



## 04 Educational history—undergraduate degree, CPA Program and other postgraduate studies

Enter details for both secondary and post-secondary study. Full certified documentary evidence is required, or your application will not be processed.

**Secondary education** – If completed in Australia, provide details of your final year of study at secondary level (this is collected for CHESSN allocation should you wish to access FEE-HELP)

Have you completed Year 12? (Yes or No)  What year did you complete Year 12?

What was your ENTER or equivalent?  What state or territory did you complete Year 12 in?

What was your Year 12 ID number?  What type of Year 12 did you complete? (eg. VCE)

What school did you complete Year 12 at? (provide school name and suburb)

**Post secondary studies** – Provide details of any post secondary study, e.g. TAFE or University courses.

Course name (eg. Bachelor of ... )	Course code	Institution name	State/Country	Enrolled full or part time	Years enrolled e.g. 99-03	Completed (Yes or No, if No, %)	Previous Student ID number	Are documents attached?

Are you applying for credit for previous studies?  Yes  No If Yes, please supply certified copies of transcripts results, including grading scales and handbook entries with subject outlines of your completed units.

## 05 Employment history

Attach a detailed resumé of your work experience.

## 06 English language proficiency

You must provide certified/notarised documentary evidence.

Postgraduate applicants to Deakin University must demonstrate their competency in English by providing evidence of one of the following:

- An IELTS (Academic module) score of 6.5 or better, provided that no individual band score is less than 6.
- A score of 237 or better (essay rating 5) in the computer-based Test of English as a Foreign Language (TOEFL)
- Satisfactory completion of a post secondary studies program which is at least two years full time or equivalent within the last 5 years in an institution where English is the language of instruction and assessment.
- Other evidence of English language proficiency as outlined in the University's Admission to Postgraduate Awards (Coursework) Policy <[www.deakin.edu.au/theguide](http://www.deakin.edu.au/theguide)

## 07 Unit details

Enter all units that you intend to study in both semesters of the academic year.

Unit code	Period code	Class	Campus code	Unit name

Examination Centre

## 08 Final checklist

Use this checklist to ensure that you have completed ALL the steps necessary for your application.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Tick if you have completed ALL relevant sections of this application form including the statistics form |
| <input type="checkbox"/> | Tick if you have signed the Declaration   |
| <input type="checkbox"/> | Tick if you have provided a personal statement (if applicable)  |
| <input type="checkbox"/> | Tick if you have details of your educational history  |
| <input type="checkbox"/> | Tick if you have provided a detailed resume of your work experience                                     |
| <input type="checkbox"/> | Tick if you have included certified photocopies of ALL relevant documentation                           |

## 09 Declaration

- I declare that to the best of my knowledge the information supplied in this application and the documentation supporting it are correct and complete.
- Where records of prior study have been provided in support of my application, I authorise Deakin University to conduct a search and retrieval of my academic record from my previous institution/s to verify the information contained in my application.
- I acknowledge that the provision of incorrect information or documentation relating to my application may result in withdrawal of any offer of a place and that such withdrawal may take effect at any stage of the course, at the discretion of Deakin University.
- I agree to abide by the Statutes, Rules and Regulations of the University.
- I consent to such of my personal identifying data being provided to Department of Education, Science and Training (DEST) as is necessary for allocation of a CHESSN (Commonwealth Higher Education Student Support Number), and my SLE (Student Learning Entitlement).
- Should I elect to enrol in a program offered by the University in conjunction with a professional organisation, I consent to the University notifying any such professional organisation of this enrolment.

Signature	Date
-----------	------

**Please return your completed application to:**  
Institute of Professional  
Education And Knowledge  
9/F, VIC Tower,  
27 Wood Road, Wanchai, HK  
T: 2836 1922 F: 2891 5707

Once enrolled, students are also subject to the rules of Vocational Training Council and understand that information provided is subject to change (most of details are available on relevant website)

# Statistics

- Your application or enrolment cannot be completed without these statistics.
- If you have not lodged a statistics form previously, please complete.
- If you have lodged a statistics form previously, have there been any changes to the information provided? If so, indicate the changes on this form and sign where indicated.
- These statistics are required by the Department of Education, Science and Training. The information on the enrolment form is sought for the purpose of study in an educational institution.

## Personal statistical details

**01 Are you of Aboriginal or Torres Strait Islander descent?** (Select one only)

- No  
 Yes—Aboriginal  
 Yes—Torres Strait Islander  
 Yes—Aboriginal and Torres Strait Islander

**02 What is your citizenship status during this year?** (Select one only)

- Australian Citizen  
 New Zealand Citizen (see **03**)  
 Permanent Humanitarian Visa Holder (proof required—see **03**)  
 Permanent Visa Holder (not Humanitarian—see **03**)  
 Temporary Entry Permit Holder  
 Other status

**03 If you are a student who is a New Zealand Citizen, has Permanent Residence status, or is the holder of a Permanent Humanitarian Visa, select a statement that best describes your circumstance below.**

- You are residing inside Australia for the Semester or outside Australia as a requirement of the course.  
 You are residing outside Australia for the Semester but not because of a requirement of the course.

**04 In what country is your permanent home address?**

- Australia Postcode   
 Other country Name

**05 In what country is your residence during the year?**

- Australia Postcode   
 Other country Name

**06 In what country were you born?**

- Australia  
 Other country Name   
 Year of arrival in Australia

**07 Do you speak a language other than English at your permanent home residence?**

- Yes  No Language

## Educational details

**08 If you are an Australian school leaver, what was your home postcode in your last year of Secondary School?**

**09 What is your highest educational attainment prior to commencement?** (Select one only)

- Postgraduate course  
 Bachelor Degree course  
 Higher Education Sub-degree course  
 Incomplete Higher Education course  
 TAFE award course  
 Final year of secondary education at school or TAFE  
 Other qualification or certificate of attainment or competence  
 No prior educational attainment

What was your last year of enrolment in the course which is your highest level of attainment?

**10 If you have undertaken prior undergraduate studies please provide the name of the institution at which you studied?**

## Accessibility requirements

**11 Do you have a disability, impairment or long-term medical condition which may affect your studies?**

- Yes  No

**12 If 'Yes' to '11', please indicate the area(s) of impairment?**

- Hearing  Learning  
 Mobility  Vision  
 Medical  Other

**13 If 'Yes' to '11', would you like to receive advice on support services, equipment and facilities which may assist you?**

- Yes  No

I hereby declare that the information provided is correct and complete

Signature

Date / /



## Guide for completing Deakin's Application form

- Deakin Student ID Number** Please fill in your Deakin Student ID Number if you are former Deakin student.
- Title; Family Name; Given Names; Gender; Date of Birth; Previous Name (If Applicable)** Please fill in accordingly.  
Please use this format for Date of Birth: 12 Jan 1980 for 12<sup>th</sup> January, 1980
- 01 – Address of Institute** This is the address of Institute of Professional Education And Knowledge (PEAK)
- 02 – Student's permanent home address** Please fill in your corresponding address  
Email address is essential for receiving most updated information from PEAK
- 03 – Course details** Please fill in following **Course Name**  
- Graduate Diploma of Financial Services (GDFS)  
- Master of Business Administration (MBA)  
**Study Load** is PT  
Please fill in the **Commencing Semester** as either S (for summer semester), 1 (for semester 1) and 2 (for semester 2).
- 04 – Educational history** If you complete secondary education in Hong Kong, please skip the **Secondary education** section.  
Please fill in information concerning your professional qualification, bachelor degree, master degree or other information relevant to **Post secondary studies** section
- 05 – Employment history** For Deakin MBA applicant, you have to provide evidence for your working experience. Please provide a CV / Resume and/or employer's letter.
- 06 – English language proficiency** You have to fulfill English language proficiency in order to apply Deakin's program. Please refer to the Notes to GDFS/MBA applicants provided by PEAK.
- 07 – Unit details** Please fill in the **Unit code** of the module you would like to enroll in the semester(s) of all remaining semester of the academic year. Every academic year ended at Semester 2.  
**Period code** is either S (for summer semester), 1 (for semester 1) and 2 (for semester 2).  
**Class** is VTC  
**Campus code** is G  
**Unit name** is the full name of your module  
**Examination Centre** HVTO indicate the examination centre is at PEAK at VTC Tower, Wanchai.
- 08 – Final checklist** Please check if all necessary documents are submitted.
- 09 – Declaration** You must agree to all terms and conditions here as well as the rules of VTC before sign and submit your application.
- Statistics** You must also complete the statistic here in order to complete your application.