

# 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](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.

The screenshot shows a Mozilla Firefox browser window titled "Admissions Login - New User". The address bar shows the URL "https://banssb.csu.edu.au/ssb/bwskalog\_p\_disloginnew". The page header features the Charles Sturt University logo and navigation links for "HELP" and "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

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**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

Select an Application Type - Mozilla Firefox

Apply | Charles Sturt University

https://banssb.csu.edu.au/ssb/bwskalog.P\_DispcChoices

**Charles Sturt University**

HELP EXIT

## Online Admission - Select an Application Type

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

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

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

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

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

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

• CSU Ontario - use to apply only for those courses approved for offering at CSU's Ontario campus  
Application Type 11 - for Undergraduate courses  
Application Type 13 - for Postgraduate courses

Application Type: 01. Undergraduate or Honours

Continue

[Return to Homepage](#)

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

ARE YOU:

- 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.

Application Type: 01. Undergraduate or Honours ▼

Continue

Return to Homep

- 01. Undergraduate or Honours
- 03. Int'l Undergrad Onshore
- 04. Int'l Undergrad Offshore
- 05. Postgraduate (Coursework)
- 06. Postgrad Int'l Onshore
- 07. Postgrad Int'l Offshore
- 08. Higher Degree by Research
- 09. Int'l Research Onshore
- 10. Int'l Research Offshore
- 11. CSU-Ontario Undergrad
- 12. Single Subject Study
- 13. CSU-Ontario Postgrad
- 14. Study Link
- 15. Int'l Study Abroad

- b) NOT an Australian Citizen or Permanent Resident? Select **07. Postgrad Int'l 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.

Application Type: 01. Undergraduate or Honours ▼

Continue

Return to Homep

- 01. Undergraduate or Honours
- 03. Int'l Undergrad Onshore
- 04. Int'l Undergrad Offshore
- 05. Postgraduate (Coursework)
- 06. Postgrad Int'l Onshore
- 07. Postgrad Int'l Offshore
- 08. Higher Degree by Research
- 09. Int'l Research Onshore
- 10. Int'l Research Offshore
- 11. CSU-Ontario Undergrad
- 12. Single Subject Study
- 13. CSU-Ontario Postgrad
- 14. Study Link
- 15. Int'l Study Abroad

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

Apply for Admission - Mozilla Firefox

Apply | Charles Sturt University

https://banssb.csu.edu.au/ssb/bwskalog\_P\_DispNewApp

Charles Sturt University

HELP EXIT

### Online Admission - Nominate an Intake

**Study Periods**

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

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

Higher Degree by Research applications are assessed on a continual basis regardless of intake, please simply enter the intake you wish to commence your study.

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

\* - indicates a required field.

**Application Type:** 05. Postgraduate (Coursework)

**Admission Term:**\* Select...

**First Name:**\*

**Middle Name:**

**Last Name:**\*

Fill Out Application

[Return to Application Menu](#)

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

Study Periods
<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.

\* - indicates a required field.

**Application Type:** 05. Postgraduate (Coursework)

**Admission Term:**\*

**First Name:**\*

**Middle Name:**

**Last Name:**\*

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

[HELP](#)   [EXIT](#)

### 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.](#)

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**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](mailto:admissions@csu.edu.au))

**Step 3. Refer to [Do I need to verify my documents?](#)** Upload your supporting documents such as transcripts, awards, and your resume. Upload scanned 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 will not 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.

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

**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

The screenshot shows a web browser window displaying the Charles Sturt University website. The page title is "Privacy Statement and Informed Consent Declaration". The URL is "https://forms.csu.edu.au/sub/bwkskanam\_P\_DisAppname?appno=1&wsc=ADM\_CONGE". The page content includes the university logo, navigation links for HELP and EXIT, and the following sections:

**Online Admission**  
Privacy Statement and Informed Consent Declaration

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

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

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

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

**DECLARATION**

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

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

Buttons: Continue, Cancel

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

## 5.2) Name

The screenshot shows a web browser window displaying the Charles Sturt University website. The page title is "Name - Mozilla Firefox". The URL is "https://banssb.csu.edu.au/ssb/bwskanam\_P\_DisAppname?appno=1&wsc=NAME". The page content includes the university logo, navigation links for HELP and EXIT, and the following sections:

**Online Admission**

**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 with CSU or its associated Colleges previously?\***  Yes  No  No Response

**Have you previously attended CSU?:**  Yes  No  Not Reported

Buttons: Checklist, Continue, Finish Later

**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

The screenshot shows a web browser window titled "Address and Phone Details - Mozilla Firefox". The address bar shows the URL "https://banssb.csu.edu.au/ssb/bwskanam.P\_ProcAppName". The page header features the Charles Sturt University logo and navigation links for "HELP" and "EXIT". The main heading is "Online Admission", followed by the section "Address and Phone Details (Checklist item 3 of 12)".

Instructions for entering address information:

- Enter your Address information.
- NB: Please do not add any punctuation in your address such as full stops or commas.
- If your address is not in Australia, leave "None" in the State field and be sure to enter your Country.
- All International applicants should enter their overseas address in this section.
- The Contact Phone Number should be the one where you can be contacted during business hours.
- CSU may send correspondence throughout the admission process to the address you enter here. Please let us know in writing (email is OK) if your mailing address changes.

\* - indicates a required field.

**Mailing address**

Street Line 1:\*

Street Line 2:

Street Line 3:

Town/City:\*

State:

Postcode:\*

Country:

Telephone Number (xxx-xxxxxxx). Include Area Code:\*  -

Telephone International Country Code (eg Australia is 61):

Buttons: Checklist, Continue, Finish Later

[Return to Checklist without saving changes](#)

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

### 5.4) Personal Information

Personal Information - Mozilla Firefox  
 File Edit View History Bookmarks Tools Help  
 Personal Information  
 https://banssb.csu.edu.au/ssb/bwskaadr.P\_ProcAppAddr1  
 HELP EXIT

**Charles Sturt University**

Online Admission

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

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

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

Citizenship and Residency is in relation to your status in Australia.  
 If you were not born in Australia you will need to provide a certified copy of your passport showing your residency/citizenship status.

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

\* - indicates a required field.

Gender:\*  Male  Female

Date of Birth:\* Month: None Day: None Year (YYYY) \_\_\_\_\_

Email:\* \_\_\_\_\_

Verify e-mail address:\* \_\_\_\_\_

Citizenship & Residency:\* None

Are you of Aboriginal &/or Torres Strait Islander Origin?:\* None

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

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

Australian Citizen

None

**Australian Citizen**

Int'l Student Studying Offshore, residing outside Australia

New Zealand Citizen

Student with a Humanitarian Visa

Student with a Permanent Visa

Student with a Temporary Visa, residing in Australia

If you select any option other than Australian Citizen you will need to provide evidence of your citizenship or visa (permanent resident/visa evidence can be provided in Section 5.12). 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

Planned Course of Study - Mozilla Firefox

Planned Course of Study

https://banssb.csu.edu.au/ssb/bwksppgr.showpage?page=ADM\_ADMISS&appno=1&wsct=ADM\_COURSE

**Charles Sturt University**

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

### Online Admission Planned Course of Study

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

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

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

Admission Course Code:

**OR**

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

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

Admission Course Code:

**OR**

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.

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

Select	Course Name	Campus	Load	Study Mode	Fee Type	Code
<input checked="" type="radio"/>	Master of Networking and System Administration	Wagga Wagga Campus	Part Time	Distance Education Mode	Fee-Paying	OBNS

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.

### Online Admission Planned Course of Study

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

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

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**Planned Course of Study:** Master of Networking and System Administration

**Term:** 201360

**Campus:** Wagga Wagga Campus

**Study Mode:** Distance Education Mode

Select Continue.

## 5.6) General Information

## 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.

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

\* - indicates a required field.

Where were you born?:\*

What is your country of citizenship?:

What language do you speak at home?:\*

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

Visa Type:

Visa Number:

Visa Issue Date:

Month  Day  Year (YYYY)

Visa Expiration Date:

Month  Day  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

[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 ▾
<input type="button" value="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

Level Attained:

#### Parent/Guardian 2

Gender

Level Attained:

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?**

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 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Post-Secondary School Study

https://banssb.csu.edu.au/ssb/bwskapcl\_P\_DispAppPrvCollege?appno=1&wsct=PRVCOLLEGE

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

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

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

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

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

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

\* - indicates a required field.

Are you seeking credit for prior study? \*  Yes  No  No Response

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

Institution Code (Australian Institutions Only):  [Lookup College Code](#)

**If College not found:**

Institution Name:

City:

Postcode:

Institute State:

Institute Country:

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

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

Date course commenced?: Month  Day  Year (YYYY)

Date course completed?: Month  Day  Year (YYYY)

[Enter or View another College](#)

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

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

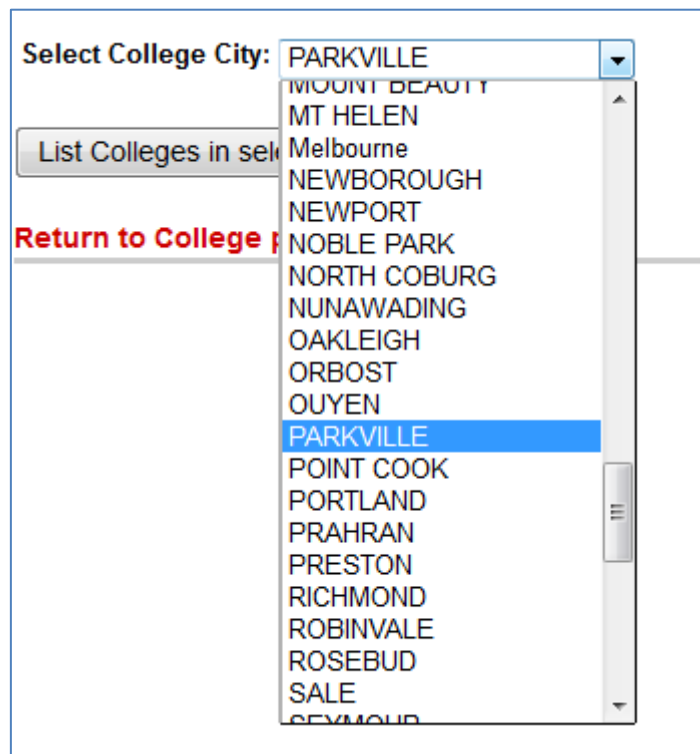
Select a Country:

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

[Return to College page](#)

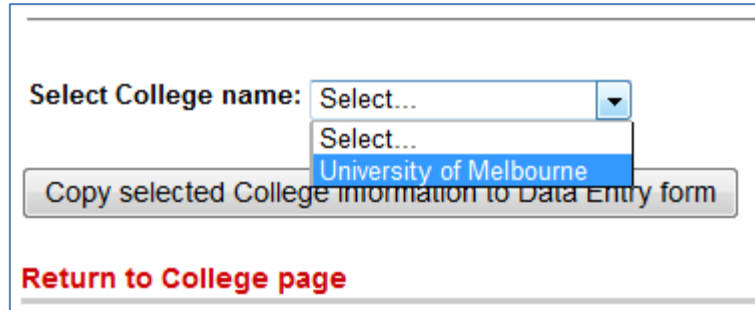


Select the suburb of your university.



The screenshot shows a web form with a dropdown menu labeled "Select College City:". The dropdown is open, displaying a list of suburbs. "PARKVILLE" is highlighted in blue. Other visible suburbs include MOUNT BEAUTY, MT HELEN, Melbourne, NEWBOROUGH, NEWPORT, NOBLE PARK, NORTH COBURG, NUNAWADING, OAKLEIGH, ORBOST, OUYEN, POINT COOK, PORTLAND, PRAHRAN, PRESTON, RICHMOND, ROBINVALE, ROSEBUD, SALE, and SEYMOUR. To the left of the dropdown is a button labeled "List Colleges in selected City" and a red link labeled "Return to College page".

Select your university, and click 'Copy selected College information to Data entry form.'



The screenshot shows a web form with a dropdown menu labeled "Select College name:". The dropdown is open, displaying a list of universities. "University of Melbourne" is highlighted in blue. Other visible options include "Select...". Below the dropdown is a button labeled "Copy selected College information to Data Entry form" and a red link labeled "Return to College page".

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 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

English Language Proficiency

https://banssb.csu.edu.au/ssb/bwskapcl.P\_ProcAppPrvCollege

HELP EXIT

## Online Admission

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

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

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

**For High School results from overseas Schools:**  
please submit original or certified copies of results to the Admissions Office.

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

---

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

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

---

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

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

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

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**


Additional Information - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Additional Information

https://banssb.csu.edu.au/ssb/bwskstst.P\_ProcAppTests

Google

 Charles Sturt University

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### Online Admission

**Additional Information** (Checklist item 10 of 12)

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

\* - indicates a required field.

Will you need to *post* supporting documentation to us, in addition to those documents you will upload?  Yes  No  No Response  
 (You will not be required to post any documents that you have uploaded if they are verified)\*

**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 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. (IT Masters Applicants are requested to nominate their **preferred stream** here).

Are you currently under Exclusion from any tertiary institution?  Yes  No  No Response  
 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

[Return to Checklist without saving changes](#)

**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 do not 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.**

Upload Documents - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Upload Documents

https://banssb.csu.edu.au/ssb/bwskaudf.P\_ProcAppUserDef

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

Add documents to support your application for admission.  
For example:

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

**Please Note:** Some restrictions apply:

- You can only upload one of each document type.
- You may only upload 6 documents per application.
- The maximum document size is 3 MB per document.
- Please use only standard characters (letters and numbers) in the file name. Your documents may not come through to us if you use characters like !@#%&\*(+=":;?.,<>[ ] { } ).
- The document file types must be pdf, doc, docx, jpg, jpeg or rtf.

File   Document Type

[Return to Checklist without saving changes](#)

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

[Return to Checklist without saving changes](#)

- Select a document type
- Select a document type
- College, TAFE, VET Transcripts
- English Language Proficiency
- Evidence of Citizenship/PR
- Evidence of change of name
- Experiential Table
- Nursing Board Registration
- Personal Statement
- Research Proposal
- Resume
- University Transcripts/Awards
- Waiver - Record or Privacy

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](mailto: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 will not 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.

- |                                                                  |                                                                   |
|------------------------------------------------------------------|-------------------------------------------------------------------|
| <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"/> Additional Information        |
| <input checked="" type="checkbox"/> Planned Course of Study      | <input checked="" type="checkbox"/> Upload Documents              |
| <input checked="" type="checkbox"/> General Information          | <input checked="" type="checkbox"/> 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](mailto:admissions@csu.edu.au) to check the status of your application.

**Good luck!**