

CHARLES STURT
UNIVERSITY



Charles Sturt University
Boorooma St
Wagga Wagga
NSW 2678

Re Application for Admission to:

Graduate Certificate in Information and Communication Technology in Education (Adobe)

Graduate Certificate in Information and Communication Technology in Education
(Microsoft)

Master of Information and Communication Technology in Education

Dear Applicant,

Charles Sturt University requests that wherever possible students submit their Applications for Admission to the above courses directly to:

IT Masters Pty Ltd.,
P.O. Box 2973
Cheltenham VIC 3192

I.T. Masters will ensure that your Application has all the relevant documentation before forwarding it onto the University Admissions Office, to ensure the best possible chance of acceptance.

Please read the following documentation carefully as it will assist you in completing your Application.

- For additional information on the Application for Admission Form, please see **Attachment 1**.
- CSU Guidelines on the correct certification of documents can be found on **Section E** of the Application for Admission Form.
- For a copy of the latest Application for Admission Form, please visit:
<http://www.csu.edu.au/forms/admin.pdf>
- Students are also required to sign the Student Authority Form in **Attachment 2**.
- For further assistance completing your application, please contact **1300 885 685**.

Geoff Honey
Director Student Administration

Additional information for completing the Application for Admission Form

1 >> Instructions

When completing **Section 2** the Course Details are:

Course Code	Course Name	Strand
OEIC	Graduate Certificate in Information and Communication Technology in Education	Microsoft
OEIC	Graduate Certificate in Information and Communication Technology in Education	Adobe
OEIC	Master of Information and Communication Technology in Education	Adobe/Microsoft

Please make sure to indicate your chosen strand on the application form.

If you are applying for the Graduate Certificate, you must select either Microsoft or Adobe as your Strand.

- For **Section 2**, Study mode is Distance. This is the only option.
- For **Section 3**, if you have completed a Bachelors Degree or any form of Higher Education, it is not essential that you record your high school TER/AUI or Aggregate Mark.
- For **Section 4**, no credit is available based on work experience.

2 >> Closing Date for Applications

There are several intakes per year with the upcoming closing dates for each session being:

- June 1, 2012 for courses commencing July, 2012.
- October 1, 2012 for courses commencing November 14, 2012.
- December 1, 2012 for courses commencing March 2013.

3 >> Correctly Verified Documents

Documents correctly verified under CSU's guidelines (provided for you on the Application Form in Section E) are required in all cases.

CSU does not return documents. Do not send originals. Send only verified copies of your documents.

4 >> Essential Supporting Documentation

The aim is to provide as much relevant information as possible, in order to give an accurate ranking to the application. A lack of detail may result in the application being rejected or delayed while additional information is sought.

The documents required in addition to your application form are:

1. A signed Student Authority Form (Attachment 2)
2. Scholarship Application (If applicable)
 - There is no prescribed application form - you are required to submit a typewritten application incorporating the information as prescribed on the ICT Teachers site here:
<http://www.icteachers.info/scholarship.htm>
 - Sections A through to D are all required.
3. Certified evidence of your citizenship/permanent residency (if applicable)
 - Section 8 of the Application Form outlines cases where proof is required.
4. Certified evidence of English proficiency (if applicable)
 - Section F of the Application Form outlines the guidelines for determining English proficiency.
5. Proof of Name Change (if applicable)
 - If your name has changed since your degree was completed, proof of name change is required.
6. Certified evidence/transcript of your tertiary studies

If you are applying with a Diploma but **do not have a Bachelors Degree**, in addition to the above you will also need to include:

7. An employer reference/statement of employment to verify your work experience details.
 - Only one letter is required, from your current employer.

Checklist

Have you:

Completed **ALL** sections of the Application Form

Read and Signed the Declaration

Refer to **Section 11** of Application Form.

Read and Signed Student Authority Form

See **Attachment 2**.

Included all required supporting documents

- Student Authority Form
- Certified Transcripts
- Scholarship Application (if applicable)
- Proof of Name Change (if applicable)
- Certified Citizenship/Permanent Residency (if applicable)
- Proof of English proficiency (if applicable)
- Letter from Employer (if applicable)

Correctly Verified Your Supporting Documents

Refer to **Section E** of Application Form.

Included a self-addressed and stamped business-sized envelope

Consider if you require confirmation that your application has been received. If so, you will need to attach a stamped self-addressed envelope; the envelope will be date stamped and returned to you as acknowledgement.

If you have ticked all of the boxes you are now ready to mail your application.

You will be advised on the outcome of your application within two weeks of the closing date for applications. Applications received after the closing date will automatically be considered for the next intake.