## **PSC PROGRESS**

# **Admission Form**

This form is to record your details and authorize PSC Progress to apply on your behalf to your selected university/program.

This is NOT an application form

This form contains 2 main sections ([Apply online data entry](#_heading=h.gjdgxs), and [supporting documents](#_heading=h.1fob9te)), make sure you complete and provide all information/documents.

Once completed, this form should be submitted to PSC Progress via PSC CRM Portal Portal and will be attended to by the respective personnel who handles your case together with your [supporting documents](#_heading=h.1fob9te). The payments will be advised separately and PSC Progress will submit your application and keep you updated about the progress. **Apply early!** It is a good idea to apply at least two to three months before your desired Session begins in order to avoid disappointment and to give you enough time to organise your student visa.

As a reference; please consider the following minimum processing times by universities:

* For Undergraduate program applications: 3 – 5 weeks
* For Postgraduate program applications: 4 – 8 weeks
* For Research program applications: 6 – 12 weeks

**ALL INFORMATION IS REQUIRED**

An incomplete application will delay processing. Late applications may not be accepted

## **APPLY ONLINE DATA ENTRY**

|  | |
| --- | --- |
| **PERSONAL DETAILS** | |
| Title: | Choose an item. |
| Family Name: (As per Passport) | Click or tap here to enter text. |
| First Given Name: (As per Passport) | Click or tap here to enter text. |
| Second Given Name: (As per Passport) | Click or tap here to enter text. |
| Date of Birth (dd/mm/yy): | Click or tap here to enter the date. |
| Gender: | Click or tap here to enter text. |
| Country of Citizenship: | Click or tap here to enter text. |
| Dual Citizenship: | Click or tap here to enter text. |
| First Language Spoken: | Click or tap here to enter text. |
| Country of Birth: | Click or tap here to enter text. |
| Marital Status: |  |
| Passport Number: | Click or tap here to enter the date. |
| Place of Issue | Click or tap here to enter text. |
| Passport Expiry Date: | Click or tap here to enter a date. |
| Email Address: | Click or tap here to enter text. |
| Have any medical or health issue that may prevent you from getting your visa: | Click or tap here to enter text. |
| Do you have a disability, impairment or long term medical condition? | Click or tap here to enter text. |
| Been convicted of any crime or offence in any Country? | Click or tap here to enter text. |
| Mobile Number in Country Location | Click or tap here to enter the number. |
| Home Phone Number in Home Country: | Click or tap here to enter the number. |
| Location Address: | Click or tap here to enter text. |
| Postal Address: | Click or tap here to enter text. |
| Address in Home Country: | Click or tap here to enter text. |

| **VISA DETAILS** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| If you currently held a valid Australian visa, please provide: | Visa Type | Visa Grant Number | | | Visa Expiry Date | |
| Click or tap here to enter text. | Click or tap here to enter a number. | | | Click or tap here to enter a date. | |
| Any other visa application to any Country? | Click or tap here to enter text. | | | | | |
|
| Been refused entry to any country? | Click or tap here to enter text. | | | | | |
| Breached the condition of visa of any Country? | Click or tap here to enter text. | | | | | |
| Been issued a Protection Visa? | Click or tap here to enter text. | | | | | |
| Have you ever been excluded from an Australian education provider? | Click or tap here to enter text. | | | | | |
|  | | | | | | |
| **PROGRAM PREFERENCES** | | | | | | |
| ***Program Preference #1*** | | | | | | |
| Which University are you applying for? | Click or tap here to enter text. | | | | | |
| Program Name:  *(please indicate if any specialization, e.g. Bachelor of Commerce (Finance)* | Click or tap here to enter text. | | | | | |
| Program Code: | Click or tap here to enter text. | | | | | |
| Preferred Year of Study: | Click or tap here to enter a date. | | | | | |
| Preferred Semester: | Click or tap here to enter a date. | | |  | | |
| ***Program Preference #2*** | | | | | | |
| Which University are you applying for? | Click or tap here to enter text. | | | | | |
| Program Name:  *(please indicate if any specialization, e.g. Bachelor of Commerce (Finance)* | Click or tap here to enter text. | | | | | |
| Program Code: | Click or tap here to enter a number. | | | | | |
| Preferred Year of Study: | Click or tap here to enter a number. | | | | | |
| Preferred Semester: | Click or tap here to enter a date. | | |  | | |
|  |  | | | | | |
| **ENGLISH LANGUAGE PROFICIENCY** | | | | | | |
| Do you have an official test undertaken within the last 2 years? | ☐ Yes  ☐ No | | | | | |
| If yes:  Reference Number: | Test name: | Test Score: | | | | Test Date: |
| Click or tap here to enter text | Click or tap here to enter text. | | | | Click or tap to enter a date. |
| Or I will be sitting a test: | Test name: | | Test Date: | | | |
| Choose an item. | | Click or tap to enter a date. | | | |
| Please note that you can apply for admission without having satisfied the minimum English language requirements of your preferred university/program and you may be eligible to receive a conditional offer letter. A full offer letter will not be issued until all requirements have been met. | | | | | | |

| **EDUCATION DETAILS– Please complete the relevant section** | | |
| --- | --- | --- |
| *5.1 Application for undergraduate programs ONLY – If you are applying for postgraduate programs, you do not have to provide these details* | | |
| Country in which you attended High School or Year 12 Equivalent: | Click or tap here to enter text. | |
| Name of Qualification: | Click or tap here to enter text. | |
| Name of Institution: | Click or tap here to enter text. | |
| Have you been awarded this qualification? | ☐ Yes  ☐ No | |
| If yes, what was your final score or grade? (If Available) | Click or tap here to enter text. | |
| Date qualification was/will be awarded: | Click or tap to enter a date. | |
| Date qualification started | Click or tap to enter a date. | |
| *5.2 Application for undergraduate programs ONLY – If you are applying for postgraduate programs, you do not have to provide these details* | | |
| Country in which you attended High School / Diploma (If Completed): | Click or tap here to enter text. | |
| Name of Qualification: | Click or tap here to enter text. | |
| Name of Institution: | Click or tap here to enter text. | |
| Have you been awarded this qualification? | ☐ Yes  ☐ No | |
| If yes, what was your final score or grade? (If Available) | Click or tap here to enter text. | |
| Date qualification was/will be awarded: | Click or tap to enter a date. | |
| Date qualification started | Click or tap to enter a date. | |
| *5.3 Application for postgraduate programs or seeking credit recognition for undergraduate programs* | | |
| Study level: | Choose an item. | |
| Country: | Click or tap here to enter text. | |
| Name of Qualification: | Click or tap here to enter text. | |
| Name of Institution: | Click or tap here to enter text. | |
| Normal full-time length of qualification: | Click or tap here to enter text. | |
| Have you completed this qualification? | ☐ Yes  ☐ No | |
| If yes, what was your final score, grade or GPA? | Click or tap here to enter text. | |
| Dates of Study: | From Click or tap to enter a date. | To Click or tap to enter a date. |
| Date qualification was/will be awarded: | Click or tap to enter a date. | |
| If applicable, position in cohort: | Click or tap here to enter text. | |
| Are you seeking credit recognition for any of the above tertiary studies? | ☐ Yes  ☐ No | |
| Please note applications for credit recognition may take longer as normal processing application times and require additional documents. Please check additional information required and processing times with Progress Study to avoid any disappointment. | | |

| **ONLY RESEARCH APPLICATIONS – If not applicable, please leave this section blank** | |
| --- | --- |
| Do you have any published work (books, journal articles, conferences etc.)? | ☐ Yes  ☐ No |
| If yes, provide the publication type, publication title (name of the presentation, name of the article), publication name (name of the conference, name of the book where the article was published etc.), publisher, publication date, your contribution to publication or article, were there multiple authors for this work, full author list (in published order): | |
| Have you completed or started any Research Degree? | ☐ Yes  ☐ No |
| If yes, please provide study level, country, name of institution, qualification, dates of study (from… to …) and date qualification was awarded: | |
| Click or tap here to enter text. | |
| Please provide name of 2 Referees that can recommend your previous research experience | |
| **Referee Full Name #1:** |  |
| Name: | Click or tap here to enter text. |
| Phone Number: | Click or tap here to enter the number. |
| Email Address: | Click or tap here to enter text. |
| Institution Name: | Click or tap here to enter text. |
| Position Held: | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| **Referee Full Name #2:** |  |
| Name: | Click or tap here to enter text. |
| Phone Number: | Click or tap here to enter the date. |
| Email Address: | Click or tap here to enter text. |
| Institution Name: | Click or tap here to enter text. |
| Position Held: | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
|  | |

| **OTHER QUALIFICATIONS** | |
| --- | --- |
| Please include details of other qualifications and/or memberships of professional bodies relevant to your application, e.g. (Australian Computer Society Australia (ACS) or Institute of Chartered Accountants (ICAA), etc. | |
|  | |
|  | |
| **CURRENT STUDIES IN AUSTRALIA** | |
| Please provide details of your current studies in Australia. | |
| Click or tap here to enter text. | |
| 1 Course Name: | Click or tap here to enter text. |
| Education Provider : | Click or tap here to enter text. |
| Course Start Date: | Click or tap here to enter the date. |
| Course End Date: | Click or tap here to enter the date. |
| Confirmation of Enrolment (CoE): | Click or tap here to enter text. |
|  |  |
| 2 Course Name: | Click or tap here to enter text. |
| Education Provider | Click or tap here to enter text. |
| Course Start Date | Click or tap here to enter the date. |
| Course End Date | Click or tap here to enter the date. |
| Confirmation of Enrolment (CoE): | Click or tap here to enter text. |
|  |  |
| 3 Course Name: | Click or tap here to enter text. |
| Education Provider | Click or tap here to enter text. |
| Course Start Date | Click or tap here to enter the date. |
| Course End Date | Click or tap here to enter the date. |
| Confirmation of Enrolment (CoE): | Click or tap here to enter text. |
|  |  |
| **EMPLOYMENT DETAILS** | |
| Complete ONLY if you are applying for a program that includes work experience as one of the criteria of admission. Otherwise, leave this section blank. | |
| Give details of the applicant's employment and unemployment history since leaving school/college/university | |
| Employment includes all paid employment, self-employment, family business employment, work experience, internships, unpaid employment and volunteer work. | |
| Unemployment includes all gaps in employment since leaving school/college/university. | |
| Industry Type  Accommodation and Food Services/ Administrative and Support Services / Agriculture, Forestry and Fishing/ Arts and Recreation Services / Construction / Education and Training of Electricity, Gas, Water and Waste Services/ Financial and Insurance Services/ HealthCare and Social Assistance/ Information Media and Telecommunications/ Manufacturing Mining / Other Services: Specify / Professional, Scientific and Technical Services/ Public Administration and SafetyRental,/ Hiring and Real Estate Services of Retail Trade / Transport, Postal and Warehousing/ Wholesale Trade | |
| Company/organization | Click or tap here to enter text. |
| Industry Type: | Click or tap here to enter text. |
| Company Address: | Click or tap here to enter text. |
| Your position: | Click or tap here to enter text. |
| Date Start: | Click or tap here to enter the date. |
| Date End: | Click or tap here to enter the date. |
| Contact Person: | Click or tap here to enter text. |
| Contact Number | Click or tap here to enter the number. |
|  |  |
| Company/organization | Click or tap here to enter text. |
| Industry Type: | Click or tap here to enter text. |
| Company Address: | Click or tap here to enter text. |
| Your position: | Click or tap here to enter text. |
| Date Start: | Click or tap here to enter the date. |
| Date End: | Click or tap here to enter the date. |
| Contact Person: | Click or tap here to enter text. |
| Contact Number | Click or tap here to enter the number. |
|  |  |
| Company/organization | Click or tap here to enter text. |
| Industry Type: | Click or tap here to enter text. |
| Company Address: | Click or tap here to enter text. |
| Your position: |  |
| Date Start: | Click or tap here to enter the date. |
| Date End: | Click or tap here to enter the date. |
| Contact Person: | Click or tap here to enter text. |
| Contact Number | Click or tap here to enter the number. |
|  |  |
| **FAMILY DETAILS (If Applicable)** | |
| Dependent Spouse |  |
| Title: | Choose an item. |
| Family Name:  (As per Passport) | Click or tap here to enter text. |
| First Given Name:  (As per Passport) | Click or tap here to enter text. |
| Second Given Name:  (As per Passport) | Click or tap here to enter text. |
| Date of Birth (dd/mm/yy): | Click or tap here to enter the date. |
| Gender: | Click or tap here to enter text. |
| Country of Citizenship: | Click or tap here to enter text. |
| Dual Citizenship: | Click or tap here to enter text. |
| Passport Number: | Click or tap here to enter text. |
| Place of Issue | Click or tap here to enter text. |
| Passport Expiry Date: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| Have any medical or health issue that may prevent you from getting your visa: | Click or tap here to enter text. |
| Do you have a disability, impairment or long term medical condition? | Click or tap here to enter text. |
| Been convicted of any crime or offence in any Country? | Click or tap here to enter text. |
| Mobile Number in Country Location | Click or tap here to enter text. |
| Home Phone Number in Home Country: | Click or tap here to enter text. |
| Location Address: | Click or tap here to enter text. |
| Postal Address: | Click or tap here to enter text. |
| Address in Home Country: | Click or tap here to enter text. |
| Dependent Child 1 |  |
| Family Name:  (As per Passport) | Click or tap here to enter text. |
| First Given Name:  (As per Passport) | Click or tap here to enter text. |
| Second Given Name:  (As per Passport) | Click or tap here to enter text. |
| Date of Birth (dd/mm/yy): | Click or tap here to enter the date. |
| Gender: | Click or tap here to enter text. |
| Country of Citizenship: | Click or tap here to enter text. |
| Dual Citizenship: | Click or tap here to enter text. |
| Passport Number: | Click or tap here to enter text. |
| Place of Issue | Click or tap here to enter text. |
| Passport Expiry Date: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| Have any medical or health issue that may prevent you from getting your visa: | Click or tap here to enter text. |
| Do you have a disability, impairment or long term medical condition? | Click or tap here to enter text. |
| Been convicted of any crime or offence in any Country? | Click or tap here to enter text. |
| Mobile Number in Country Location | Click or tap here to enter text. |
| Home Phone Number in Home Country: | Click or tap here to enter text. |
| Location Address: | Click or tap here to enter text. |
| Postal Address: | Click or tap here to enter text. |
| Address in Home Country: | Click or tap here to enter text. |
| Do you intend to bring your spouse with you to Australia ? ☐ Yes ☐ No | |
| Do you intend to bring your children with you to Australia? ☐ Yes ☐ No  Do you have relative/s in Australia? ☐ Yes ☐ No | |
|  |  |
| Primary Applicant Father’s Name: | Click or tap here to enter text. |
| Date of Birth (dd/mm/yy) | Click or tap to enter a date. |
| Highest Qualification | Click or tap here to enter text. |
| Country of residence | Click or tap here to enter text. |
|  |  |
| Primary Applicant Father’s Name: | Click or tap here to enter text. |
| Date of Birth (dd/mm/yy) | Click or tap here to enter a date. |
| Highest Qualification | Click or tap here to enter text. |
| Country of residence | Click or tap here to enter text. |
|  |  |
| Funding: | ☐ Self- Funded ☐Family Funded ☐ Bank Loan ☐ Others |
| In which Bank are the funds being held? |  |
|  |  |
| **EMERGENCY CONTACT** | |
| Name: |  |
| Address: |  |
| Mobile Number: |  |
| Email Address: |  |
|  |  |
| **DECLARATION** | |
| By typing my name below, I declare that the information in this form is complete and correct. I authorise the relevant institution to obtain information from any education institution previously or currently attended by me. If any information supplied by me is considered to be untrue, incomplete or misleading in any respect, I understand the University may take such action as it believes necessary including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it and I consent to such disclosure. I understand the University reserves the right to vary or reverse any decision made on the basis of untrue, incomplete or misleading information. I have made this application having had access to sufficient information regarding the university, program, fees, costs, facilities and services. | |
| Signature: |  |
| Full Name: | Click or tap here to enter text. |
| Date: | Click or tap to enter a date. |

## **B) SUPPORTING DOCUMENTS TO YOUR APPLICATION**

To gain admission to your selected program/university, you will need to meet both

1. Academic entry requirements and
2. English language requirements.

The actual list of support documentation required depends on the applicant, and the type of study they are applying to do. Depending on your program/university selection PSC Progress will advise if any further documentation is required. As minimum requirements, you are required to supply PSC Progress with the following documents in original and **professionally** scanned digital format (PDF).

*Digital documents in PDF: All original documents must be scanned in color and* ***high quality****. Phone photos, or any photo format, are not accepted. Each document in the list below is required as a single PDF file. You can convert images to PDF documents and merge them in a single file using for free the website:* ***ilovepdf.com***

*Documents in English: Any academic document or evidence of employment, which is not in English will need to be translated into English. All translations must be done by officially certified English translators. (NAATI Certified)*

| **Document Checklist**  Please tick on the appropriate box for the documents you are attaching | |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  | *If applying for undergraduate programs:* |
| ☐ | High School Certificate in original language |
| ☐ | High School Certificate - Certified English translation |
| ☐ | High School Transcript in original language |
| ☐ | High School Transcript - Certified English translation |
|  |  |
|  | *If applying for postgraduate programs of seeking credit recognition for undergraduate programs:* |
| ☐ | Bachelor degree Certificate (testamur) in original language |
| ☐ | Bachelor degree Certificate (testamur) - Certified English translation |
| ☐ | Bachelor degree Transcripts in original language |
| ☐ | CV in English – (check that you have supplied all documents for qualifications you list in your CV) |
|  | *If applicable:* |
| ☐ | Master degree Certificate (testamur) in original language |
| ☐ | Master degree Certificate (testamur) - Certified English translation |
| ☐ | Master degree Transcripts in original language |
| ☐ | Master degree Transcripts - Certified English translation |
|  |  |
|  | *If you are seeking credit recognition for any of the above tertiary study:* |
| ☐ | Subject Description [Syllabus] - Certified English translation |
|  |  |