

# A Guide for International Students Applying Online for Admission into IT Masters Degrees

## BEFORE BEGINNING PLEASE NOTE:

Your application will most likely require additional documentation to be submitted as part of the completion of the online application process. Any documentation will need to be submitted to the Admissions Office in the next 10 days.

If you need to send any additional documentation, you may prefer to instead complete the paper application form, which can be found here:

<http://www.csu.edu.au/forms/admin.pdf>

IT Masters applicants must submit:

- Scans of your final transcripts and awards of your previous study

If IT Masters applicants do **not** have a previous Bachelor (or above) degree, they must submit:

- A CV or résumé type document
- An employer reference/statement of employment to verify work experience details (only required from current employer).

Where applicable, students will need to submit:

- Certified exam transcripts for your industry certifications; online verification will suffice.
- Evidence of a name change if the name on your transcripts/awards is different to the name on your application
- Proof of permanent residency or visa
- Proof of English language proficiency.

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/apply>

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 the Admissions Office:

Email: [admissions@csu.edu.au](mailto:admissions@csu.edu.au)

Phone: 02 6933 4334.

International Phone: +61 2 6933 4334

### **2) Online Admission - Login**

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.

Admissions Login - New User - Mozilla Firefox  
 File Edit View History Bookmarks Tools Help  
 Admissions Login - New User  
 https://banssb.csu.edu.au/ssb/bwskalog\_p\_disloginnew

**Charles Sturt University**

[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](#).

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**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](#)

### 3) Select an Application Type

**Charles Sturt University** [Help](#)

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### Online Admission - Select an Application Type

[Home](#)

Please nominate the type of course you would like to study

Additional information about the application types is available by clicking the (?) [Help](#) button, above on the right.

Please nominate carefully as 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.

**Note:**  
[International Applicants](#) should select application types beginning with International or Ontario unless applying for Single Subject Study or Study Link.  
[Australian Permanent Residents](#) please use the Domestic application types.  
[Associate Degree in Policing Practice Applicants](#) are advised to visit [NSW Police Recruitment](#) for details of application submission dates.

Application Type:

[Return to Homepage](#)

RELEASE: 8.4.0.4

ARE YOU:

**NOT an Australian Citizen or Permanent Resident? Select **International postgraduate Offshore Studies (Distance)**. NOTE: Even if you are currently living**

in Australia, as long as you are NOT an Australian citizen, OR a permanent resident, you will need to select this. You must also submit verified proof of your visa.

International Postgraduate Offshore Studies (Distance) ▼
Please Select...
Bachelor, Diploma and Honours (Domestic)
Postgraduate including Grad Cert, Grad Dip, Masters-Domestic
Higher Degree by Research (Domestic)
International Bachelor Offshore Studies (Distance)
<b>International Postgraduate Offshore Studies (Distance)</b>
International Research Offshore Studies (Distance)
International Bachelor On-Campus Studies
International Postgraduate On-Campus Studies
International Research On-Campus Studies
International Study Abroad and Exchange
Single Subject Study and Cross Institutional Study
Study Link

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



### Online Admission - Nominate an Intake

[Home](#)

#### 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

Study Link has flexible start dates during the term. Study Link Calendar details are available [here](#)

Applications are assessed on a continuing basis in the order of receipt. Applications received after the closing date will be considered if places remain available in the course and the course does not have compulsory residential schools prior to the session start date.

Further information on [Application closing dates](#).

[Applications for Session 1 2015 are open](#)

Current Year 12 students are advised to apply via [UAC](#) or [VTAC](#).

\* - indicates a required field.

Application Type: International Postgraduate Offshore Studies (Distance)

Admission Term:\*

First Name:\*

Middle Name:

Last Name:\*

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

<b>Study Periods</b>
<b>Sessions</b>
Session 1 - March to June
Session 2 - July to October
Session 3 - November to February

For instance, if you would like to apply for July 2013, select Session 2 in order to fill out an application.

Application Type: International Postgraduate Offshore Studies (Distance)

Admission Term:\*

First Name:\*

Middle Name:

Last Name:\*

**Fill Out Application**

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 June** for courses commencing in July
- 1 October** for courses commencing in November
- 1 December** for courses commencing in February

**Please note** that these are the final closing dates for all applications.

### 5) Application Checklist

#### Online Admission - Application Checklist

[Home](#)

Please complete all sections below, ensuring the details you enter are correct. A tick will appear next to each section as you complete it.

To lodge your application click the 'Application is Complete' button below. For further assistance please contact the Admissions Office via [admissions@csu.edu.au](mailto:admissions@csu.edu.au) or call 1300 135 435

<input type="checkbox"/> Informed Consent Declaration	<input type="checkbox"/> Educational Background
<input type="checkbox"/> Name	<input type="checkbox"/> Post-Secondary School Study
<input type="checkbox"/> Address and Phone Details	<input type="checkbox"/> English Language Proficiency
<input type="checkbox"/> Personal Information	<input type="checkbox"/> Credit and Further Information
<input type="checkbox"/> Choose a Course	<input type="checkbox"/> Upload Documents
<input type="checkbox"/> General Information	<input type="checkbox"/> Coversheet - Mailed documents

**Application is Complete** **Finish Later**

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

**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 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) and that DEEWR will collect and store my personal information for use in connection with the Higher Education Information Management System.

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) Name

#### Online Admission

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**Name** (Checklist item 2 of 12)

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 (or applied to study) with CSU or its associated Colleges previously?  Yes  No  No Response

[Return to Checklist without saving changes](#)

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

### 5.3) Address and Phone Details

## Address and Phone Details (Checklist item 3 of 12)

### Enter your Address information

If your address is **not** in Australia, leave "None" in the State field and be sure to enter your Country  
Please let us know if your mailing address changes.

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

### Enter Contact Phone Information

The phone number format is 0269 334334 for Business Hours Numbers or 0400 112233 for Mobile Numbers.  
Please check that you have recorded **all the digits** in your phone number.

**Note:** Please do not use the third box when entering your phone number unless you have an Business Extension Number.

\* - indicates a required field.

### Mailing address

Street Line 1:*	<input type="text"/>
Street Line 2:	<input type="text"/>
Street Line 3:	<input type="text"/>
Town/City:*	<input type="text"/>
State:	<input type="text" value="None"/>
Postcode:*	<input type="text"/>
Country:	<input type="text" value="None"/>
Telephone Number (Preferably Mobile Number):*	<input type="text"/> - <input type="text"/> <input type="text"/>
Telephone International Country Code (eg Australia is 61):	<input type="text"/>

Checklist

Continue

Finish Later

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.

## 5.4) Personal Information

### Personal Information (Checklist item 4 of 12)

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

If you were not born in Australia you will need to provide a copy of your current passport showing your residency/citizenship status or other evidence of Australian permanent residency.

**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:*	<input type="radio"/> Male <input checked="" type="radio"/> Female
Date of Birth:*	Month <input type="text" value="January"/> Day <input type="text" value="01"/> Year (YYYY) <input type="text" value="1980"/>
Citizenship & Residency:*	<input type="text" value="Student with a Temporary Visa, residing in Australia"/>
Are you of Aboriginal &/or Torres Strait Islander Origin?:*	<input type="text" value="Not Aboriginal or Torres Islander"/>

Checklist

Continue

Finish Later

[Return to Checklist without saving changes](#)

If you are an International citizen, select whichever applies to you, which will all of the options **except "Australian Citizen"**:

Citizenship & Residency:\*

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

[Return to Checklist without saving changes](#)

Student with a Temporary Visa, residing in Australia  
 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 5.12). See Section 5.13 for certification guidelines. In the case of the visa options, 'Student' refers to you, the potential student. There is space in the following page to fill in the exact details of your visa. Do not worry if you are not in Australia on a specific student visa.

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

### 5.5) Planned Course of Study

OR

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

Admission Course Code:

This section is for the course that you want to undertake. Referring to the table below, fill in the code that corresponds with the course you are applying for. The course codes are:

Course Code	Course Name
JBHT	Grad Cert in Information Systems Security
JBTY	Master of Information Systems Security
JBNN	Grad Cert in Management (Information Technology)
JBKK	Master of Management (Information Technology)
JBXA	Grad Cert in Mobile Applications Development
JBAP	Master of Mobile Applications Development
JBSA	Grad Cert in Networking & Systems Administration
JBWW	Master of Networking & Systems Administration
JBHF	Grad Cert in Project Management
JBEE	Grad Dip in Project Management
JBLK	Master of Project Management
JBAC	Grad Cert in Business Administration (Computing)
JBGG	MBA (Computing)



JECM	Graduate Certificate in ICT Education
JEIC	Master of ICT Education

Once you have entered your course code (for example, JBAC) in to the Admission Course Code Field, select continue. 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.

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

If **Yes** click the button in the select column to the left of the course that you plan to study. Then click on the Submit button to continue with your application for admission.

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

**Note:** Only courses available for the Start Session and Application Type eg 01. Bachelors or Honours will be listed. If you have not chosen the correct details you will need to click "Return to Search" followed by "Finish Later" buttons. You will then need to select a new Session or Application Type appropriate to your Course of Study.

Select	Course Name	Campus	Study Mode	Fee Type	Code
<input type="radio"/>	Graduate Certificate in Business Administration (Computing)	Bathurst Campus	Distance Education Mode	Fee-Paying	JBAC

Submit Return to Search

A final confirmation of your course will appear.

**Note:** The only permitted study mode for IT Masters Courses 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 FEE-HELP.

There are no Commonwealth Supported Places for this course.

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:** Graduate Certificate in Business Administration (Computing)

**Term:** 201560

**Campus:** Bathurst Campus

**Study Mode:** Distance Education Mode

Change this Course

Checklist Continue Finish Later

Select Continue.

## 5.6) General Information

## General Information (Checklist item 6 of 12)

This information is gathered for Australian Commonwealth Government reporting purposes.

International applicants only need to complete visa questions IF you have a current visa.

\* - indicates a required field.

Where were you born?:\*

None

What is your country of citizenship?:

None

What language do you speak at home?:\*

English

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:

None

Visa Number:

Visa Issue Date:

Month None Day None Year (YYYY)

Visa Expiration Date:

Month None Day None Year (YYYY)

Checklist

Continue

Finish Later

**International Applicants residing outside of Australia:** Please complete country of birth, country of citizenship and language fields.

**International Applicants residing in Australia:** Please complete all fields. Note that proof of your visa will need to be provided.

## 5.7) 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.

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

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.

**Highest Level of Education Attained**

Level Attained: Overseas Student

Parent/Guardian 1: Not Applicable Gender: No Parent/Guardian

Parent/Guardian 2: Not Applicable Gender: No Parent/Guardian

[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? 1999

[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) Post-secondary study**

Please make sure you specify whether or not you are applying for credit.

### Post-Secondary School Study (Checklist item 8 of 12)

Please consult the (?) [Help](#) above for additional advice.

Note: If you are unsure of the month and date of your studies please enter January 01 and the year of your studies.

\* - indicates a required field.

Have you completed a bachelor's degree from an Australian University?

Yes  No  No Response

If you have answered **Yes** to the above question, please complete the following information about your studies.

If you have answered **No** to the above question, please click "continue" at the bottom of the page.

*Tertiary Institution (College) of your highest course attempted or completed.*

Please click "Lookup College Code" to select the institution you studied with previously.

If your institution is not listed, please enter the institution details in the fields provided below.

\*

Institution Code (Australian Institutions Only):

[Lookup College Code](#)

**If College not found:**

Institution Name:

City:

Postcode:

Institute State:

Institute Country:

None

Name and duration of the course you studied

e.g. Bachelor of Arts 3 years

Date course commenced?:

Month  Day  Year (YYYY)

Date course completed?:

Month  Day  Year (YYYY)

If you have completed any other qualifications at tertiary level list them here.  
Please include full name of course, institution name and last year of enrolment for each qualification.

[Checklist](#)

[Continue](#)

[Finish Later](#)

To find your College Code, click 'Look up'.

Please click "Lookup College Code" to select the institution you studied with previously.

If your institution is not listed, please enter the institution details in the fields provided below.

\*

Institution Code (Australian Institutions Only):

[Lookup College Code](#)

Select your state and click on 'List Cities in Selected State, Province or Country.'

### College Lookup Page

Select the State where your previous institution is located.

Then choose List Cities in Selected State and the Select Post-Secondary Study page will display.

Choose the Return to Post-Secondary Study page link if you decide not to select an institution code now and the main Post-Secondary Study page will display.

Select a State or Province:

OR

Select a Country:

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

[Return to College page](#)

Select the suburb of your university, then select your university.

### College Lookup Page

Select your previous institution name.

Then choose Copy selected Post-Secondary Study information to Data Entry fo  
Select the Return to Post-Secondary Study page link if you decide not to select

Select College name:

[Return to College page](#)

Click 'Copy selected College information to Data entry form.'

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

Complete the form and click Continue.

### 5.9) English Language Proficiency

#### English Language Proficiency (Checklist item 9 of 12)

**NOTE:** You can upload a copy of all test results using the Document Upload section of this application.

You may be required to submit verified copies of your documents.

[Click here](#) for further information on English Language Proficiency.

If you did not complete Year 12 and have completed additional studies or work experience since school or you are unsure of your Year 12 1

Test	Score	Date Taken		
1. <input type="text" value="None"/>	<input type="text"/>	Month	<input type="text" value="None"/>	Year (YYYY) <input type="text"/>
2. <input type="text" value="None"/>	<input type="text"/>	Month	<input type="text" value="None"/>	Year (YYYY) <input type="text"/>
3. <input type="text" value="None"/>	<input type="text"/>	Month	<input type="text" value="None"/>	Year (YYYY) <input type="text"/>
4. <input type="text" value="None"/>	<input type="text"/>	Month	<input type="text" value="None"/>	Year (YYYY) <input type="text"/>
5. <input type="text" value="None"/>	<input type="text"/>	Month	<input type="text" value="None"/>	Year (YYYY) <input type="text"/>
6. <input type="text" value="None"/>	<input type="text"/>	Month	<input type="text" value="None"/>	Year (YYYY) <input type="text"/>
7. <input type="text" value="None"/>	<input type="text"/>	Month	<input type="text" value="None"/>	Year (YYYY) <input type="text"/>
8. <input type="text" value="None"/>	<input type="text"/>	Month	<input type="text" value="None"/>	Year (YYYY) <input type="text"/>

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.

Fill out the details of your English language study. This page asks for details of your secondary school information, applicants will be deemed to have sufficient English proficiency if they:

- a) Have completed all their formal studies in one or more of the following countries; or
  - Were born in one of the following countries and have completed at least one qualification in one of those countries; or
  - Have completed senior secondary study or at least one year of full-time University study in one of the following countries:
  - Australia, Canada, Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, United Kingdom, Singapore, South Africa, Solomon Islands, United States of America, Western Samoa or Zambia.
- b) Have successfully completed one year of full-time (or part-time equivalent) post-secondary study at an affiliate institution of CSU, with English as the medium of instruction and assessment.

Please note: if you completed your Australian high school study prior to the introduction of the tests listed, please record the information you have (school, year, result) in the provided box.

**All other applicants must demonstrate proficiency explicitly.**

Any of the following results, obtained within two years of commencement of the course for which the applicant is applying, can be used to demonstrate English proficiency:

- Academic IELTS (International English Language Testing System) test result with a minimum overall score of 6.0 and no score below 5.5 in each of the individual skill areas.
- TOEFL (Test of English as a Foreign Language) paper-based score of 550 with a TWE of 5.0
- TOEFL computer-based score of 213 and Essay Rating of 5.0
- TOEFL internet-based score of 80 for undergraduate and postgraduate coursework programs, and 90 for postgraduate research candidates with a minimum score of 25 in the writing section
- Completion of an AQF Certificate IV (including English for Academic Purposes).
- A score of 155 in the verbal component of the Special Tertiary Admissions Test (STAT).

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

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

If you do not meet the English language proficiency requirements listed in the above link, it may be possible for you to apply for an English language proficiency waiver. It is important

to be aware that it is unusual for an English language waiver to be granted and it is the responsibility of the applicant to provide the information and evidence that will demonstrate an adequate level of English proficiency to complete the course i.e.: equivalent to IELTS 6.0 or above.

Your application for a waiver must be submitted in the following format:

1. A letter requesting a waiver and clearly detailing the circumstances that have enabled you to develop the necessary English language skills.
2. Comprehensive documentary evidence to support your application. This evidence will include third party references or certificates. A supporting statement made by the applicant **is not** sufficient evidence.

The following are examples that on their own would not be sufficient to support an application but may combine to provide evidence of the necessary level of English language skills.

- A minimum of 3 years employment at an English speaking organisation. Evidenced by; a reference from your employer confirming the English communication requirements of your employment.
- University or other evidence completed in English at a country not listed in the English Language Proficiency regulations. Evidenced by; a certified transcript and English component / requirement.
- Professional qualifications and courses completed in English. Evidenced by; a certified transcript and English component / requirement.
- Industry certifications completed in English. Evidenced by; certified copies or online access to proof of certifications. Examples of certifications are; Microsoft, Cisco, the Project Management Institute, Oracle, the EC-Council etc.
- Evidence of expired Academic IELTS or other English test results. Evidenced by; a verified copy of the test results.

It is in your best interest to be thorough and provide as much relevant, comprehensive information as possible in order for an accurate assessment to be made. However all information must be supported by documentary evidence for an application to be successful.

### **5.10) Additional Information**

## Credit and Further Information (Checklist item 10 of 12)

The information you provide in this section will help us to complete the assessment of your application.

\* - indicates a required field.

### CREDIT

Are you seeking credit in recognition of prior learning?  
i.e. previous University or TAFE studies

Yes  No  No Response

If you are seeking credit in recognition of prior learning,  
please list the name of the Institution and course  
and/or subjects for which you are seeking credit.

**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.  
(If you have an extensive work history to provide please enter "see  
attached document" and upload your relevant work history as an attachment)\*

If you are applying as part of a **special group arrangement** with CSU such as AGMC, IT Masters,  
an Area Health Service or other employer-sponsored group, record those details here.

If your course allows selection of a Major stream of study, please nominate your Major here.

Yes  No  No Response

Are you currently under Exclusion from any tertiary institution?  
If yes you must provide a statement and/or evidence that the circumstances at the time of your exclusion  
no longer apply and that you have taken action to improve the likelihood of your success in your studies.

Checklist

Continue

Finish Later

**Employment** – As you are required to submit a resume or CV, you can choose to give a brief summary of your employment in the past five years, or simply indicate that you are attaching a resume.

**NOTE:** Applicants who do **not** have a degree need to provide as much information as possible about their skills and work in the IT industry in order to allow the course coordinator to accurately assess the relative competitiveness of each application.

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),
- The value of the work carried out.

**Special Group Arrangement** – Please indicate you are applying for an IT Masters degree.

If you are seeking credit on the basis of industry exams or previous study, please provide specific details here. Note that you will need to provide certified copies of your exam or university transcripts in order to be granted any potential credit.

Further information on credits can be found here:

<http://www.csu.edu.au/apply/credit>



## 5.11) Upload Documents

Here you can upload your additional documentation.

### Upload Documents (Checklist item 11 of 12)

Evidence of any previous study, such as official transcripts and awards, and/or work experience is ne

If you were not born in Australia you will also need to provide a copy of your passport showing your re

If your documents are in a different name to the one on your application please provide evidence of n

You should check **the online course brochure** Admissions Requirements TAB for any additional require

NOTE: If you are unable to upload copies of your documents at this time, you can submit them within

You may be required to submit verified copies of your documents. [Click here](#) for further information

**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 5 MB per document.
- Please use only standard characters (letters and numbers) in the file name. Your documents may
- The document file types must be pdf,doc,docx,jpg,jpeg,tif,tiff or rtf.

File	Document Type
<input type="button" value="Browse..."/> No file selected.	- Select a document type ▼

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.

CSU designates documentation types, as follows:

File	Document Type
<input type="button" value="Browse..."/> No file selected.	<div style="border: 1px solid black; padding: 2px;">           - Select a document type <span style="float: right;">▼</span> </div>
<input type="button" value="Submit"/>	<div style="border: 1px solid black; padding: 2px;">           - Select a document type            College, TAFE, VET Transcript 1            College, TAFE, VET Transcript 2            College, TAFE, VET Transcript 3            English Language Proficiency            Evidence of Citizenship/PR            Evidence of change of name            Experiential Table            Final Year School Results            Nursing Board Registration         </div>
<input type="button" value="Checklist"/> <input type="button" value="Continue"/> <input type="button" value="Finish"/>	
<p style="color: red;">Return to Checklist without saving</p>	

Applicants who do **not** have a degree need to provide as much information as possible about their skills and work in the IT industry in order to allow the course coordinator to accurately assess the relative competitiveness of each application.

The documents required are:

- I. Evidence of your tertiary studies (if applicable). If you do not have any tertiary qualifications, you must provide:
- II. Thorough documentation of your work experience (via CV or résumé-type document)
  1. 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:
    - a) The scale of the position (number of people, number of servers, etc),
    - b) 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),
    - c) The value of the work carried out.
- III. If you do not have any tertiary qualifications, you will also need to provide: An Employer reference/statement of employment to verify your work experience details.
  1. Details should be confirmed by signed letter from employer or customer on company letterhead paper (reference is only required from *current employer/major customer*).
  2. (Mark this as 'personal statement.')
- IV. Certified exam printouts/transcripts for your industry certification credits. Online verification is acceptable.
- V. Evidence of a name change if the name on your transcripts/awards is different to the name on your application (if applicable)

- VI. Evidence of your citizenship/permanent residency (if applicable)
- VII. Proof of English Language Proficiency (if applicable)

### 5.13) Coversheet for Documents

#### Online Admission Coversheet for Mailed Documents

[Home](#)

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: Dr.IT  
Term Code: 201560  
Admissions Code: JBAC  
Date of Submission: 12-MAY-2015  
Login/Email: admin@itmasters.edu.au  
Reference: G00003625

[Checklist](#)

**When mailing additional documentation with your application, this page must be printed and included with the submission of your documents. Please be aware that mailed documents must be verified copies. Do not send original documentation to us.**

#### **Please be aware:**

There have been important changes to the requirements to have your supporting documents verified.

If you are an Australian citizen or permanent resident, the documents supporting your application e.g. transcript of previous studies, no longer need to be verified as a true copy.

If you are an International applicant you must submit verified copies of your official documentation.

For more information, please visit this link:

<http://www.csu.edu.au/apply/verify-your-documents>

**You can now select 'Application is Complete!'.**

## Online Admission - Application Checklist

[Home](#)

- Please complete all sections below, ensuring the details you enter are correct. A tick will appear next to each section as you complete it.
- To lodge your application click the 'Application is Complete' button below. For further assistance please contact the Admissions Office via [admissions@csu.edu.au](mailto:admissions@csu.edu.au) or call 1300 135 435

<input checked="" type="checkbox"/> Informed Consent Declaration	<input checked="" type="checkbox"/> Educational Background
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Post-Secondary School Study
<input checked="" type="checkbox"/> Address and Phone Details	<input checked="" type="checkbox"/> English Language Proficiency
<input checked="" type="checkbox"/> Personal Information	<input checked="" type="checkbox"/> Credit and Further Information
<input checked="" type="checkbox"/> Choose a Course	<input checked="" type="checkbox"/> Upload Documents
<input checked="" type="checkbox"/> General Information	<input checked="" type="checkbox"/> Coversheet - Mailed Documents

For further assistance please email us.

**After you select this, you will receive an acknowledgement 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 the office on 02 6933-4334, or send an email to [admissions@csu.edu.au](mailto:admissions@csu.edu.au) to check the status of your application.

**Good luck!**