

Application for Award

Degree by Incorporation

SECTION ONE – Personal details

Have you previously been a WAIT/Curtin Student? ☐ Yes ☐ No

Curtin ID

Title

Family name

Given name/s

Formal name

This is your legal name, eg as per your passport, birth certificate (or extract), citizenship papers, marriage certificate, divorce decree, registered deed poll.

Birth date

Gender ☐ Male ☐ Female ☐ Indeterminate/Intersex/Unspecified

Q1. Contact details

Address details (Contact)

Number & Street

Suburb

State

Country

Postcode

Address details (Permanent)

(For Australian Citizens and Australian Permanent Residents, this must be an Australian address) Note: A Post Office Box Number is **NOT** acceptable.

Same as above ☐ Yes ☐ No

Number & Street

Suburb

State

Country

Postcode

Which is your preferred mailing address? ☐ Contact ☐ Permanent

Other details (Please include telephone area code)

Telephone (H)

Telephone (W)

Mobile

Facsimile

E-mail

Q2. Citizenship and Residency details – Are you:

A. **An Australian Citizen?**

Yes ☐ **1** Go to Q3

B. **A New Zealand Citizen?**

Yes ☐ **2** If 'Yes' and Permanent Resident of Australia – Go to 'C'.
If 'Yes' and NOT Permanent Resident of Australia – Go to Q3.

C. **A Permanent Resident of Australia?**

Yes ☐ **3** Date granted Permanent Residency

D	D	M	M	Y	Y	Y	Y
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Did you meet residency requirements for citizenship more than a year ago?

Yes ☐ Go to Q3 No ☐

Are you residing **inside** Australia during your studies?

Yes ☐ No ☐

Are you residing **outside** Australia during your studies?

Yes ☐ No ☐

D. **An international student (temporary entry permit/ student visa) who resides in Australia during your studies?**

Yes ☐ **4** Go to Q3

E. **An overseas student residing overseas?**

Yes ☐ **5** Go to Q3

Q3. Country of birth

Australia ☐ 0001

New Zealand ☐ S501

Hong Kong ☐ S102

Singapore ☐ S107

Indonesia ☐ S105

United Kingdom ☐ S009

Malaysia ☐ S106

USA ☐ S302

Other (please specify)

A. If you were not born in Australia and you are now intending to study in Australia, what was your first year of arrival?

Y	Y	Y	Y
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B. Is English the main language spoken in your home?

Yes ☐ 0001 No ☐

If 'No' please indicate language spoken in your home

C. Are you of Aboriginal descent?

Yes ☐ No ☐

D. Are you of Torres Strait Islander descent?

Yes ☐ No ☐

Q4. Medical/disability needs

The information below is used to assist the University in monitoring, supporting and improving services to students with medical/disability requirements. Disclosing this information will not affect your admission to the University.

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

Yes ☐ No ☐

If you answered 'Yes' to the above question, please indicate the type/s of disability:

Hearing	☐	Vision	☐
Learning	☐	Medical	☐
Mobility	☐	Other	☐
	☐		☐

Would you like to receive information on medical/disability support services, equipment and facilities available that may assist you?

Yes No

Q5. Further student details

If you are a Curtin Staff Member please provide your Curtin Staff ID Number

SECTION TWO – Educational Background

Educational Qualifications

Please provide details of all formal studies that you have completed or those that you are currently undertaking. This information will be used to assess your eligibility for admission into Curtin.

All applications must be supported using appropriate documentation, please refer to our [Scanned Documents Guidelines](#) for information on how documentation should be submitted in.

Educational Participation (include courses taken overseas)	Name of Institution	Course Title	Year last enrolled
Completed Postgraduate level course			
Completed Bachelor level course			
Completed Higher Education Diploma/ Assoc. Degree level course			
Incomplete Higher Education course			
Completed Vocational (eg. TAFE) award course			
Completed other educational qualification or Certificate of Attainment or Competence eg. Nursing Registration, University Preparation course			

SECTION THREE – Application

Course Study Package Code: (example: B-COMRCE)

Version: If you are unsure, please leave this blank.

Study Package Title:

Major/ Minor/ Stream/Specialisation:

SECTION FOUR – Unique Student Identifier (USI)

Please provide your USI:

To have your award conferred, you are required to provide a USI. USI is your personal alphanumeric education identifier required for all nationally recognised including university and vocational education and training (VET).

If you don't have one, please visit <https://www.usi.gov.au/students/create-your-usi> and create one before submitting this form.

SECTION FIVE – School Declaration and Signature

I certify that the student has met the requirements for the award being sought.

I certify that this application is compliant with University policy.

Course Coordinator's Approval

Signature

Print name

Date

Faculty PVC's Approval

Signature

Print name

Date

Supporting documentation

If your application includes credit transfers you may be required to provide following supporting documentation:

- Official documents to confirm your completed study/work experience
- For formal study you must attach your official academic transcript with the marking key
- Unit Outlines for each unit studied for which you are requesting Credit Transfer.
- For Credit Transfer based on relevant Prior Professional (work) or Life Experience you must supply information as per the [Supplement for Credit Transfer based on relevant Prior Professional \(work\) or Life Experience](#).
- If the original document is not issued in English, an official translation from a recognised translation service (National Accreditation Authority for Translators and Interpreters (NAATI)) must be provided.
- All documentations are required to meet [Curtin Documentation Requirements](#).

SECTION SIX – Student Declaration and Signature

I have read and understood the Policy and Processes related to this request.

I have submitted the necessary official original scan/certified documentary evidence in support of my credit request.

I understand that if I intend to join a professional body using a Curtin award, it is my responsibility to ensure that the exemption(s) granted meets the requirements of that body.

I authorise the University to obtain verification of any statements or documents included as part of this application and to reproduce any attachments provided with this form for administrative purposes only.

I acknowledge that submitted documents will not be returned to me.

I acknowledge that it is my responsibility to submit this complete application before the CRL deadline for graduating student to be eligible to register for my intended graduation ceremony.

I acknowledge that if there is a credit transfer – unit exemption attached in this application, it is my responsibility to ensure that it is adhered to [Curtin University Credit for Recognised Learning Policy](#).

I hereby certify that the information provided in this application is true and correct, and that if my application is successful I will pay the appropriate Curtin scheduled fee.

Student's Signature

Signature

Print Name

Date