



UNIVERSITY OF
CANBERRA

 **Lingnan Life**

嶺南大學持續進修學院
LINGNAN INSTITUTE OF FURTHER EDUCATION

International Offshore Application Form

Offshore Cohort – Lingnan LIFE

Please complete this form if you are an International Student who is applying to study a University of Canberra course with an offshore partner.

* Denotes a mandatory field.

Submission details can be found on page 3.

PERSONAL DETAILS

Have you previously applied to the University of Canberra ☐ Yes ☐ No

If yes, please provide your previous ID number _____

* Title _____ If other please specify _____

* Family Name _____

* Gender _____

* Given Names _____

* Date of Birth _____

* Country/Region of Birth _____

* Citizenship _____

* Hong Kong Identity Card Number _____ ()

CONTACT DETAILS

* Address _____

* Telephone _____

* Email _____

* District _____

* Country/Region _____

UNIVERSITY OF CANBERRA PROGRAMME PREFERENCE

Please select the programme that you would like to apply for.

(Please tick ONE only. You may use additional form if you wish to apply another programme.)

- ☐ Bachelor of Arts (Full-time)
☐ Bachelor of Arts in Psychology and Counselling (Full-time)
☐ Bachelor of Business Studies (Full-time)
☐ Bachelor of Event and Tourism Management (Full-time)

For academic year 2015-16

ACADEMIC QUALIFICATIONS

Please list all of your educational qualifications (*incomplete and complete*). You must attach properly verified or original documentation of all your academic transcripts and certificates. If more space is required please provide details as a separate document.

| Year(s) Attended (eg. 2004- 2006) | Qualification (eg. Diploma of Business) | Name of Institution (eg. Lingnan Institute of Further Education) | Country / Region (eg. Hong Kong) | Medium of Instruction (eg. English) | Complete? |
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EMPLOYMENT/WORK EXPERIENCE

If you are using work experience as an entry qualification you must supply supporting documentation such as a current CV. Please list your work experience below.

| Dates Employed | Name of Employer (eg. IBM) | Position and Type of Work (eg. Manager – managed the accounts section) |
|-------------------|----------------------------|---|
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If you have listed any employers above, please provide referee details below. Please note this is only required when using work experience to enter the course.

| Name of Employer | Contact Person | Contact Details |
|------------------|----------------|-----------------|
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PRIVACY STATEMENT

The University of Canberra (UC) and the University of Canberra College (UCC) are subject to the provisions of the Commonwealth Privacy Act 1988 and you are entitled to protection of your privacy. This means that any information UC and UCC collects about you, including personal details, academic progress details, and personal welfare information, is treated by UC and UCC according to strict guidelines. Access to your information is restricted to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests. After you leave UC and UCC will continue to maintain contact with the person as part of alumni activities.

Other than in accordance with any legal or academic obligation, UC and UCC will not disclose personal information about you. This means that we do not release any information we hold about you, including your address, or your results, even to close relatives, without your permission. The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirements for normal operation of UC and UCC.

They include the following:

- When your award is conferred, your name will be published in the record of proceedings for the conferring of awards;
- We may publish your examination results and the award of a prize or scholarship;
- Your data may be included in aggregate socio-economic data by UC and UCC for planning purposes;
- We give the Department of Immigration and Citizenship (DIAC), the Australian Agency for International Development (AusAID) and other relevant governing bodies, certain information which we are required to release;
- If you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for the enforcement of the criminal law; and
- If you apply to transfer to another tertiary institution we may release to that institution or tertiary admission centre information about your academic progress at UC and UCC.

A further explanation of precisely what information may be passed to these Government bodies or agencies can be obtained by contacting Student Services.

T 1300 301 727 (Australia)
T +61 (0)2 6201 5308 (International)
E student.centre@canberra.edu.au

DECLARATION

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I am aware that submission of an incomplete application may significantly delay consideration of my application. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I give permission to UC and UCC to obtain official records from any educational institution attended by me. If my application is successful, I authorise UC and UCC to provide my name, address and course name to the relevant on-campus student associations.

If any information is discovered to be untrue or misleading in any respect, I consent to UC and UCC collecting, storing and disclosing this information to Universities Australia, any of its member institutions, the Australasian Conference of Tertiary Admissions Centres, and any other relevant examining authority.

I authorise UC and UCC to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary QualSearch will be engaged to access this academic information. I understand that UC and UCC is not responsible if any educational body / institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

I also authorise UC and UCC to supply any relevant official UC and UCC records to educational institutions to which I am seeking admission and to government agencies indicated above and other Australian University bodies. If my fees are being paid by a sponsoring organisation, I also consent to UC and UCC liaising with that organisation regarding my academic progress. I understand that information supplied by me to UC and UCC may be made available to Australian Commonwealth and State government agencies in accordance with the University's obligations under the ESOS Act 2000 and the National Code, available from www.deewr.gov.au. These obligations include the requirement to advise the appropriate Commonwealth Department of changes to my enrolment and any breach of my student visa conditions relating to my attendance or academic progress.

I understand that I will be required to comply with all student visa regulations imposed by DIAC. I accept liability for payment of all fees as explained in the University of Canberra Fee Policy for International Students (<http://www.canberra.edu.au/studentservices/attachments/pdf/International-Fees-Policy.pdf>), and I agree to abide by the Refund Policy. I have also read the section relating to cost of living and employment and I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs.

* ☐ **I have read the Privacy Statement and the Declaration on this form and agree with these conditions.**

PLEASE SEND YOUR APPLICATION TO: Division of Higher Education and International Programmes, LIFE

Please submit this form via email to the below address. Please ensure your details are correct and that you have read the Privacy Statement and the Declaration before submitting the form.

If you are submitting any supporting documents with the application, please email them with your application.

Signature of Applicant : _____

Email: hei@ln.edu.hk Tel: 2616 8210 OR 2616 7237

Australian Government Higher Education Registered Provider
Number:
University of Canberra (CRICOS) # 00212K

Date: _____