

APPLICATION FOR ADVANCED STANDING

1. PERSONAL DETAILS

Student number:

Title: Dr Mr Mrs Ms Miss Other: _____ Family name: _____

Given names: _____ Date of birth: ____/____/____ (DD/MM/YYYY)

Email address*: _____ Mobile phone: _____
*once you are admitted into a JCU course, communication will be sent to your JCU email account

Work phone: _____ Fax number: _____

2. ADVANCED STANDING SOUGHT

If you are applying for advanced standing, you **MUST** attach documentary evidence of previous studies, including certified copies of academic transcripts (Memorandum of Results is not acceptable), titles of subjects studied, results awarded and subject outlines provided by your institution. All documents **MUST** be in ENGLISH.

I hereby seek advanced standing toward the (enter course and major/s) _____ at James Cook University

Title of course previously undertaken _____

Institution at which previous studies undertaken _____

I have previously been granted advanced standing for this course by JCU: Yes No

Signature _____ Date ____/____/____

OFFICE USE ONLY: COURSE CODE: _____ MAJOR CODE: _____

Please turn over to complete your subject details.

RETURN DETAILS

Please complete this form and return to:

TOWNSVILLE, MACKAY, MT ISA AND THURSDAY ISLAND

[Address to your Faculty Office]
James Cook University
Townsville Qld 4811
Tel: 07 4781 5255

CAIRNS

Student Enquiry Centre
James Cook University
PO Box 6811
Cairns Qld 4870
Tel: 07 4042 1000

JCU BRISBANE

Student Administration
James Cook University
349 Queen Street
Brisbane Qld 4000
Tel: 07 3001 7800

JCU SINGAPORE

Student Administration
James Cook University
600 Upper Thompson Rd
Singapore 574421
Tel: +65 6576 6833

Incomplete forms or missing documentation may delay the processing of your application.

Please note that applications submitted later than two weeks before the start of the study period MAY NOT be processed in time for the study period.

OFFICE USE ONLY: DATA ENTERED _____ INITIALS _____/____/____ DATE

3. SUBJECT DETAILS

Notes for students applying for advanced standing:

- Advanced standing for study undertaken at another institution is granted for degree purposes only. It is your responsibility, through the institution at which the study was completed, to ensure the acceptability of these subjects for professional accreditation purposes.
- Advanced standing is allocated against the requirements of your admitted course at the time the advanced standing application is lodged. If you change course/ major it may influence the advanced standing that is applicable and/or the remaining requirements for the completion of your course.
- It is your responsibility to ensure that you are not enrolled in any subject/s as at the census date for which advanced standing is pending. You will incur fees for subjects that you are enrolled in on the census date, even if you later receive advanced standing.
- Advanced Standing will only be assessed on original or certified copies of academic records or other documentation. All documents **MUST** be in ENGLISH.
- If applying for Advanced Standing for Recognised Prior Learning (RPL) or Professional Experience (PE), please indicate these codes in column one.

STUDENT TO COMPLETE:			OFFICE USE ONLY:						
	Subjects undertaken at another institution	Subjects undertaken at JCU	Outcome G (Granted) N (Not granted)	Not granted reason (codes listed below)	Type of Advanced Standing granted				
					Exempt JCU subject code with credit points (eg BU1010:03)	General: Indicate option/ elective line that this credit is to be applied to (if required)	Number of credit points reduced from the course per year		
		Credit Point Value	Year Level						
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
				TOTALS:					

NOT GRANTED REASON CODES: **ISC** – Inadequate support for claim **ICR** – Insufficient credit remaining **IWE** – Inadequate work experience **QNE** – Qualifications not equivalent **QNR** - Qualifications not relevant

COMMENTS:

APPROVALS:

SIGNATURE: ACADEMIC ADVISER/HEAD OF SCHOOL _____ PRINT NAME _____ DATE ___/___/___

SIGNATURE: ASSOC FACULTY REGISTRAR/FACULTY REGISTRAR _____ PRINT NAME _____ DATE ___/___/___

ACKNOWLEDGEMENT OF ADVANCED STANDING APPROVED:

SIGNATURE: STUDENT _____ PRINT NAME _____ DATE ___/___/___