Application for admission
1. INITIAL APPLICANT INFORMATION

1.1 Title Surname/Family name First name Second/Middle name

Prefered first name Date of birth Gender Male Female

1.2 Home address

Number and street Town/Suburb State/Country P/Code

Telephone (home) Telephone (work)

Mobile Email (PRINT CLEARLY)

1.3 Notification address

This is the address for all correspondence during the application process (print as above if the same as 1.2)

Number and street Town/Suburb State/Country P/Code

Telephone (home) Telephone (work)

1.4 Please state your country of birth

If you were not born in Australia, please indicate the day, month and year of your arrival in Australia

Please state the year permanent residency or Citizenship was granted

Applicants with permanent residency approval must have arrived in Australia before submitting their application.

1.5 Citizenship and residency status (Note: Evidence of citizenship/residency status must be provided if requested)

Please tick the appropriate box

- Australian Citizen - Australian Permanent Humanitarian Visa Holder - Australian Permanent Resident - New Zealand Citizen

- Diplomatic or consular representative of New Zealand, or the spouse or dependent relative of such a representative - Other

If you ticked ‘Other’, you are considered to be an international student and are required to complete a separate application form – do not complete this form. Contact the Prospective Students Office for further details on +61 2 8204 4404 or at sydney@nd.edu.au.

1.6 Aboriginal and Torres Strait Islander background

Please tick the appropriate box

- Neither Aboriginal nor Torres Strait Islander origin - Of Aboriginal origin

- Of Torres Strait Islander origin - Of Aboriginal and Torres Strait Islander origin

1.7 Additional background information

Religion

1.8 Languages spoken Please list all languages spoken at home in order of use

1. 2. 3. 4.

1.9 Special circumstances

Medical/Disability support required? Yes No If yes, please describe

1.10 Previous Notre Dame study Have you been a student previously at Notre Dame? Yes No

If yes, what was your student number?
2. STUDY PREFERENCES

2.1 Course preferences  Please refer to page 51 of this Admissions Guide for course information

1. Course name  Course code
2. Course name  Course code
3. Course name  Course code

Major (List one only. Please note this can be changed at your enrolment.)

2.2 Commencement of study program  Semester One, 2015  Semester Two, 2015

2.3 Mode of study  Full-Time  Part-Time

3. TYPE OF APPLICANT

3.1 Are you completing Year 12 in 2014?  Yes  No  (go to part 3.2)
Are you an elite athlete?  Yes  No
Are you completing the International Baccalaureate (IB) program?  Yes  No
Are you an interstate applicant?  Yes  No
Are you completing enough units to be eligible for an ATAR?  Yes  No

Name of School  Town/Suburb  State
BOSTES Student Number (eight digits)  Year of Completion

Please note: by signing the declaration at the end of this form, applicants are authorising the University to access their results from the Board of Studies.

Year 11 Semester Two results

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<th>HSC subject</th>
<th>Grade/Mark/Rank</th>
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Year 12 Semester One results

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<th>HSC subject</th>
<th>Grade/Mark/Rank</th>
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3.2 If you have completed Year 12 in the past 5 years and are using these results please include them here

ATAR/UAI/OP/IB results  Year of Completion

3.2.1 Have you applied for the Educational Access Scheme (EAS) through UAC?  Yes  No  If Yes, provide a certified copy of your UAC approval letter

3.3 Do you have an incomplete or complete bachelor degree or are you a current or previous TAFE/Registered Training Organisation (RTO) student?  Yes  No  (go to part 3.4)

Year last enrolled  Name of institution  Course title

3.4 If you have not completed any of parts 3.1–3.3, please complete this question

Have you completed, or do you intend to complete the Special Tertiary Admissions Test (STAT)?  Yes  No

Date of test  A certified copy of your results must be provided to the University when available

Please note that BOTH the Multiple Choice and Written English tests must be taken.

Multiple Choice Result  Written English Result

4. EMERGENCY CONTACT  (It is the student’s responsibility to ensure these details are kept current throughout the period of enrolment at the University)

This person should be a close relative/friend and in a position to respond to any action the University deems appropriate in relation to your welfare.

Name  Relationship
Number and street
Town/Suburb  State/Country  P/Code
Telephone (home)  (work)  Mobile

* You must provide Elite Athlete documentation in accordance with the criteria. Refer to http://www.nd.edu.au/downloads/EAFU_Brochure-FA1.pdf

Continued overleaf
5. **FURTHER APPLICANT INFORMATION – NON ACADEMIC**

- **Notre Dame affiliation**
  - Please indicate if you have an affiliation with Notre Dame
  - **Name**
  - **Years of involvement**
  - **Type of involvement (e.g.: staff member, alumnus)**

- **Work experience** (full-time, part-time)
  - **Period**
  - **Employer/Organisation**
  - **Position/Duties**

- **Community involvement**
  - **Period**
  - **Organisation**
  - **Involvement**

- **Church involvement**
  - **Period**
  - **Church/Organisation**
  - **Involvement**

- **Leadership** (current or previous)
  - **Period**
  - **Organisation**
  - **Involvement**

6. **PERSONAL STATEMENT** (compulsory)

  Attach to the application a personal statement of approximately 300 words in length. Your statement should address your reasons for applying to Notre Dame and motivations for pursuing your course of interest.

6.1 **Curriculum vitae** (optional)

  Applicants may submit their curriculum vitae, especially if it provides relevant information not covered elsewhere in this application.

6.2 **Criminal conviction**

  Please indicate whether you have been convicted of a criminal offence.  
  - Yes  
  - No

  This information will be treated in the strictest confidence. You are not obliged by law to disclose any spent convictions as defined in the Criminal Records Act 1991 (NSW). Please note that ability to obtain a current approved police clearance is a prerequisite for some courses.

7. **DOCUMENTATION CHECKLIST**

  Check that you have included the following relevant documentation with your completed Application Form. Unless stated, inclusion of these documents is a requirement of application.

  **School Leaver Applicant**
  - Final Year 11 and all available Year 12 Reports (copy only) – only if submitting prior to receiving HSC result
  - Personal Statement
  - School Reference Form (optional)
  - Supporting Documentation (optional)

  If you have already completed the HSC:
  - **Certified copy** of ATAR Advice Notice*  
  - **Certified copy** of HSC Record of Achievement;  
  - **Certified copies** of your International Baccalaureate (IB) results

  **Non-School Leaver Applicant**
  - Personal Statement
  - Supporting Documentation (optional)
  - **Certified copy** of Transcripts and/or Certificate of completion of post-secondary study (including University, TAFE/RTO transcripts etc.)*;  
  - **Certified copy** of STAT Results (Written English and Multiple Choice)

* Please note that all transcripts and results (apart from Year 11 and 12 reports) must be certified (see Glossary for definition)

* Please also note that no original documents will be returned and applications and all related documents will remain the property of The University of Notre Dame Australia.
All applicants please note:

- If you submit an incomplete application, or do not include all required documentation, the processing of your application will be delayed until the missing information is received by the University.
- You may include other RELEVANT documentation that supports your application.
- Please do not include more than EIGHT pages of supporting documentation.
- Your Application for Admission and other documents should not be bound in files or display folders.
- Please also note that no original documents will be returned and applications and all related documents will remain property of The University of Notre Dame Australia.
- The Admissions Office reserves the right to ask any applicant to sit the IELTS exam as deemed necessary.
- A certified copy is a photocopy that has been signed and dated by an authorised certifying agent (eg: JP, principal, postmaster, pharmacist)
- If you are required to send documents to the University after your original submission, please attach to these documents a cover letter with your name, address and date of birth clearly stated.

8. APPLICATIONS MUST BE SENT OR DELIVERED TO:

The University of Notre Dame Australia
Admissions Office
PO Box 944
Broadway NSW 2007

The University of Notre Dame Australia
140 Broadway
Broadway NSW 2007

Telephone: (02) 8204 4430

PLEASE NOTE that posting an application is no guarantee of receipt. We strongly recommend that applicants deliver their application in person or send by registered mail. Applications are not accepted via fax or email. All applications must be received by the Admissions Office. Please DO NOT deliver it to any other Notre Dame School or department. Any enquiries regarding the status of your application should be addressed to sydney.admissions@nd.edu.au or (02) 8204 4430.

9. DECLARATION

It is a legal requirement that you sign the Application Form having read and accepted the declaration below:

- I have read the Application Form and the Application Guide carefully, in its entirety, and have included the appropriate documentation.
- I declare that all information included in my application is factually correct and fairly presented. I understand that if any of the information included here is found to be false, the University reserves the right to vary or reverse any decision made in regards to my application or enrolment. I also understand that the University reserves the right to provide details of the false information to other universities or educational institutions or any other authority which the University considers is appropriate to inform.
- I am aware that most courses available are offered on a fee-paying basis.
- I understand that proof of citizenship or permanent residency must be presented if requested by the University.
- I authorise the University to obtain results information from BOSTES and/or any educational institution attended by me currently or in the past.
- I understand that it is my responsibility to ensure that the application is received by the University.
- Privacy Statement: The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University’s handling of your personal information is contained in the University’s Privacy Policy at www.nd.edu.au/privacypolicy. You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email studentadmin@nd.edu.au
- I understand that, upon submission of this application and/or my subsequent enrolment at Notre Dame, the University may inform my secondary school of my course of study.

10. AUTHORISATION TO ACT ON YOUR BEHALF

If you wish to authorise a relative or friend to act on your behalf in your absence, please complete the following declaration:

I, hereby authorise

whose signature appears below, to act on my behalf in my absence in all matters relating to my application for admission to The University of Notre Dame Australia.

Applicant’s signature

Date (dd/mm/yyyy)

Authorised person’s signature

Date (dd/mm/yyyy)

Relationship

Confidential password

Period of authorisation

From (dd/mm/yyyy) to (dd/mm/yyyy)
The applicant should complete the first section of this form relating to the applicant’s personal details and the course for which he or she is applying. Having completed this section, this form must be forwarded by the applicant to his or her Dean of Studies, Year 12 Coordinator or equivalent.

The Dean of Studies, Year 12 Coordinator or equivalent should complete the form, which is to be countersigned by the Principal or equivalent. Following this, the school is asked to place the completed form in a sealed envelope, preferably with the school crest or logo, and return to:

To be completed by applicant

1. Personal details

Title
Surname/Family name
Given names
Number and street
Town/Suburb
State/Country
Telephone
Board of Studies student number (eight digits)

2. School

School Name
Telephone
School address – number and street
Town/Suburb
State/Country
P/Code

3. Course details

First course preference

Continued overleaf
To be completed by Dean of Studies, Year 12 Coordinator or equivalent

To the Dean of Studies/Year 12 Coordinator

The School Recommendation is a vital part of the admissions process. This recommendation will be considered along with:

1. Year 11 reports and Year 12 marks to date
2. The applicant's personal statement
3. Referee reports (if required)
4. HSC Statement of Results

This reference provides important information about the student’s personal qualities and any extenuating circumstances that may have impacted on the applicant’s academic performance.

The school recommendation is considered very carefully. Be assured that all information you provide will be held in the strictest of confidence.

1. Student's enrolment status

Please indicate the enrolment status of the student
☐ Australian citizen
☐ Permanent resident
☐ International student

2. Personal profile

The University considers students’ personal qualities as well as their academic ability. Please indicate your assessment of the student’s qualities/attributes. If a comment cannot be made, please tick the “unable to comment” box.

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<th>Initiative</th>
<th>Very high</th>
<th>High</th>
<th>Moderate</th>
<th>Marginal</th>
<th>Low</th>
<th>Unable to comment</th>
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<td>Motivation</td>
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<td>Self-discipline</td>
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<td>Capacity for independent work</td>
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<td>Ability to work as a team member</td>
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<td>Demonstrated leadership skills</td>
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<td>Willingness to assist others</td>
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<td>Punctuality</td>
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<td>Support of the school ethos</td>
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3. Extenuating circumstances

Please indicate reasons you believe may have prevented the applicant from being able to demonstrate their capabilities to the fullest extent. Any supporting information may be attached to this form.

☐ Learning disability
☐ Illness during the year
☐ Illness during examination period
☐ Examination trauma
☐ Recent injury/death of a close friend or relative
☐ Relocation
☐ Recent family breakdown or dysfunction
☐ Socio-economic disadvantage
☐ Cultural disadvantage
☐ Other

4. Estimation of academic capability

☐ Outstanding
☐ Very good
☐ Acceptable
☐ Marginal
☐ Poor

5. Other comments (as necessary)

You are welcome to add any further information you believe may assist the University in making a decision about this applicant.

Dean of Studies/Year 12 Coordinator (name) ____________________________
Signature ____________________________ Date ____________

Principal (name) ____________________________
Signature ____________________________ Date ____________

SCHOOL STAMP HERE
# CHANGE OF CONTACT DETAILS

If you wish to amend the address to which correspondence from Notre Dame will be posted please complete this form and return it to:

Admissions Office, The University of Notre Dame Australia, 140 Broadway (PO BOX 944, Broadway NSW 2007)

<table>
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<tr>
<th>Title</th>
<th>Surname/Family name</th>
<th>Given names</th>
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**Previous notification address** – number and street

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<th>Town/Suburb</th>
<th>State/Country</th>
<th>P/Code</th>
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**New notification address** – number and street

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<th>Town/Suburb</th>
<th>State/Country</th>
<th>P/Code</th>
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**New telephone number(s)**

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<th>Home</th>
<th>Work</th>
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Signature: ___________________________

Date (dd/mm/yyyy) [ ]

Please turn over for Change of Name form

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# CHANGE OF PREFERENCES

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<th>Given names</th>
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Previous preferences

1. Course name ___________ Course code ___________
2. Course name ___________ Course code ___________
3. Course name ___________ Course code ___________

New preferences

1. Course name ___________ Course code ___________
2. Course name ___________ Course code ___________
3. Course name ___________ Course code ___________

I understand that should I request to change course preferences after receiving an offer, the offer becomes void and the Admissions Office will reassess my application for my new course preferences.

Signature: ___________________________

Date (dd/mm/yyyy) [ ]

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# AUTHORISATION TO ACT ON YOUR BEHALF

If you wish to authorise a relative or friend to act on your behalf in your absence, please complete the following declaration and return it to:

Admissions Office, The University of Notre Dame Australia, 140 Broadway (PO BOX 944, Broadway NSW 2007)

I, ___________________________, hereby authorise ___________________________, whose signature appears below, to act on my behalf in my absence in all matters relating to my application for admission to The University of Notre Dame Australia.

Applicant's signature: ___________________________

Date (dd/mm/yyyy) [ ]

Authorised person's signature: ___________________________

Date (dd/mm/yyyy) [ ]

Relationship: ___________________________

Confidential password: ___________________________

Period of authorisation: From (dd/mm/yyyy) [ ] to (dd/mm/yyyy) [ ]

(For verification purposes)
CHANGE OF NAME

If you wish to amend the name shown on your application please complete this form and return it to: Admissions Office, The University of Notre Dame Australia, 140 Broadway (PO BOX 944, Broadway NSW 2007). Please note that proof of change of name (e.g. Marriage Certificate, Deed Poll) is required where documents have been obtained in another name, or where the application was lodged in another name.

Previous name

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<th>Title</th>
<th>Surname/Family name</th>
<th>Given names</th>
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New name

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<th>Title</th>
<th>Surname/Family name</th>
<th>Given names</th>
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Signature

Date (dd/mm/yyyy)

The University of Notre Dame Australia
Sydney Campus
Admissions Office
140 Broadway
(PO BOX 944, Broadway NSW 2007)

For more information, complete form overleaf, fold along lines provided and seal with a piece of tape. Please do not use staples.
Contact details
Title □ First Name □ Surname □ Town/Suburb □ State
□ Number and Street □ Postcode □ Telephone
Email (print clearly)

Please tick appropriate boxes
□ Domestic Student □ International Student
□ New Zealand Citizen □ Mature Age
□ School Leaver
School Name _________________________________

Commencement
□ Semester One (February) □ Semester Two (July)
Year: □ 2014 □ 2015 □ 2016 □ 2017
Preferred point of contact: □ Email □ Post/Mail

Today's Date / / 

Interested in:
□ Undergraduate □ Postgraduate

Area of Interest:
□ Accounting □ Advertising □ Applied Psychology □ Arts
□ Bridging Courses □ Business □ Communications □ Counselling
□ Economics □ Education - Early Childhood □ Education - Primary
□ Education - Secondary □ English Literature □ Film & Screen Production
□ Finance □ History □ Hospitality Management □ Human Resource Management
□ International Relations □ Journalism □ Law
□ Management □ Marketing □ Mathematics □ Media
□ Medicine □ Nursing □ Philosophy □ Politics
□ Public Relations □ Research □ Social Justice □ Sociology
□ Theatre Studies □ Theology

I would like information on:
□ Accommodation □ Alternative Pathways □ Core Curriculum □ Double Degrees
□ Events □ Fees □ Scholarships □ Study Abroad
Other ______________________________________

Please return form to:
Prospective Students Office
PO Box 944
BROADWAY NSW 2007

For more information:
Visit: nd.edu.au | Email: sydney@nd.edu.au | Tel: 02 8204 4404