



## APPLICATION FOR ADMISSION

### PERSONAL DETAILS

Family name

Given names

Address (in Australia)  
  
 Post Code

E-mail

Telephone (Mobile) Telephone (Home)

Date of Birth  
 Male  Female

Is English your first language, if not which other language do you speak at home?  
Yes  No

Marital status Place of birth

Are you an Australian Citizen, if Yes, do you have a Commonwealth Higher Education Student Support Number (CHESSN)? If so please insert this number below.  
Yes  No  CHESSN #

Passport number Date of expiry

Medical conditions

Contact in an emergency

Family name

Given names

Address (in Australia)  
  
 Post Code

Telephone (Mobile) Telephone (Work)

Telephone (Home)

### EDUCATION DETAILS

(Please attach all supporting documentation required)

Have you previously been a student of the Australian School of Management or the Australian College of Applied Education?  
Yes  No

**Secondary Studies**

Name of institution you last attended

State/Country

Highest level achieved Year you left school

**Tertiary and Postgraduate Studies**

Name of institution you last attended

Name of course

Year of last enrolment Is Qualification complete? Certified documents attached  
   Yes  No

Exemption Request form (recognition of prior learning, credit transfer or advanced standing) completed:  
Yes  No

### ENROLMENT DETAILS

Name of course

Length of course  
 Full time  Part time

Course commencement date: / / 20  
Course completion date: / / 20

### ACCOMMODATION DETAILS

Do you wish ASM to arrange temporary accommodation for you?  
Yes  No

Indicate your preference: Hostel  Homestay  Other:

Do you require airport pickup? Yes  No  Cost \$95.00

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## EMPLOYMENT HISTORY

(Please attach all supporting documentation and your resumé)

| Employer | From / to | Position |
|----------|-----------|----------|
|          |           |          |
|          |           |          |
|          |           |          |

How were you introduced to ASM?

Education agent  School  Expo  Other

Name of Education Agent or Agent Stamp (Where applicable) or other:

## OVERSEAS STUDENTS ONLY

Permanent address (in Home Country)

Country  Post Code

E-mail

Telephone

## LANGUAGE SKILLS

General English - "L" (Lower Intermediate), "I" (Intermediate), "U" (Upper Intermediate)

IELTS - Please insert English band scores in each box

|           | English | Indonesian | Cantonese | Japanese | French | Other |
|-----------|---------|------------|-----------|----------|--------|-------|
| Listening |         |            |           |          |        |       |
| Reading   |         |            |           |          |        |       |
| Writing   |         |            |           |          |        |       |
| Speaking  |         |            |           |          |        |       |



## EXPLANATORY NOTES

### 1. SUPPORTING DOCUMENTATION

Take time to read this section carefully. You will have to provide documentation with your application. If you fail to supply documentation that meets the requirements outlined below, you could jeopardise your application which may result in your application being unsuccessful.

#### 4.1 What is documentation and why do you have to provide it?

Documentation is proof of the qualifications and experience you enter on your application. You have to provide documentation in order for us to assess your application and determine whether to make you an offer of a place in the course of your selection. The type of documentation you have to provide may vary depending on the types of qualifications and experience you have.

#### 4.2 Certified copies of documentation.

ASM will not return the documents you submit with your application. It is therefore important that you DO NOT submit original documents with your application. You should only submit certified copies of documents. A certified document has been witnessed and declared to be a true and correct copy of the original. The following people can certify documents: Justice of the Peace, a Postal Manager, a Bank Manager, a School Principal, a Solicitor, or an Accountant.

#### 4.3 Documents not certified or not certified correctly:

ASM WILL NOT accept photocopies of certified documents or documents that are not certified correctly. If you fail to supply documentation that demonstrates you meet the published entry requirements for the course you have applied for this may result in your application being unsuccessful.

#### 4.4 What type of documentation should you provide?

- Secondary Study Results
- Tertiary and other Post Secondary Studies Academic Statements
- International English Language Testing results or other acceptable English Language Testing (if applicable)
- Employment Experience – Statement of Service
- Resumé

#### 4.5 International Students and overseas documents

Documentation in a language other than English must be accompanied by a certified English translation. Certified copies of the following documents must be provided:

- The original language transcript of studies showing subjects & results
- The original language award certificate (if a qualification has been completed)
- An English translation of those documents

### 2. PERSONAL INFORMATION AND PRIVACY

ASM will only collect personal information by fair and lawful means which is necessary for the functions of the School and is committed to ensuring the confidentiality and security of the information provided.

The personal information supplied by individuals to ASM will only be used to provide information about study opportunities, to enable efficient course administration, and to maintain proper academic records. If you choose not to give us certain information then we may be unable to enrol you in a course or supply you with appropriate information

### 3. SUBMITTING YOUR APPLICATION

Complete all sections on the application and ensure you have attached all of the requested and any other supporting documentation.

### 4. DECLARATION

You must read the declaration and sign this form in order for your application be processed. Unsigned applications will not be considered.

- 6.1 I declare that the information I have provided is true and accurate in every detail.
- 6.2 I have read the course brochure or ASM website and understand the requirements and content of the course for which I am applying.
- 6.3 I confirm that copies of these documents were available to me in my own language upon my request.

Signed

Date

#### Please forward your completed Application for Admission to:

The Admissions Office  
 Australian School of Management  
 641 Wellington Street, Perth Western Australia 6000  
 Telephone: (+61) 8 9211 3222  
 Fax: (+61) 8 9321 3698  
 www.asm.edu.au  
 info@asm.edu.au  
 CRICOS Provider Code: 03257F

Important: Please attach all supporting documentation to this Application.