

How to complete the application form

1 DEMOGRAPHIC INFORMATION

- 1.1 Previous study at Notre Dame – please tick the box if you have ever accepted a place and/or enrolled at The University of Notre Dame Australia. If so, please state your Student Identification Number.
- 1.2 **Please print your name clearly in block letters.**
Include the name by which you like to be addressed. If your name differs from that on any of your supporting documentation, you are required to provide proof of the change (e.g. marriage certificate or deed poll). Tick the box indicating your gender and print clearly in dd/mm/yyyy format your date of birth. For example, 3 May 1990 is 03051990.
- 1.3 **Please print your residential address during the application period.**
- 1.4 Please print your notification address during the application period, including your postcode. If you change your name, address or contact telephone number after you lodge your application, you must notify the University immediately by emailing admissions@nd.edu.au.
- 1.5 Please state your country of birth. If you were not born in Australia, please state the day, month and year of your arrival in Australia. Please state the day, month and year when your permanent residency and/or Australian citizenship was granted.
- 1.6 Please tick the appropriate box according to your status. Evidence of citizenship/residency status is required. If you tick the box 'Other' then you are classified as an international student and will need to complete a different application form.

For an International Student Application Form please visit: notredame.edu.au/international/how-to-apply.

- 1.7 Please indicate if you are of Aboriginal or Torres Strait Islander background. This information is required by the Commonwealth Department of Education, for statistical purposes and will remain confidential.
- 1.8 Please state your religion. Notre Dame accepts applications from people of all faiths and no faith at all. While Catholic in its tradition, Notre Dame embraces all persons who support the Objects of the University, regardless of their faith. This information is required for statistical purposes only.
- 1.9 Please indicate all languages spoken at home in order of use. This is for statistical purposes only.
- 1.10 Please indicate whether you have a disability or medical condition. Prospective students who tick this box, and are eligible for an offer will be informed of services and support available through the University's Disability Support Officer. The information you provide here will also be included in data which the University provides to the Australian Government Department of Education. Your privacy and confidentiality will be respected and your personal information will be managed in line with the University's Privacy Policy. While disclosure is voluntary, if you do not advise the University of your requirements before commencing your studies, there may be a delay in making arrangements to meet your needs.

2. STUDY PREFERENCES

Please indicate when you wish to commence your study, the campus you wish to study at, the type of applicant you are, your mode of study and your study load. If you are a research applicant, please complete the Postgraduate Research Application Form.

3. ACADEMIC RECORD

Please state the year that you left school. Please indicate details of your previous study including where you studied, the program you studied, when you studied and if it was completed.

4. EMERGENCY CONTACT

The University requires that all students nominate an emergency contact person. This is usually someone who is a close relative and/or someone in a position to respond to any action which the University deems appropriate in relation to your welfare. Under the provisions of the Privacy Act, the University will not reveal any personal information to any third party, unless required by law or expressly authorised by you.

5. FURTHER APPLICANT INFORMATION (non-academic)

- 5.1 **Community involvement:** Please include details of community involvement (e.g. volunteer work, clubs and sporting teams).
- 5.2 **Church involvement:** Please include details of church involvement (e.g. parish).
- 5.3 **Notre Dame affiliation:** Please indicate if you have any affiliation with The University of Notre Dame Australia through staff members, alumni and donors.

- 5.4 **Professional employment history:** Please include details of any full-time or part-time paid work which you have completed that is relevant to the program(s) for which you are applying. Applicants for degrees by research are required to provide a CV/Resume of their work and past experience.
- 5.5 **Leadership**
Please include leadership positions held in school, sport or community (previous or current).
- 5.6 **Referees:** Please include two written references and the contact details of referees who are able to comment on your academic achievement, personal qualities and/or employment history.
- 5.7 **Personal statement:** Attach to the application a personal statement of approximately 300 words in length addressing the following:
- personal qualities and motivation;
 - reasons for seeking admission to Notre Dame; what you think Notre Dame has to offer you; and what contribution you think you can make to the Notre Dame Community; and
 - reasons for wishing to pursue the programs of study, outlining relevant interests and academic qualities to the program.
- 5.8 **Curriculum vitae:** Please attach a current curriculum vitae to the application – optional for Postgraduate Coursework applicants.
- 5.9 **Criminal conviction:** Please indicate whether you have been convicted of a criminal offence. This information will be treated in the strictest of confidence.

6. DOCUMENTATION

Please include with your application the following documentation:

- personal statement;
 - curriculum vitae (if applicable);
 - research background submission (if applicable);
 - supporting documentation. You may include other relevant documentation to support your application (references, supplementary information etc.). Please do not include more than EIGHT pages of supporting documentation;
 - certified copies of your tertiary studies (another university). The Admissions Office requires certified copies of the final transcripts and awards;
 - proof of Australian citizenship or residency status (certified copy of citizenship certificate, passport or birth certificate*); and
 - proof of English where the applicant is from a non-English speaking background
- * Birth certificate can only be submitted if born before 20 August 1986. If born after this date, one parent must have been born in Australia to prove Australian citizenship.

7. STATISTICAL INFORMATION

Please select all applicable options.

8. SUBMISSION OF YOUR APPLICATION

Your application must be submitted online, sent or delivered to the Admissions Office. If posting your application we strongly recommend you send it by Registered Mail to:

**Admissions Office, Fremantle
The University of
Notre Dame Australia
21 High Street
(PO Box 1225)
Fremantle WA 6959**

Please address all enquiries regarding the status of the application to:

fremantle.admissions@nd.edu.au

Tel: +61 8 9433 0537

Offers can only be made after the University has received all required documentation.

9. DECLARATION

Please complete the declaration, having read all information on the form. Applications will not be processed without a signature and date.