A Guide for Australian 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
- ☐ IT Masters Student Authority Form (can be found on the IT Masters website in the 'How to Apply' page).

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:
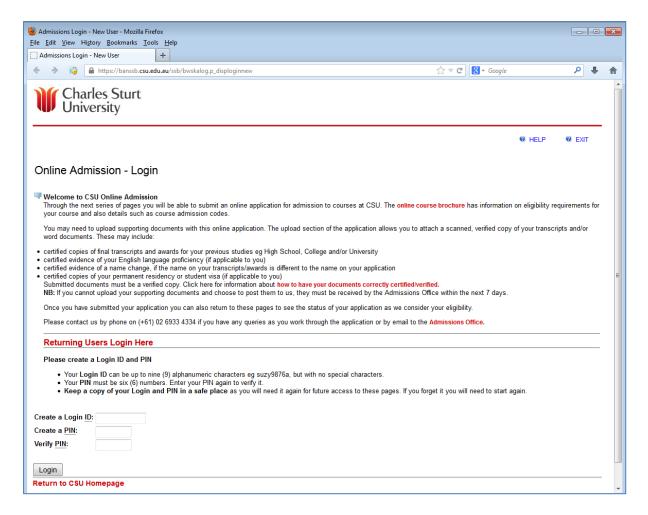
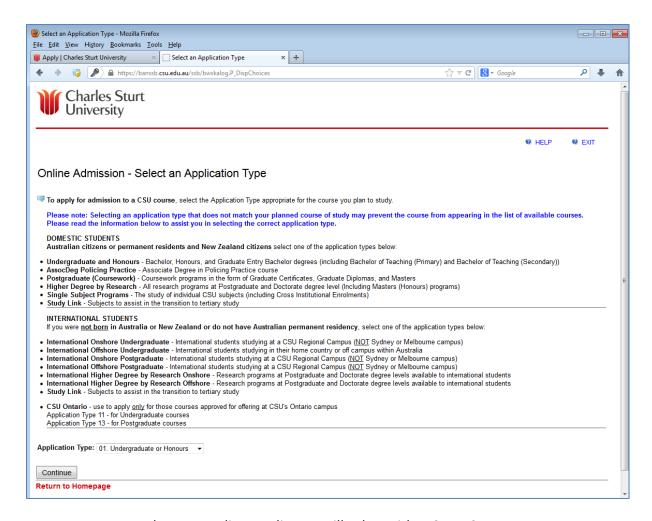   Email: admissions@csu.edu.au
    Phone: 02 6933 4334.
    International Phone: +61 2 6933 4334

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.

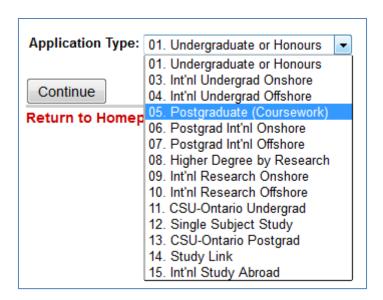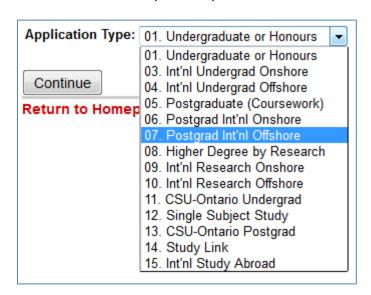**3) Select an Application Type**

For ALL IT Masters degrees, online applicants will select either 05 or 07.

ARE YOU:

a) An Australian Citizen or Permanent Resident? Then select **05. Postgraduate Coursework. NOTE:** This applies even if you are an Australian citizen currently residing outside of Australia.

b) <u>NOT</u> an Australian Citizen or Permanent Resident? Select **07. Postgrad Int'nl Offshore. 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 **07.** You must also submit verified proof of your visa.
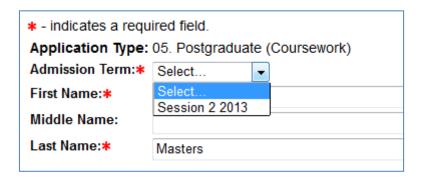

4) Nominate an Intake: When do you want to study?

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.

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 November
1 December   for courses commencing in February

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

5) Application Checklist

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

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

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

Enter your details. If you are an Australian citizen, select:

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
OBNS	Master of Networking and Systems Administration
OBCS	Grad Cert in Networking and Systems Administration
OBSD	Master of Systems Development
OBCV	Grad Cert of Systems Development
OBMS	Master of Information Systems Security
OBCT	Grad Cert of Information Systems Security
OBTM	Master of Management Information Technology
OBTC	Grad Cert in Management Information Technology
OBDG	Grad Dip in Project Management
OBCG	Grad Cert in Project Management
OBEG	Master of Project Management
OBAD	MBA (Computing)
OBCL	Grad Cert of Mobile Applications Development

Once you have entered your course code (for example, OBNS) 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

Charles Sturt University

Online Admission

General Information (Checklist item 6 of 12)

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.

<u>NOTE:</u> 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?:✱   None

What is your country of citizenship?:   None

What language do you speak at home?:✱   None

If you are <u>not</u> 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]

Return to Checklist without saving changes

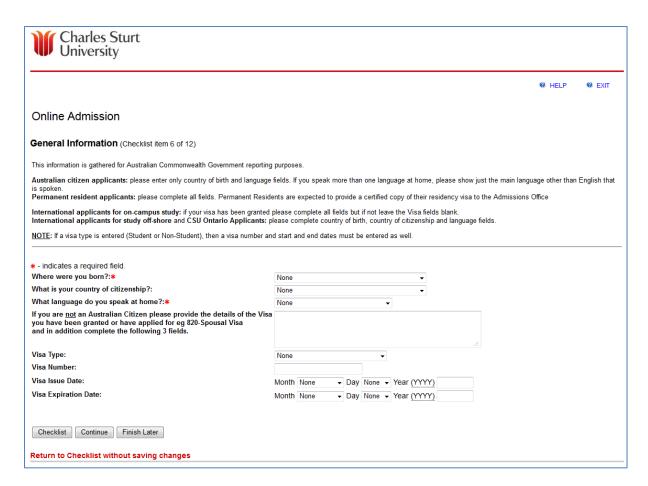**Australian Citizens:** Enter country of birth, and language. Please note that if you were not born in Australia, you will need to provide certified proof of citizenship.

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

5.7) Educational Background

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.

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 bachelor level course	2003 ▾

Continue

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.

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
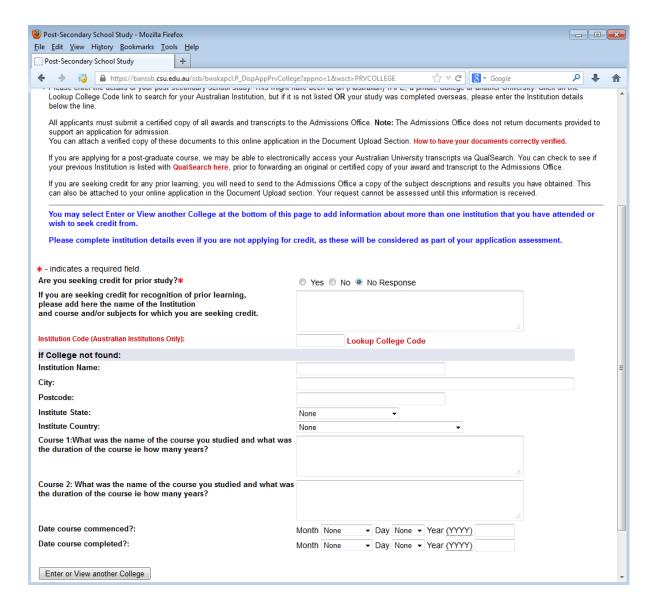| Gender | Please Select ▾ |
| Level Attained: | Please Select ▾ |

Continue

A confirmation page will follow.

Online Admission
Educational Background

Highest Level of Education Attained

Level Attained: A complete Higher education bachelor level course
Year of Completion: 2003
Parent/Guardian 1: Bachelor Degree   **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? [none ▾]

[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.
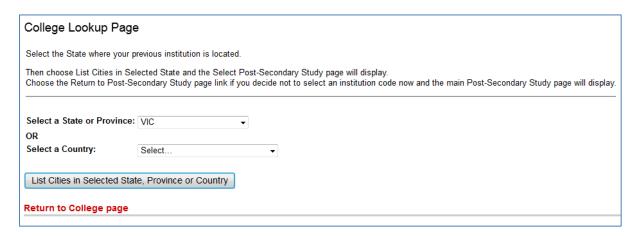
5.8) Post-secondary study

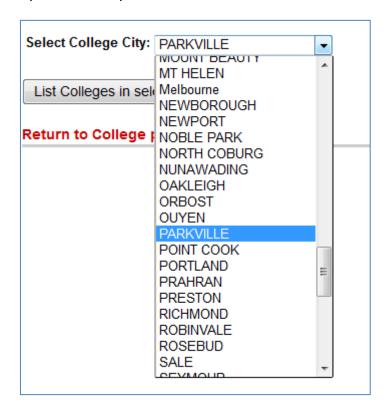Please make sure you specify whether or not you are applying for credit.

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

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

Select the suburb of your university.

Select your university, and 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

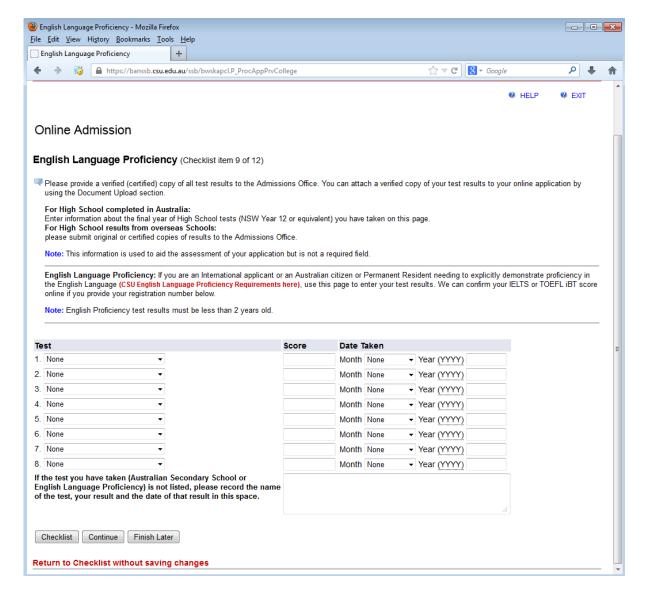Fill out the details of your English language study. This page asks for details of your secondary school information, applicants will be deemed to have sufficient English proficiency if they:

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) 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 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

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

Major/Stream – Several IT Masters courses require you to nominate your preferred industry stream. Please use the following table as a guide.

	Networking and Systems Administration	Systems Development	Information Systems Security	Management (Information Technology)
Cisco	✔			✔
Linux	✔			✔
Oracle	✔			✔
Microsoft Security			✔	✔
Multiplatform Security			✔	✔
Digital Forensics			✔	✔
Microsoft Networking	✔			✔
Microsoft Database Administrator	✔			✔
Microsoft Database Developer				✔
Microsoft Developer		✔		✔
Dev. Apps for Mobile Devices		✔		✔
Project Management		✔		✔
ACS				✔

Note that the following courses <u>do not</u> have streams:

- Master of Business Administration (Computing)
- Master/Graduate Diploma/Graduate Certificate in Project Management
- Graduate Certificate in Mobile Applications Development

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:

The student authority form's document type is "Waiver – Record or Privacy."

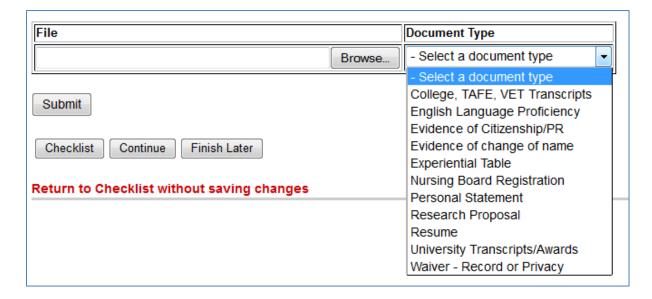Applicants who do **not** have a degree need to provide as much information as possible about their skills and work in the IT industry in order to allow the course coordinator to accurately assess the relative competitiveness of each application.

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. IT Master Student Authority Form

    1. (Mark this as 'Waiver – Record or Privacy.')

V. Certified evidence of your industry qualifications, which may be provided online.

VI. Evidence of a name change if the name on your transcripts/awards is different to the name on your application (if applicable)

VII. Evidence of your citizenship/permanent residency (if applicable)

VIII. Proof of English Language Proficiency (if applicable)

5.13) Coversheet for Documents

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: Masters,IT
Term Code: 201360
Admissions Code: OBNS
Date of Submission: 03-MAY-2013
Web ID: doowop

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.

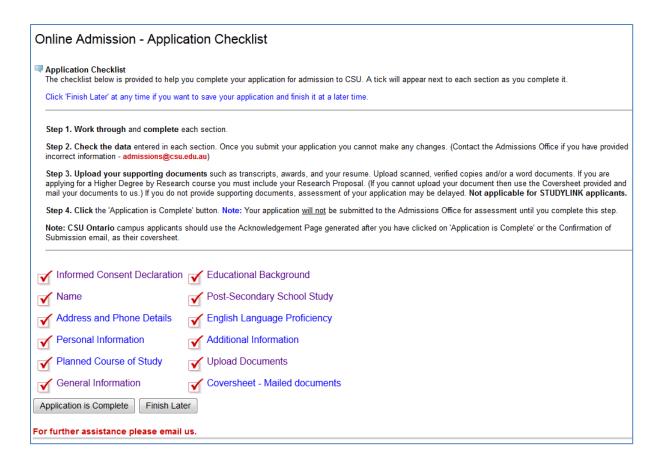If you are an Australian citizen or permanent resident, the documents supporting your application e.g. transcript of previous studies, no longer need to be verified as a true copy.

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

Application Checklist
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.

Click 'Finish Later' at any time if you want to save your application and finish it at a later time.

Step 1. Work through and **complete** each section.

Step 2. Check the data entered in each section. Once you submit your application you cannot make any changes. (Contact the Admissions Office if you have provided incorrect information - admissions@csu.edu.au)

Step 3. Upload your supporting documents such as transcripts, awards, and your resume. Upload scanned, verified copies and/or a word documents. If you are applying for a Higher Degree by Research course you must include your Research Proposal. (If you cannot upload your document then use the Coversheet provided and mail your documents to us.) If you do not provide supporting documents, assessment of your application may be delayed. **Not applicable for STUDYLINK applicants.**

Step 4. Click the 'Application is Complete' button. **Note:** Your application <u>will not</u> be submitted to the Admissions Office for assessment until you complete this step.

Note: CSU Ontario campus applicants should use the Acknowledgement Page generated after you have clicked on 'Application is Complete' or the Confirmation of Submission email, as their coversheet.

☑ Informed Consent Declaration	☑ Educational Background
☑ Name	☑ Post-Secondary School Study
☑ Address and Phone Details	☑ English Language Proficiency
☑ Personal Information	☑ Additional Information
☑ Planned Course of Study	☑ 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 69334334, or send an email to admissions@csu.edu.au to check the status of your application.

Good luck!