if you want to save your application and finish it at a later time.' The checklist consists of several sections, each with a small icon and a label: 'Informed Consent Declaration', 'Planned Course of Study', 'Name', 'Address and Phone Details', 'Personal Information', 'General Information', 'Educational Background', 'Secondary School', 'Post-Secondary School Study', 'English Language Proficiency', 'Additional Information', 'Supporting Statements', 'Upload Documents', and 'Coversheet - Mailed documents'. At the bottom of the checklist, there are two buttons: 'Application is Complete' and 'Finish Later'. Below the buttons, there is a note: 'For further assistance please email us.'

The Application Checklist is the main body of your application, allowing you to keep track of what you have completed. If you decide to save and complete your application at a later date, you will return to this checklist point.

PLEASE NOTE:

At the end of every page above, there is an option to 'Return to checklist without saving changes.' Please use this to return to the Checklist if necessary.

5.1) Informed Consent Declaration



[HELP](#) [EXIT](#)

Online Admission Privacy Statement and Informed Consent Declaration

PRIVACY

The personal information you provide on this form to gain admission to Charles Sturt University (CSU) is governed by the Privacy and Personal Information Protection Act 1998 (NSW). Your information will be used to assess your eligibility for admission to CSU and for other administrative functions within the University (and where you may be studying with a CSU partner or affiliate institution, establishing student records at that institution). We may disclose some of your information to other individuals or organisations to check the academic and other qualifications upon which your application for admission is based, to meet legislative reporting requirements, and for the administration and collection of fees. Depending on the information to be examined, this may involve the international transmission of personal information.

The personal information you provide will not be made available to any other person or organisation outside of the University or for any other purpose without your consent or where authorised by law, and will be disposed of in accordance with Government regulation.

You may access your personal information to ensure that it is not inaccurate, irrelevant to the purposes for which it was collected, misleading, incomplete or out-of-date. You may also ask us to amend any of the information we hold about you or add comments or explanation in relation to the information we hold on you. To do any of these things, please write to: **University Admissions Office Locked Bag 676 Wagga Wagga, NSW Australia 2678** or to the Student Administration Office at your administrative campus.

If you are unhappy with the way we have handled or failed to handle your personal information you may apply to have the matter reviewed by lodging a formal application to the University Secretary whose address is given below. **The University Secretary, Charles Sturt University, The Grange, Panorama Ave Bathurst, NSW Australia 2795**

DECLARATION

- I declare the information that will be supplied in this application and the documentation supporting it, will be correct and complete
- I acknowledge that the provision of false or misleading information may result in the cancellation of this application and/or withdrawal of any offer and/or enrolment with immediate expulsion from the University.
- I authorise the University to verify any information provided by me.
- I authorise the University to obtain, where necessary, from any other educational institution including 'QualSearch' (see Help) evidence of my academic record or to seek other corroborating evidence with respect to my application.
- I authorise the University to release details of my CSU academic records as requested by other education institutions to assist and corroborate the processing of applications I may make to such institutions.
- I understand that the University may disclose the personal information I have given in this application to the Department of Education, Employment and Workplace Relations (DEEWR), or its successor and that DEEWR will collect and store my personal information for
 - i) use in connection with the Higher Education Information Management System (HEIMS); and/or
 - ii) use in connection with the National Data Collection on University Applications and Offers; and/or
 - iii) other collections as DEEWR, or its successor, may lawfully require from time-to-time.

If you agree to these terms of usage please click the Continue Button. If you do not please click the cancel button to return to the Application Menu and your application will not be processed.

Carefully read through the Privacy Statement and click 'Continue' to move onto the next item on the checklist.

5.2) Planned Course of Study



[HELP](#) [EXIT](#)

Online Admission Planned Course of Study

Use this page to nominate your planned course of study. You should have already browsed the [CSU Courses pages](#) and taken note of the admission course code listed in the Application Details page; if not please return to these pages to find this information.

Alternatively you can select the Find your Course button on this page to find your planned course of study.

Enter the Admission Course Code eg EALQ and click on 'Continue'.

Admission Course Code:

OR

ARE YOU:

- a) An Australian Citizen or Permanent Resident? **NOTE:** This applies even if you are Australian citizen currently residing outside of Australia.

Use the course code OBDI

- b) NOT an Australian Citizen or Permanent Resident? **NOTE:** Even if you are currently living in Australia, as long as you are NOT an Australian citizen, OR a permanent resident, you need to:

Use the course code JBDI

Once you have entered your course code select **continue**. If you are having problems entering the correct course code, you may have selected the wrong application type when you first started. Please double check you are completing a **Research Higher Degree** application.

Enter the Admission Course Code eg EALQ and click on 'Continue':

Admission Course Code:

OR

The next page is a confirmation of the course for the code you have selected. If the information is correct, select the radio button, and click **Submit**.

Online Admission Course Search Results

Check the course details returned - do they match your requirements (eg course name, study mode)?

If **Yes** click on the radio button on the left to select that course as your Planned Course of Study and then click on the 'Submit' button to cc

If this is **not** the course you wanted click on the 'Return to Search' button and try again.

Select	Course Name	Campus	Load	Study Mode	Fee Type	Code
<input checked="" type="radio"/>	Doctor of Information Technology	Multi-Campus	Part Time	Distance Education Mode	Fee-Paying	OBDI

A final confirmation of your course will appear.

Note: The only permitted study mode is Distance. This cannot be changed. Part Time is also the only study load. The Fee-Type: Fee-Paying refers to the type of course, and does not disqualify you from applying for FEE-HELP (if you are an Australian citizen).

There are no Commonwealth Supported Places for this course.

Online Admission Planned Course of Study

This is the course you have selected as your Planned Course of Study.

If it is **correct** please click on 'Continue' and move to the next section of your application for admission.
If you want to **change it** click on 'Change this Course' to be returned to the Course Search page.

Planned Course of Study: Doctor of Information Technology

Term: 201230

Campus: Multi-Campus

Study Mode: Distance Education Mode

Change this Course

Checklist

Continue

Finish Later

Select **Continue**.

5.3) Name



[HELP](#) [EXIT](#)

Online Admission

Name (Checklist Item 3 of 14)

Enter your name information.

Note: If your academic record(s) is in a name different to that entered below you will need to provide certified evidence of the name change to the Admissions Office.

* - indicates a required field.

Surname or Family Name:*

First or Given Name:*

Middle Name:

Prefix eg Mr, Mrs, Miss, Dr:*

Previous Surname or Family Name:

Have you studied with CSU or its associated Colleges previously?*

Have you previously attended CSU?:

Yes No Not Reported

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

Enter your details and click **Continue**. At any time if you wish to save your application and continue it later, click 'Finish Later'.

5.4) Address and Phone Details



Online Admission

Address and Phone Details (Checklist item 4 of 14)

Enter your Address information.

NB: Please do not add any punctuation in your address such as full stops or commas.

If your address is **not** in Australia, leave "None" in the State field and be sure to enter your Country. All International applicants should enter their **overseas address** in this section.

The Contact Phone Number should be the one where you can be contacted during business hours.

CSU may send correspondence throughout the admission process to the address you enter here. **Please let us know in writing** (email is OK) if your mailing address changes.

* - indicates a required field.

Mailing address

Street Line 1:*

Street Line 2:

Street Line 3:

Town/City:*

State:

Postcode:*

Country:

Telephone Number (xxxTABxxxxxx). Include Area Code:*

Telephone International Country Code (eg Australia is 61):

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

Enter your address and phone details and click **Continue**. Please note the section that states 'CSU will send all correspondence throughout the admission process to the address you enter here.' It is extremely important to update your contact details if they change – if you fail to respond to an offer for a place in a course within the deadline, a fee will apply if you wish to reinstate your application for the following intake.

5.5) Personal Information



Online Admission

Personal Information (Checklist item 5 of 14)

The online environment is so integrated into all aspects of student life and the learning experience at CSU, that the University now assumes that all on campus and distance education students at CSU will have ongoing access to an internet connected computer capable of communicating with CSU online systems. Consequently a **valid email address is a mandatory requirement**. You will need to re-enter your e-mail address in order to verify it. Please let us know in writing (email is OK) if your email address changes.

Please note: All correspondence about your application (including final outcome) will be sent to the email address that you nominate. Please ensure that @csu.edu.au addresses are added to your safe list and that you regularly check your junk/spam folder. Do not use your work email address if it is behind a firewall. If you are a current Year 12 student do not use your school email address as you may not be able to access this for the duration of the enrolment period.

Citizenship and Residency is in relation to your status in Australia.

If you were **not born in Australia** you will need to provide a certified copy of your passport showing your residency/citizenship status.

Health & Disability - If you have any health or disability issues that may impact on your study while at CSU, please visit **Disability Services** and/or make contact with the Disability Officer for more information.

* - indicates a required field.

Gender:*

Male Female

Date of Birth:*

Month: Day: Year (YYYY)

Email:*

Verify e-mail address:*

Citizenship & Residency:*

Are you of Aboriginal &/or Torres Strait Islander Origin?:*

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

Enter your details.

Australian Citizen

* None

Australian Citizen

Int'l Student Studying Offshore, residing outside Australia

New Zealand Citizen

Student with a Humanitarian Visa

Student with a Permanent Visa

Student with a Temporary Visa, residing in Australia

If you select any option other than Australian Citizen you will need to provide evidence of your citizenship or visa (permanent resident/visa evidence can be provided in Section 5.6). See Section 5.14 for certification guidelines.

Once again, please note the reminder that you may be contacted via email. Any changes to your email address should be notified in writing as soon as possible.

5.6) General Information



HELP EXIT

Online Admission

General Information (Checklist item 6 of 14)

This information is gathered for Australian Commonwealth Government reporting purposes.

Australian citizen applicants: please enter only country of birth and language fields. If you speak more than one language at home, please show just the main language other than English that is spoken.
Permanent resident applicants: please complete all fields. Permanent Residents are expected to provide a certified copy of their residency visa to the Admissions Office

International applicants for on-campus study: if your visa has been granted please complete all fields but if not leave the Visa fields blank.
International applicants for study off-shore and CSU Ontario Applicants: please complete country of birth, country of citizenship and language fields.

NOTE: If a visa type is entered (Student or Non-Student), then a visa number and start and end dates must be entered as well.

* - indicates a required field.

Where were you born?:*

What is your country of citizenship?:

What language do you speak at home?:*

If you are not an Australian Citizen please provide the details of the Visa you have been granted or have applied for eg 820-Spousal Visa and in addition complete the following 3 fields.

Visa Type:

Visa Number:

Visa Issue Date:

Visa Expiration Date:

None

None

None

None

None

Month None Day None Year (YYYY)

Month None Day None Year (YYYY)

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

Australian Citizens: Enter country of birth, and language. Please note that if you were not born in Australia, you will need to provide certified proof of citizenship.

Permanent Residents: Complete all fields. Please note that you will need to provide certified proof of your permanent residency.

5.7) Educational Background



HELP EXIT

Online Admission Educational Background

The next series of pages captures various statistical information required by the Australian Commonwealth Government.

Highest Level of Education Attained
Please select one option from the list below and click on 'Continue'.
If you are not an Australian citizen or Permanent Resident, please select 'overseas student' from the drop down list and continue.

Level Attained
Please Select

Checklist Continue Finish Later

Select the level of education you have achieved. **In this case, I have selected:**

Level Attained

Please Select

Overseas Student

A complete Higher education postgraduate level course

A complete Higher education bachelor level course

A complete Higher education Diploma or Associate Diploma level course

An incomplete Higher education course

A complete final year of secondary education course at school or TAFE

A complete other qualification or attainment or competence

No prior educational attainment

A complete VET award course

An incomplete VET award course

Incomplete Higher Education Postgraduate level course

Complete final year of secondary education course RTO

Incomplete Higher Education Sub-degree level course (HE)

Complete sub-degree level course (VET)

Incomplete sub-degree level course (VET)

Online Admission Educational Background

Highest Level of Education Attained
Select the year of completion and click on 'Continue'.

Level Attained	Year of Completion
A complete Higher education postgraduate level course	2011

Continue

The next section is for statistical purposes only and does not affect your application in any way. Please select the education level your parents or guardians completed, if known.



HELP EXIT

Online Admission Educational Background

The Australian Commonwealth Government statistical requirements continued.

Education level of your parents or guardians
What is the highest level of education completed by your parents or guardians?

Please answer about the people (up to two) who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.

Parent/Guardian 1

Gender: Please Select

Level Attained: Please Select

Parent/Guardian 2

Gender: Please Select

Level Attained: Please Select

Continue

A confirmation page will follow.

Online Admission Educational Background

Highest Level of Education Attained

Level Attained: A complete Higher education postgraduate level course

Year of Completion: 2011

Parent/Guardian 1: Postgraduate qualification (eg. Postgraduate Diploma, Masters, PhD) **Gender:** Male

Parent/Guardian 2: Bachelor Degree **Gender:** Female

[Change your Education Background](#)

Year of Arrival in Australia

If you were **NOT** born in Australia please complete the following question:

What year did you arrive in Australia?

[Checklist](#) [Continue](#) [Finish Later](#)

If you were not born in Australia, please select the year you arrived in Australia. Remember you will need to provide proof of citizenship, proof of permanent residency or further information if you select **ANY OPTION** other than none.

5.8) Secondary School



[HELP](#) [EXIT](#)

Online Admission

Secondary School (Checklist item 8 of 14)

To enter your Secondary (High) School details click on the Lookup High School Code link to search for your Australian School. If it is not listed OR your schooling was completed overseas, please enter the details below the line. Don't forget to enter your Year 12 results (or equivalent final year results) in the Tests section.

Please forward to the Admissions Office (or use the Upload Documents section of this application) a certified copy of:

- your High School award and results if you are applying for an undergraduate course, if available to you - your English Proficiency Test results if you did not complete your schooling in Australia and you need to explicitly demonstrate your English language proficiency. Check CSU's requirements [here](#).

Click here for information about [how to have your documents correctly verified](#).

Special Consideration: CSU will consider the special circumstances of applicants who believe they have been disadvantaged in their education. This could include examples such as a long term medical condition or disability, abuse or independent care of self, disrupted schooling, financial hardship, or English as a second language.

You are eligible to apply for Special Consideration if you are applying for an undergraduate qualification, your studies in preparation for university entrance have been affected by circumstances beyond your control, and you have not been previously enrolled in an Australian or overseas university. For information about the CSU Special Consideration for Admission Scheme and an application form please visit [the Special Consideration website](#)

* - indicates a required field.

High School Code (Australian Schools Only): [Lookup High School Code](#)

If School not found:

High School Name:*

High School City:*

High School State:

High School Country:

Completion Date: Month Day Year (YYYY)

[Enter or View another High School](#)

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

To find your High School Code, click 'Look up'.

* - indicates a required field.

High School Code (Australian Schools Only): [Lookup High School Code](#)

If School not found:

High School Name: *

Select your state and click on List Secondary Schools in selected City.

Select a State or Province: Select...
OR
Select a Country: Select...

[Return to Secondary School page](#)

- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC**
- WA

Select the suburb of your high school.

Select Secondary School City: ARMADALE

[Return to Secondary School page](#)

- ARMADALE
- ASHMORE
- ASHWOOD
- ASPENDALE
- AVONDALE HEIGHTS
- BACCHUS MARSH
- BAIRNSDALE
- BALLAM PARK
- BALLARAT

Select your high school, and click 'Copy selected Secondary School information to Data entry form.'

Select Secondary School name: Select...

[Return to Secondary School page](#)

- LAURISTON GIRLS' SCHOOL
- THE KING DAVID SCHOOL

All your school details will be copied into the schooling fields. If your school is not listed on the lookup, please manually enter the name, location and completion date of your secondary education.

Online Admission

Secondary School (Checklist item 8 of 14)

To enter your Secondary (High) School details click on the Lookup High School Code link to search for your Australian School. If it is not listed OR your schooling was completed overseas, please enter the details below the line. Don't forget to enter your Year 12 results (or equivalent final year results) in the Tests section.

Please forward to the Admissions Office (or use the Upload Documents section of this application) a certified copy of:
- your High School award and results if you are applying for an undergraduate course, if available to you - your English Proficiency Test results if you did not complete your schooling in Australia and you need to explicitly demonstrate your English language proficiency. Check CSU's requirements here.
Click here for information about how to have your documents correctly verified.

Special Consideration: CSU will consider the special circumstances of applicants who believe they have been disadvantaged in their education. This could include examples such as a long term medical condition or disability, abuse or independent care of self, disrupted schooling, financial hardship, or English as a second language. You are eligible to apply for Special Consideration if you are applying for an undergraduate qualification, your studies in preparation for university entrance have been affected by circumstances beyond your control, and you have not been previously enrolled in an Australian or overseas university. For information about the CSU Special Consideration for Admission Scheme and an application form please visit the [Special Consideration website](#)

* - indicates a required field.
High School Code (Australian Schools Only): V01479 [Lookup High School Code](#)

If School not found:

High School Name: * LAURISTON GIRLS' SCHOOL

High School City: * ARMADALE

High School State: Victoria

High School Country: None

Completion Date: Month None Day None Year (YYYY)

[Return to Checklist without saving changes](#)

Complete the form and Click **Continue**.

5.9) Post-secondary school study

Post-Secondary School Study (Checklist item 9 of 14)

Please enter the details of your post-secondary school study. This might have been at an (Australian) TAFE, a private College or another University. Click on the [Lookup College Code](#) link to search for your Australian Institution, but if it is not listed OR your study was completed overseas, please enter the Institution details below the line.

All applicants must submit a certified copy of all awards and transcripts to the Admissions Office. **Note:** The Admissions Office does not return documents provided to support an application for admission. You can attach a verified copy of these documents to this online application in the Document Upload Section. [How to have your documents correctly verified.](#)

If you are applying for a post-graduate course, we may be able to electronically access your Australian University transcripts via QualSearch. You can check to see if your previous Institution is listed with [QualSearch here](#), prior to forwarding an original or certified copy of your award and transcript to the Admissions Office.

If you are seeking credit for any prior learning, you will need to send to the Admissions Office a copy of the subject descriptions and results you have obtained. This can also be attached to your online application in the Document Upload section. Your request cannot be assessed until this information is received.

You may select [Enter or View another College](#) at the bottom of this page to add information about more than one institution that you have attended or wish to seek credit from.

Please complete institution details even if you are not applying for credit, as these will be considered as part of your application assessment.

* - indicates a required field.

Institution Code (Australian Institutions Only):

[Lookup College Code](#)

If College not found:

Institution Name:*

City:*

Institute State:

Institute Country:

Please list all complete and incomplete studies.

Course 1: What was the name of the course you studied and what was the duration of the course ie how many years?*

Course 2: What was the name of the course you studied and what was the duration of the course ie how many years?

Course 3: What was the name of the course you studied and what was the duration of the course ie how many years?

Date course commenced?:

Date course completed?:*

None

None

Month None Day None Year (YYYY)

Month None Day None Year (YYYY)

[Enter or View another College](#)

[Checklist](#) [Continue](#) [Finish Later](#)

Fill out the details of previous tertiary study.

Looking up your institution code:

Institution Code (Australian Institutions Only):

[Lookup College Code](#)

If College not found:

Institution Name: *

Select lookup College Code.

Select a State or Province:

OR

Select a Country:

[List Cities in Selected State](#) [Province or Country](#)

[Return to Post-Secondary School Study page](#)

- Select...
- Select...
- .
- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC**
- WA

Select your state and click 'List Cities'

Select Post-Secondary School Study City:

[List Post-Secondary School Study Information to Data Entry form](#)

[Return to Post-Secondary School Study page](#)

- GLEN WAVERLEY
- GLENORMISTON SOUTH
- GREENSBOROUGH
- HAMILTON
- HAWTHORN
- HEIDELBERG

Select the suburb and click 'List Post-Secondary School.'

Select Post-Secondary School Study name:

[Copy selected Post-Secondary School Study Information to Data Entry form](#)

- Select...
- Charles Sturt University

[Return to Post-Secondary School Study page](#)

Select your university, and click 'Copy selected Post-Secondary School Study Information to Data Entry form.' This will return you to the **Post-Secondary School Study** page to continue.

Click on **Continue**.

5.10) English Language Proficiency



[HELP](#) [EXIT](#)

Online Admission

English Language Proficiency (Checklist item 10 of 14)

Please provide a verified (certified) copy of all test results to the Admissions Office. You can attach a verified copy of your test results to your online application by using the Document Upload section.

For High School completed in Australia:

Enter information about the final year of High School tests (NSW Year 12 or equivalent) you have taken on this page.

For High School results from overseas Schools:

please submit original or certified copies of results to the Admissions Office.

Note: This information is used to aid the assessment of your application but is not a required field.

English Language Proficiency: If you are an International applicant or an Australian citizen or Permanent Resident needing to explicitly demonstrate proficiency in the English Language (CSU [English Language Proficiency Requirements here](#)), use this page to enter your test results. We can confirm your IELTS or TOEFL iBT score online if you provide your registration number below.

Note: English Proficiency test results must be less than 2 years old.

Test	Score	Date Taken
1. None		Month None Year (YYYY)
2. None		Month None Year (YYYY)
3. None		Month None Year (YYYY)
4. None		Month None Year (YYYY)
5. None		Month None Year (YYYY)
6. None		Month None Year (YYYY)
7. None		Month None Year (YYYY)
8. None		Month None Year (YYYY)

If the test you have taken (Australian Secondary School or English Language Proficiency) is not listed, please record the name of the test, your result and the date of that result in this space.

[Checklist](#) [Continue](#) [Finish Later](#)

This page is for people who need to explicitly demonstrate proficiency in the English Language. If you have provided evidence previously of tertiary study completed in English, please select 'Return to checklist without saving changes.'

All applicants must demonstrate proficiency by completing one of the following:

- a university degree where the language of assessment is in English

- undertaking an academic International English Language Testing System (IELTS) with an average score of 6.5, and with scores of 6 or higher in each of the individual skill areas within the last 12 months
- undertaking a Test of English as a Foreign Language (TOEFL) with a score of 577 (or computerised TOEFL score of 233), with a Test for Written English Score (where reported) of at least 5.0 or an internet-based score of 90 with a written score of 24 within the last 12 months
- undertaking level 109 of the English Language Services (ELS) examination with a score of B or higher in the Reading and Writing components, and a score of P or higher in the Speaking and Listening components within the last 12 months other equivalent examinations, as determined by the Board of Graduate Studies;

The full listing of acceptable tests can be found on the CSU website here:

<http://www.csu.edu.au/apply/english-language-proficiency>

5.11) Additional Information



[HELP](#) [EXIT](#)

Online Admission

Additional Information (Checklist item 11 of 14)

The information you provide in this section will help us to complete the assessment of your application and ensure your application is considered for the correct course.

* - indicates a required field.

Will you need to post supporting documentation to us, in addition to those documents you will upload? * Yes No No Response

References - Please provide the name and telephone & email contact details of 2 academic referees who can comment on your ability to undertake postgraduate research.*

Supervisor - Have you discussed your research with a potential Supervisor?*

Yes No No Response

Supervisor - If yes, please provide the name of your potential Supervisor, their School or Unit, email address and contact telephone number.

Resources - Will you require the resources and/or use of the facilities of an organisation other than CSU?*

Yes No No Response

Resources - If yes, please detail them here.

Scholarship - Have applied for a Postgraduate Scholarship from any organisation?*

Yes No No Response

Scholarship - If yes, please provide details here.

Employment - Please detail your employment over the last 5 years. Include the position(s) you held, summarise the main duties and show the duration of your employment in that position.

The online application form is designed for all Research Higher Degree applicants. As an applicant for the Doctor of Information Technology (a Professional Doctorate), you are not required to provide the same information as a Ph.D applicant.

At this stage, please select 'No' for:

- **References**
- **Supervisor** (your supervisors will be arranged at a later date)
- **Resources**

If the online application form will not let you proceed without entering data, simply indicate N/A in the textbox.

Scholarship - If you have applied for a scholarship with any institution, please indicate so here.

Employment – As you must include a CV or résumé with your application, you do not need to duplicate that information here. This section is fine to leave blank.

5.12) Supporting Statements



[HELP](#) [EXIT](#)

Online Admission

Supporting Statements (Checklist item 12 of 14)

This page allows you the opportunity to provide a supporting statement to accompany your application for admission. Not all courses require such a statement and you should check the [online course brochure](#) before completing this section.

Each response may be up to a maximum of 1000 words unless otherwise indicated.

Applicants with a research component to their chosen course (including [Research Higher Degree](#) applicants) must complete the questions relating to the area of research and supervisor contact.

* - indicates a required field.

Research or Thesis - Please outline your proposed area of research and a brief description of your intended methodology. (max 500 words)*

Publications - Please list any publications you have authored that support your application.

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

At this stage of your study, a thesis proposal is not required from DIT applicants. **We still do strongly recommend that you speak to Dr. Tanveer Zia before completing this application form to discuss possible areas of study.**

5.13) Upload Documents



[HELP](#) [EXIT](#)

Upload Documents (Checklist item 13 of 14)

Add documents to support your application for admission.

For example:

- verified copies of awards and transcripts from College, TAFE or University studies;
- detailed resumes;
- copy of professional body registration eg Teachers' Board/Institute, Nurses & Midwives Board
- Research Proposal (for Research Higher Degree applications)

[How to have your documents correctly certified/verified.](#)

Please Note: Some restrictions apply:

- You can only upload one of each document type. - You may only upload 6 documents per application.
- The maximum document size is 3 MB each.
- The document file types must be pdf, doc, docx, jpg, jpeg or rtf.

File	Document Type
<input type="text"/>	- Select a document type
Browse...	

[Submit](#)

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

Here you can upload your additional documentation.

The aim is to provide as much relevant information as possible, in order to give an accurate ranking to the application. A lack of detail may result in the application being rejected or delayed while additional information is sought.

The documents required are:

1. Thorough documentation of your work experience (via CV or résumé-type document)
 - o Employment history should indicate the exact nature of the work undertaken. Do not assume that the course coordinator understands what is involved simply by stating the job title. Senior Network Administrator, for example, has vastly different interpretations in various contexts. Provide details about:
 - The scale of the position (number of people, number of servers, etc),
 - The seniority of the position (number of people reporting to you, the ranking in the organization's hierarchy, grade or status of the position etc) and
 - The value of the work carried out.
2. A letter from your employer (or a statement on your company's letterhead if self-employed) stating that you will have access to appropriate resources to carry out your empirical research. (Mark this as 'personal statement.')
3. Work experience letter from the employer(s) or testimonial from the client(s) to demonstrate evidence of past five years work experience.
4. IT Masters Student Authority Form
 - o Can be completed online, separate to the online application form:
<http://itmasters.edu.au/Portals/0/Student%20Authority%20Form.pdf>
5. Certified evidence/transcript of your tertiary studies.
6. Certified evidence of a name change if the name on your transcripts/awards is different to the name on your application (if applicable).
7. Certified evidence of your citizenship/permanent residency (if applicable)
8. Certified evidence of English proficiency (if applicable)

5.14) Coversheet for Documents



[HELP](#) [EXIT](#)

Online Admission Coversheet for Mailed Documents

If you are unable to use the 'Upload Documents', then use this page as the coversheet when you post your supporting documentation to us.

Don't forget to click on 'Application is Complete' on the Checklist page to submit your application.

To use this coversheet: print this page, sign and date it and send it with your supporting documentation eg verified copy of transcript(s) of previous study, resume etc, to the Admissions Office.

The Admissions Office Charles Sturt University Locked Bag 676 Wagga Wagga NSW 2678 Australia
NB: This documentation must be received in the Admissions Office within the next 7 days.

Name: Test Application,IT Masters
Term Code: 201230
Admissions Code:OBDI
Date of Submission: 17-NOV-2011
Web ID: ITMDIT

[Checklist](#)

If you were not able to upload documents or wish to submit documents via mail, this coversheet must be printed and included with the submission of your verified documents.

How to Correctly Verify Documents

Any official documentation included with your application must be verified as a true and accurate copy. Do not send originals as CSU does not return documents. Documents not correctly verified will result in delays in the processing of your application and its consideration for admission.

Who can verify copies for you?

Anyone who is currently employed as:

- A Justice of the Peace with a registration number.
- The official records department of the Institution that originally issued the document/s.
- An accountant – member of the Institute of Chartered Accountants in Australia, or the Australian Society of Certified Practising Accountants, or the National Institute of Accountants or Registered Tax Agents.
- A bank manager of a credit union branch manager.
- 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, primary school or TAFE college.

How should the authorised officer verify each document?

They must write 'This is a true copy of the original document sighted by me,' sign, and print the following details: name, address, business hours telephone number, profession or occupation or organisation and the date verified. They must include the official stamp or seal of the verifier'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 the state in which they are registered as a Justice of the Peace.

Documents not verified or not verified correctly

CSU is not permitted to process:

- Documents that have been verified by an immediate relative or a person residing at the same address as applicant.
- Documents that are just photocopies, that is, not verified.
- Documents that have not been correctly verified.
- Documents verified by a Justice of the Peace without a registration number.

You can now select 'Application is Complete!'.

After you select this, you will receive an acknowledgment that your application has gone through, and a confirmation email to the address you supplied previously.

The Admissions Office endeavours to respond to applications as promptly as possible. Expect to hear from them on average two weeks after the closing date for applications. Any later than this, or if you have any concerns over your application, don't hesitate to contact us (admissions@itmasters.edu.au or 1300 885 685) to check on the status of your application.

Online Admission - Acknowledgement

Thank you for your application to study at Charles Sturt University - we hope you will be able to join us soon.

An email will now be sent to you to confirm your submission. Please allow at least 1 day for your application to be loaded and you can then return to the Online Admission pages to monitor the progress of your application.

We will have an official decision concerning your eligibility to you as quickly as possible. Please contact us if you have any queries (see the HELP button above) or you can check out our [Frequently Asked Questions](#) page.

Don't forget to attach your Signature Page to your supporting documentation and send it all to the Admissions Office so that it is received **in the next 10 days**.

You can **contact** the CSU Admissions Office by **email** or by telephone to (+61) 02 6933 4334. We also have a [Frequently Asked Questions](#) page.

ITMasters/2

[Return to Application Menu](#)

Good luck!