

NOTES TO APPLICANTS

UNIVERSITY OF CANBERRA - BACHELOR OF ACCOUNTING / COMMERCE

Places will be offered to qualified applicants on a first-come-first-served basis. Early application is encouraged.

PROCEDURES:

1. Applicants should prepare a set of application documents as follows:
 - a completed University of Canberra application form [attached];
 - a full set of photocopies of credentials including transcripts and certificates of awards (evidence of English proficiency, such as TOEFL, IELTS, A - level, HKCEE, GCE English Test results, should be included in the application);
 - a photocopy of HKID card;
 - an application fee of HK\$200.00 paid by cheque made payable to “HONG KONG BAPTIST UNIVERSITY”. Please mark student’s name and contact number at the back of the cheque. Postdated cheques are not accepted;
 - one self-addressed envelope with HK\$1.70 stamp.

2. All application documents should be contained in an envelope on which marked “**Application for the UC BAcc/BCom Programme**”.

3. Applications can be submitted by mail or drop-off in the following offices:

By mail	School of Continuing Education Headquarters, Hong Kong Baptist University 2/F, Franki Centre, 320 Junction Road, Kowloon Tong
By drop-off	School of Continuing Education Headquarters, Hong Kong Baptist University 2/F, Franki Centre, 320 Junction Road, Kowloon Tong Kowloon Tong Campus Centre DLB Office 4/F, David C. Lam Building, Shaw Campus, Hong Kong Baptist University, 34 Renfrew Road, Kowloon Tong, Kowloon Kowloon Tong Campus Centre SCE Tower Office 8/F, Madam Chan Wu Wan Kwai School of Continuing Education Tower Hong Kong Baptist University, 9 Baptist University Road Kowloon Tong, Kowloon

Incomplete application materials will affect the process of admission to the programme.

All applications will be assessed individually for advanced standing. Credit is assessed within the application/admission procedure of the programme. Additional credit will not be assessed except where entry is granted on a part qualification, or in special circumstances. All the documents must be submitted upon application. Late applications for credit will be accepted within the first month after commencement; however, an administration fee of HK\$350 will apply.

Successful applicants will be required to present their original copies of credentials for verification at the time of registration.

According to the Personal Data (Privacy) Ordinance, all unsuccessful applications will be discarded immediately after the admission exercise is completed.

ENQUIRY: **3411 4350**



OFFSHORE STUDENT APPLICATION FORM

Use this form for applying to University of Canberra (UC) courses that are conducted outside of Australia.
Please print clearly and tick (✓) the relevant boxes.

PERSONAL DETAILS

Have you previously applied to the University of Canberra (UC), University of Canberra College (UCC), and/or Canberra College of Advanced Education (CCAEC)?

Yes Previous ID (if known) Security ID (if known)

No

Preferred Title Mr Mrs Miss Ms Dr

Family Name (as per passport) Given Names (first names)

Previous Family Name Chinese Name

Date of birth DD / MM / YYYY Gender Male Female

Country of birth Citizenship (as per passport)

PERSONAL CONTACT DETAILS

Address (for correspondence)

Address

City
Email

Country Postcode

Home Tel

Office Tel

Mobile/Cellphone

UNIVERSITY OF CANBERRA COURSE PREFERENCE

Application for admission to (please tick and indicate intake):

	COURSE CODE	COURSE NAME	INTAKE	YEAR	FULL TIME / PART TIME
<input type="checkbox"/>		Bachelor of Accounting			
<input type="checkbox"/>		Bachelor of Commerce			

ADVANCED STANDING /CREDIT TRANSFER

If you have already completed some tertiary level studies in a relevant area to your course preference, you may be granted advanced standing/credit. Do you wish to be considered for credit?

Yes [Please attach detailed documentation of studies completed- academic transcripts and Official course/subject descriptions- to your application form] No

ARE YOU RECEIVING ANY FINANCIAL AID OR SPONSORSHIP?

Yes No

(Name of sponsor)

ENGLISH LANGUAGE PROFICIENCY

You must provide proof of English proficiency as per individual course requirements.

Please visit <http://www.canberra.edu.au/student-services/applying-to-study/international/english> for details.

Have you attached evidence of your English language proficiency?

Yes No

If language requirement is not met, would you like to be considered for the University's English Language Intensive Course for Overseas Students (ELICOS):

Yes No

You do not need to provide proof of English language proficiency if you have academic qualifications from certain countries. Please refer to our Admissions Policy at https://guard.canberra.edu.au/policy/policy.php?pol_id=3168.

ACADEMIC QUALIFICATIONS

You MUST attach verified copies of academic transcripts and certificates (and course/subject descriptions if required) with your application. If you are selected for admission you will be required to show original copies of credentials for verification.

QUALIFICATIONS	INSTITUTION	COUNTRY	DURATION	MODE	MEDIUM OF INSTRUCTION	COMPLETE
e.g. Diploma in Accounting	HKBU SCE	Hong Kong	1.5 years	Full Time/ Part Time	English	Yes

WORK EXPERIENCE

Please attach supporting documents (e.g. Work/Experience Certificates, Statement of Employment)

EMPLOYER	POSITION	FROM	TO
		DD / MM / YYYY	DD / MM / YYYY
		DD / MM / YYYY	DD / MM / YYYY
		DD / MM / YYYY	DD / MM / YYYY
		DD / MM / YYYY	DD / MM / YYYY

Please read the Privacy Statement and Declaration before signing the application.

PRIVACY STATEMENT

The University of Canberra (UC) is subject to the provisions of the Commonwealth Privacy Act 1988 and you are entitled to protection of your privacy. This means that any information UC collects about you, including personal details, academic progress details, and personal welfare information, is treated by UC according to strict guidelines. Access to your information is restricted to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests. After you leave UC, it may approach you to seek financial or other support.

Other than in accordance with any legal or academic obligation, UC will not disclose personal information about you. This means that we do not release any information we hold about you, including your address, or your results, even to close relatives, without your permission.

The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirements for normal operation of UC.

They include the following:

- When your award is conferred, your name will be published in the record of proceedings for the conferring of awards;

- We may publish your examination results and the award of a prize or scholarship;
- Your data may be included in aggregate socio-economic data by UC for planning purposes;
- We give the Department of Immigration and Citizenship (DIAC), the Australian Agency for International Development (AusAID) and Department of Education, Employment and Workplace Relationship (DEEWR) certain information which we are required to release;
- If you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for the enforcement of the criminal law; and
- If you apply to transfer to another tertiary institution we may release to that institution or tertiary admission centre information about your academic progress at UC.

A further explanation of precisely what information may be passed to these Government bodies or agencies can be obtained by contacting Student Services.

T 1300 301 727 (Australia)

T +61 (0)2 6201 5308 (International)

E student.centre@canberra.edu.au

DECLARATION

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I am aware that submission of an incomplete application may significantly delay consideration of my application. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation or enrolment. I give permission to UC and its partner institution to obtain official records from any educational institution attended by me. If my application is successful, I authorise UC and its partner institution to provide my name, address and course name to the relevant on-campus student associations.

If any information is discovered to be untrue or misleading in any respect, I consent to UC and its partner institution collecting, storing and disclosing this information to the Universities Australia, any of its member institutions, the Australasian Conference of Tertiary Admissions Centres, and any other relevant examining authority.

I authorise UC and its partner institution to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary QualSearch will be engaged to access this academic information. I understand that UC and its partner institution are not responsible if any educational body / institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

I also authorise UC and its partner institution to supply any relevant official UC and partner institution records to educational institutions to which I am seeking admission and to government agencies indicated above and other Australian university bodies. If my fees are being paid by a sponsoring organisation, I also consent to UC and liaising with that organisation regarding my academic progress. I understand that information supplied by me to UC and its partner institution may be made available to Australian Commonwealth and State government agencies in accordance with the University's obligations under the ESOS Act 2000 and the National Code, available from www.deewr.gov.au. These obligations include the requirement to advise the appropriate Commonwealth Department of changes to my enrolment and any breach of my student visa conditions relating to my attendance or academic progress.

I have read the Privacy Statement and the Declaration above and agree with these conditions.

Applicant's
Signature

Date

DD / MM / YYYY

CHECKLIST

The application package must contain the following items:

- 1: A duly completed application form
- 2: Photocopy of passport or identification papers
- 3: Copies of any completed studies including transcripts and certificate of awards
- 4: Copies of IELTS Test Report Form or English Standard Equivalent.
- 5: Application Fee

The completed application package should be returned to:

School of Continuing Education
Hong Kong Baptist University
2/F, Franki Centre, 320 Junction Road
Kowloon

Please mark 'Application for UC BCom Programme' on the envelope.

You will receive an acknowledgement email issuing you with an ID number. Please refer to this number to enquire about the status of your application or to send outstanding documents (where required).

Australian Government Higher Education Registered Provider Number:
University of Canberra (CRICOS) # 00212K
University of Canberra College (CRICOS) # 01893E.