# 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 s	submit:
☐ Scans of your fi	nal transcripts and awards of your previous study
If IT Masters applicants do n submit:	ot have a previous Bachelor (or above) degree, they must
☐ An employer re	e type document efference/statement of employment to verify work experience details from current employer).
Where applicable, students	will need to submit:
suffice.  Evidence of a n the name on yo Proof of perma	transcripts for your industry certifications; online verification will ame change if the name on your transcripts/awards is different to our application nent residency or visa a language proficiency.
	documentation via mail, it MUST be accompanied by:
☐ A copy of the c	over sheet (final step of the online application).
application process. If you d	tunity for you to upload these documents in the online on not upload your certified documents at this stage, certified of CSU within 10 days of your completion of the online

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

application form.

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:

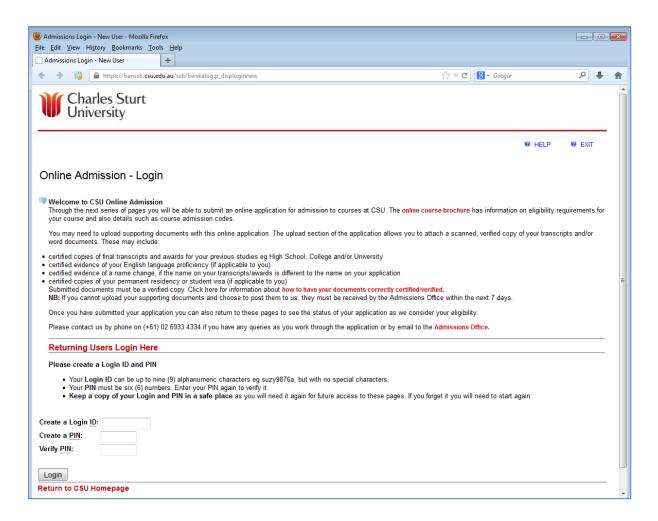
Email: admissions@csu.edu.au

Phone: 02 6933 4334.

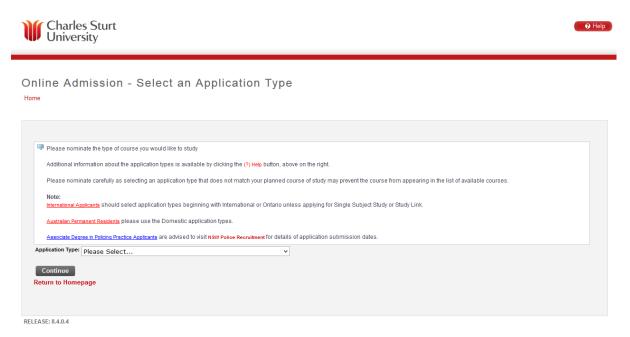
International Phone: +61 2 6933 4334

## 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.



### 3) Select an Application Type



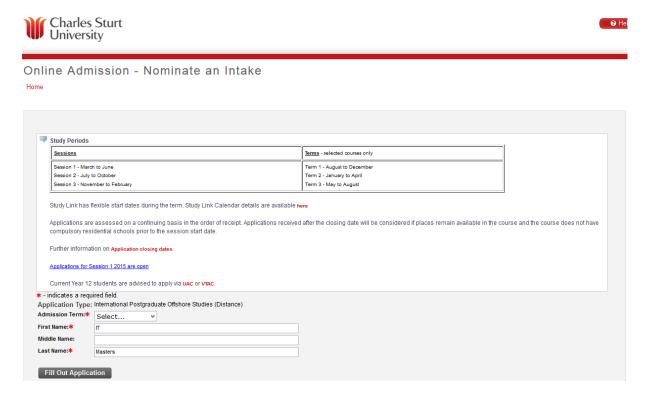
#### ARF YOU:

<u>NOT</u> 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.



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



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



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

Application Type:	International Postgra	aduate Offshore Studies (Distance)
Admission Term:*	Select	V
First Name:*	Select	
Middle Name:	Session 2 2015	
Last Name:*	Dr	
Fill Out Applica	tion	

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

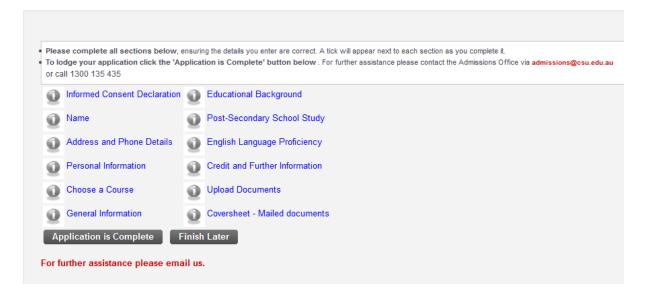
1 October for courses commending in November1 December for courses commencing in February

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

# 5) Application Checklist

Online Admission - Application Checklist

Home

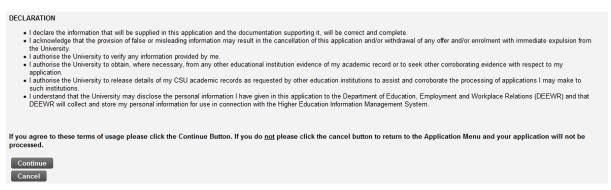


The Application Checklist is the main body of your application, allowing you to keep track of what you have completed. If you decide to save and complete your application at a later date, you will return to this checklist point.

#### **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

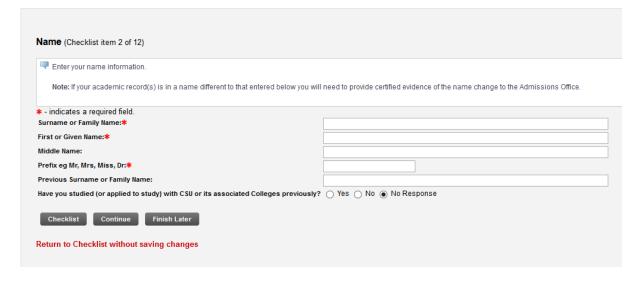


Carefully read through the Privacy Statement and click 'Continue' to move onto the next item on the checklist.

# 5.2) Name

#### Online Admission

Home



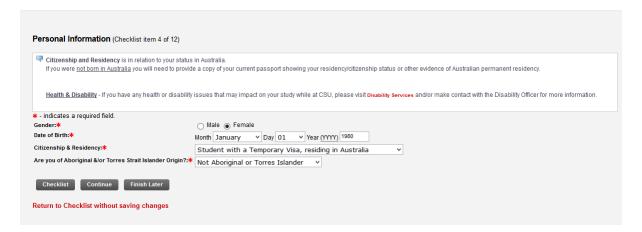
Enter your name and click Continue. At any time if you wish to save your application and continue it later, click 'Finish Later'.

#### 5.3) Address and Phone Details

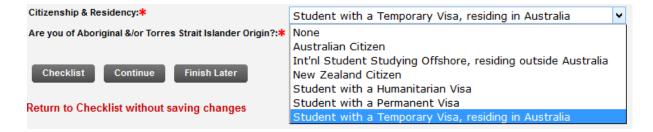
# Address and Phone Details (Checklist item 3 of 12) **Enter your Address information** If your address is not in Australia, leave "None" in the State field and be sure to enter your Country Please let us know if your mailing address changes. Note: Please do not add any punctuation in your address such 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:\* Street Line 2: Street Line 3: Town/City:\* State: Postcode:\* Country: None Telephone Number (Preferably Mobile Number):\* Telephone International Country Code (eg Australia is 61): 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



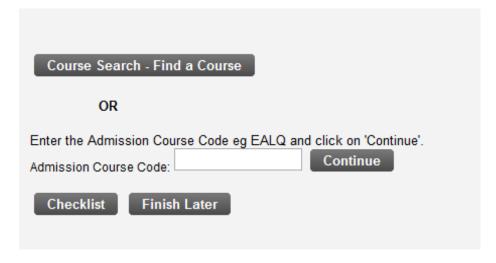
If you are an International citizen, select whichever applies to you, which will all of the options **except "Australian Citizen"**:



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

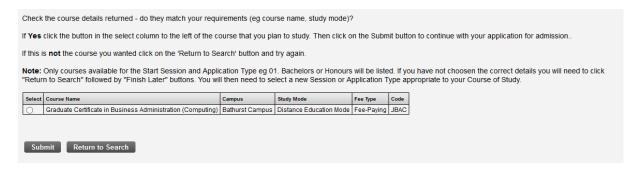


This section is for the course that you want to undertake. Referring to the table below, fill in the code that corresponds with the course you are applying for. The course codes are:

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

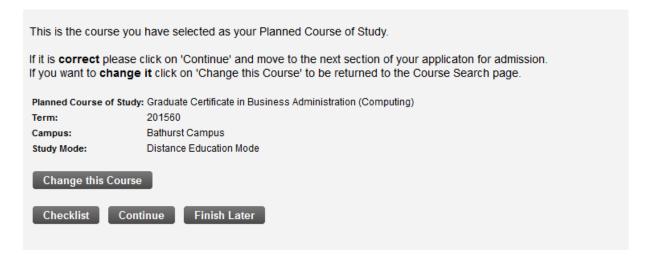
Once you have entered your course code (for example, JBAC) in to the Admission Course Code Field, select continue. The next page is a confirmation of the course for the code you have selected. If the information is correct, select the radio button, and click Submit.



A final confirmation of your course will appear.

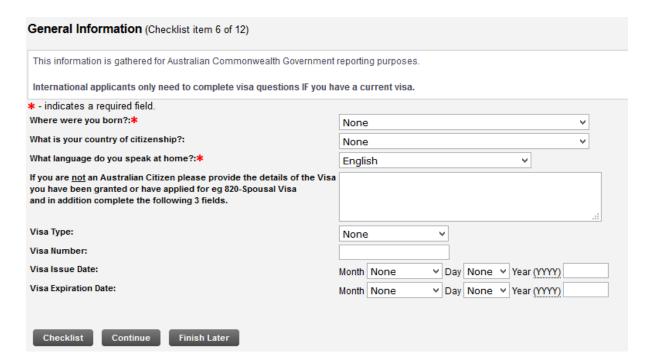
**Note:** The only permitted study mode for IT Masters Courses is Distance. This cannot be changed. Part Time is also the only study load. The Fee-Type: Fee-Paying refers to the type of course, and does not disqualify you from FEE-HELP.

There are no Commonwealth Supported Places for this course.



Select Continue.

#### 5.6) General Information



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

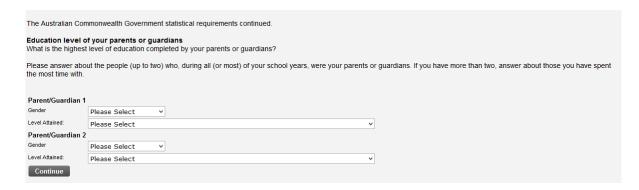
**International Applicants residing in Australia:** Please complete all fields. Note that proof of your visa will need to be provided.

#### 5.7) Educational Background

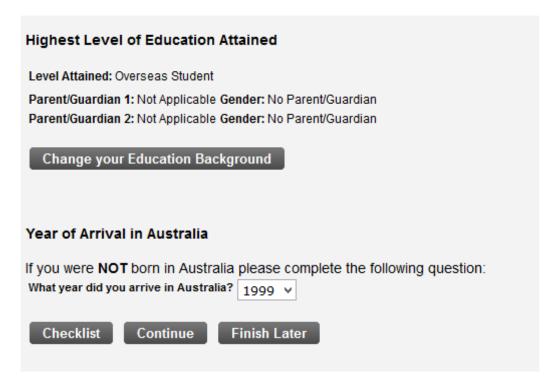


Select the level of education you have achieved.

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.



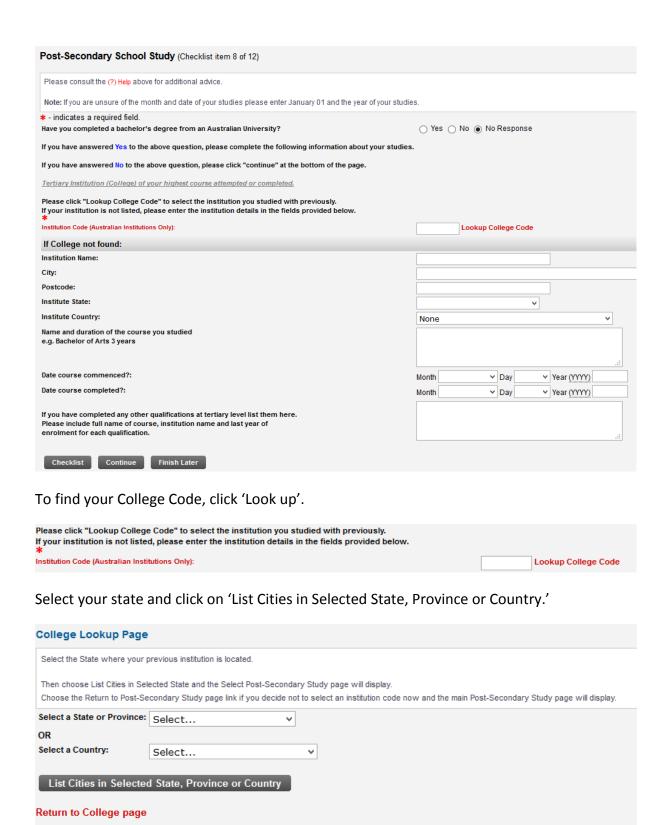
A confirmation page will follow.



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.



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

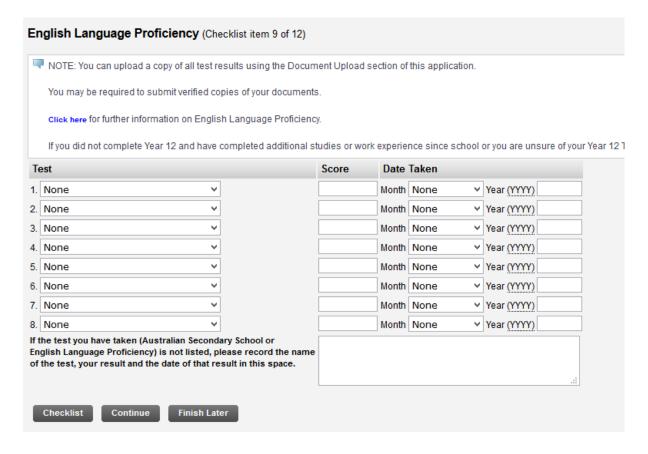
College Lookup P	age	
Select your previous ins	titution name.	
	cted Post-Secondary Study inform t-Secondary Study page link if you	-
Select College name:	Select	<b>▽</b>
	Select	
Copy selected Co	University of Melbourne	try form
Return to College p		

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



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, Canady, 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) postsecondary 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 with 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 sore 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	1.
* - 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.	.it
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)*	ai
If you are applying as part of a <u>special group arrangement</u> 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.	.il
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	Yes ○ No ● No Response

**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:

- 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.

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

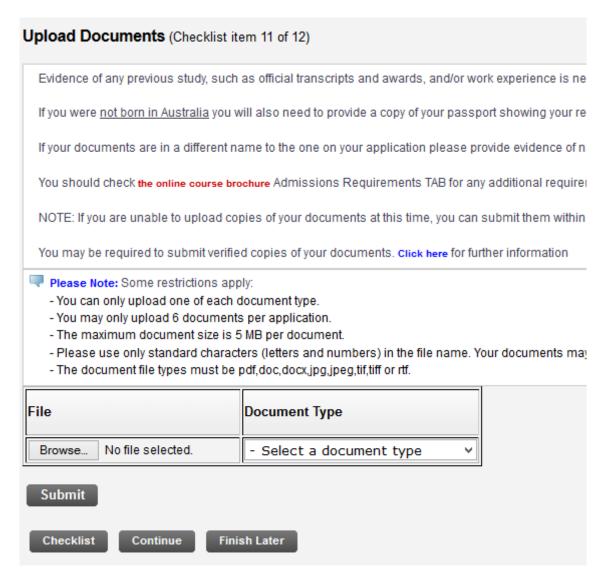
If you are seeking credit on the basis of industry exams or previous study, please provide specific details here. Note that you will need to provide certified copies of your exam or university transcripts in order to be granted any potential credit.

Further information on credits can be found here:

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

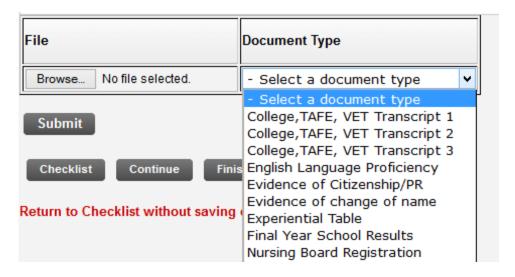
#### 5.11) Upload Documents

Here you can upload your additional documentation.



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:



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)
  - 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.
  - 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 AdmissionCoversheet 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: Dr.IT

Term Code: 201560

Admissions Code: JBAD

Admissions Code: JBAD

Date of Submission: 12-MAY-2015

Login/Email: admin@itmasters.edu.au

Reference: G00003625

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

<ul> <li>Please complete all sections below, ensuring the details you enter are correct. A tick will appear next to each section as you complete it.</li> <li>To lodge your application click the 'Application is Complete' button below. For further assistance please contact the Admissions Office via admissions@csu.edu or call 1300 135 435</li> </ul>	ı.au
✓ Informed Consent Declaration ✓ Educational Background	
✓ Name ✓ Post-Secondary School Study	
Address and Phone Details Figlish Language Proficiency	
Personal Information Credit and Further Information	
✓ Choose a Course ✓ Upload Documents	
General Information Coversheet - Mailed Documents	
Application is Complete Finish Later	
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 <a href="mailto:admissions@csu.edu.au">admissions@csu.edu.au</a> to check the status of your application.

Good luck!