



Australian Defence College

Australian Command & Staff College

JOINING INSTRUCTIONS 2010

Overseas Course Members





AUSTRALIAN DEFENCE COLLEGE AUSTRALIAN COMMAND AND STAFF COLLEGE

Department of Defence
CANBERRA ACT 2600
Phone: (02) 6266 0500 Facsimile: (02) 6266 0435



ACSC/2009/1055485/1
ACSC/OUT/2009/

AUSTRALIAN COMMAND AND STAFF COURSE (JOINT) 2010: JOINING INSTRUCTION

Dear Overseas Course Member

I congratulate you on your selection to undertake the Australian Command and Staff Course (Joint) at the Australian Command and Staff College (ACSC) in 2010.

The aim of the Course is to prepare selected career officers for command and staff appointments at the Commander/Lieutenant Colonel/Wing Commander level in single Service, joint and integrated environments. To achieve this, you will undertake a series of modules covering diverse topics and activities. Your involvement will combine individual and group work, oral presentations, written submissions, visits and lectures. The Course will assist your personal and professional development and equip you with the requisite skills to successfully work in the demanding defence environment of the 21st Century.

Course Members come from a diversity of backgrounds and experiences, with over 20 countries represented. These different cultural perspectives are a strength on which the richness of the Course is built. The Course will provide you with opportunities to make lasting friendships that will serve you well throughout your career.

The purpose of this Joining Instruction is to provide you with sufficient detail to readily settle into both the Canberra environment and the routine of ACSC. In order for the College to prepare for your arrival, the Instruction details a number of activities you must undertake prior to joining, including provision of some personal particulars by 30 October 2009.

Collectively, this Instruction and the enclosed ACSC Handbook should answer most of the questions you may have about ACSC and the 2010 Course. If you have any queries, please contact the International Liaison Office by telephone on +61 2 6266 0521, by fax on +61 2 6266 0546, or by e-mail to ilo@defence.adc.edu.au. Additional information, including information about the Canberra region, can be found on the ACSC web site accessible from www.defence.gov.au/adc/acsc_home.htm.

My staff and I look forward to you joining the College on 18 January 2010 for what I believe will be a challenging and rewarding year.

W. L. GOODMAN, AM

Brigadier
Commandant

Tel: (02) 6266 0500

June 2009

Annexes:

- A. General Information
- B. Personal Particulars Proforma
- C. Medical Questionnaire
- D. Children's Education
- E. Example of a Personal Biography
- F. English Language Requirements for Attendance at ACSC
- G. University Admission for Optional Masters program
- H. Documentation Checklist for Optional Masters Program

Enclosure:

- 1. Australian Command and Staff College Handbook

GENERAL INFORMATION

1. **Introduction.** This document contains general information regarding the ACSC and various items of personal administration for you and/or your spouse to attend to before your arrival at the College.

2. **Documentation.** To allow timely preparation for the Overseas Study Tour, passports and International Health Certificates (IHC) are required during the first week of the course. Documentation requirements are as follows:

- a. **Passports.** All overseas course members (OCMs) are required to hold a national passport endorsed for multiple entry to Australia and valid through to July 2011. **You will also require a multiple re-entry 576 student visa for Australia. Course members and all of their dependant family members should be included in the application for the 576 Visa.** The Defence 576 visa allows multiple entry which is essential for re-entry into Australia on return from Overseas Study Tours.
- b. **Medical Documentation.** OCMs are to bring their immunisation and Service medical records. OCMs are also required to visit their Service medical facility or Doctor and request their Doctor complete the medical questionnaire at Annex C. This questionnaire can then be given to the medical facility when you arrive at ADC. To take part in the Overseas Study Tours, all course members are to be in possession of an International Health Certificate (IHC) or equivalent documentation with a record of inoculations. While on course, the ADF Medical Centre will administer vaccinations and blood tests. The requirements are as follows:
 - (1) Vaccinations. OCMs are required to bring evidence of vaccinations.
 - (2) Completed Medical Questionnaire at Annex C.
 - (3) Blood Tests. The following are standard for all Defence course members: HIV Screen, Hepatitis B and C, and G6PD (required for antimalarials).

3. **Dress Standard.** Participants are reminded that a wide range of both formal and informal uniform and civilian attire will be required. Single Service summer or winter uniform, as appropriate, is normally worn at the ADC during scheduled working hours. The Commandant may require specific uniforms to be worn on particular occasions. In this case, the order of dress will be notified in the daily program. ADF course members (CMs) are required to possess a set of uniforms for field use, as it is the required dress on some visits and ACSC exercises. OCMs are to wear their Equivalent uniforms. CMs and staff are not normally required to wear headdress within the ADC perimeter. Headdress is, however, to be worn when on duty outside the ADC grounds. CMs engaged in private study at home may wear plain clothes to visit the ADC during working hours and casual clothing outside of working hours to use the ADC facilities. Dress in the ADC Mess must conform to the standard laid down in the Mess Rules (collared shirt and tailored trousers or female equivalent). Summer/Winter Mess Kit is required for Mess Dinners.

4. **International Liaison Office (ILO).** The ILO provides all overseas course members studying at the ADC with advice and assistance on various personal administration matters, such as language training requirements, housing, education and allowances. The ILO is also responsible for

coordinating a community sponsor program. Representatives of the ILO and/or your Embassy or High Commission and/or your sponsor family will meet you at Canberra airport upon your arrival.

5. **Sponsors for Overseas Course Members.** The ILO runs an external sponsorship program for all overseas course members. Sponsors are included in some of the Centre's social functions, which provide a link between the College, the course members and the sponsors. Community sponsors are volunteers whose roles are to:

- a. Act as a point of contact for advice and facilitation;
- b. Assist the individual course members and their families to settle in to Canberra (with schooling, shopping, medical services, car registration etc);
- c. Facilitate further contacts beyond the ACSC during the year and to enhance involvement by course members and their families with the wider community.

6. **Accommodation.** Accommodation is not available at the ADC. Defence Cooperation Program (DCP) CMs are able to access Defence Housing Australia (DHA) accommodation if they are accompanied by a family member for a minimum of 9 continuous months. Accommodation is subject to availability. As December/January is peak posting time there is intense competition for housing. Early return of family details will give DHA and ILO more time to find suitable accommodation for you. DHA housing is offered to eligible students at very attractive rates when compared with current market rates. **The ILO will assist in finding suitable alternate accommodation for students who are not accompanied by a family member for a minimum of 9 continuous months.** All other OCMs must access housing on the open market. The ILO is available to assist all OCMs find appropriate housing.

7. **Schooling.** Education opportunities for students in the ACT are many and varied. Schooling for International Students who have little or no English is available in several locations in the ACT. A useful website is www.det.act.gov.au/schools/ for those considering living in the ACT and www.schools.nsw.edu.au for those living in NSW. Further information is at annex E. The ILO can advise overseas course members on the schooling options for their children. The ILO can be contacted on +61 2 6266 0521 or by e-mail ilo@defence.adc.edu.au .

8. **Website.** General information on Australian Defence College and specific information on ACSC is readily available through the Internet. The Australian Defence College website address is: www.defence.gov.au/adc. This home page provides information on, among other things, the location and its facilities. Once you enter the ADC website, select the ACSC link to access detailed information about the College. Information available covers the academic program, educational approach, curriculum, general administration and staff contacts.

9. **Contact address.** Official contact details are as follows:

- a. **Postal Address.** Australian Command and Staff College
Australian Defence College (Weston)
Department of Defence
Canberra ACT 2600
AUSTRALIA
- b. **Telephone.**

Australia:	Switch:	(02) 6266 0611
	Facsimile:	(02) 6266 0546
Overseas:	Switch:	+61 2 6266 0611
	Facsimile:	+61 2 6266 0546

10. **Information requests.** Requests for information may be directed to ADC staff as follows:

- a. **International Liaison Office:**
- | |
|--|
| Mrs Jenny Lewis |
| Australia: (02) 6266 0521 |
| Overseas: +61-2- 6266 0521 |
| E-mail: ilo@defence.adc.edu.au |

11. **Course Member Biography.** You are requested to include, with the completed Personal Particulars Proforma, a personal biography of approximately 200 words. An example biography is enclosed at Annex E.

12. **The ACSC Orientation Program.** The first week of the course, commencing 18 January 2010, comprises an orientation program. Activities during the orientation program are conducted at an easy pace to enable people to settle comfortably and to get to know each other. This program will also allow overseas course members to understand aspects of living in Australia and studying at the College.

13. **Course Dates.** The Course commences on 18 January 2010. ACSC staff will be in the foyer of the Geddes Building from 0800 hours to facilitate course member arrival. The first briefing will commence at 0830 hours in the Williams Theatre. Dress of the day is summer uniform, which is short sleeved military shirt and long trousers. You should make every attempt to settle into the Canberra locality before the start of the Course, as there will be little opportunity to complete domestic arrangements once the Course commences.

14. **The Academic Program.** The aim of the Course as per the covering letter is to prepare selected personnel for command and staff appointments in single Service, joint and integrated environments. To achieve this, you will undertake a series of modules covering a diverse range of topics and activities. Your involvement will combine individual and group work, oral and written work, visits and lectures. The Course will assist your development and equip you with the requisite skills to successfully work in the demanding defence environment of the 21st Century.

15. **Awards.** Course members who successfully achieve the accreditation standard will be awarded the internationally recognised qualification 'Passed Staff Course (Joint)' – PSC (J) and may also be awarded a Graduate Diploma accredited through the ACT Accreditation and Registration Council (ACTARC). The University of NSW (UNSW) is contracted to deliver eleven weeks of a forty six week course. Course members are offered the opportunity to enrol in a UNSW Masters program which will enable them to claim credit at UNSW once completed. UNSW also recognises and awards units of credit for students successfully completing other elements of the ACSC(J).

For those of you who may be interested in pursuing the optional postgraduate degree program, please see the details on the English language requirements at Annex F.

16. **Summary of What You Need to Provide:**

- The completed Personal Particulars Proforma (Annex B) to ADC by 30 October 2009. This should include your biography.
- Immunisation records and completed Medical Questionnaire (Annex C) to ADC on your arrival.
- Consult the details on the English language requirements including the optional Masters Program documentation checklist at Annexes F, G and H.
- Where applicable bring a copy of your marriage certificate with you.

PERSONAL PARTICULARS FORM: OVERSEAS COURSE MEMBER

This Proforma should be returned as soon as possible after receipt via e-mail, fax or postal mail. If possible your **Biography** should be provided electronically through e-mail.

An electronic copy of this form is available on the ACSC web site at http://www.defence.gov.au/adc/acsc_home.htm and you can e-mail the completed form to: ilo@defence.adc.edu.au.

Facsimile: From within Australia: (02) 6266 0546
From Overseas: +61-2- 6266 0546

Mail: International Liaison Office
Australian Defence College (Weston)
Department of Defence
Canberra ACT 2600
AUSTRALIA

Privacy of Information

I understand that the information I provide when completing the Personal Particulars Proforma will be used for management and administrative purposes within the Australian Defence College (ADC). This information will be secured, with access limited to appropriately authorised personnel.

In order for the ADC to effectively carry out its duty of care responsibilities, certain personal details are required including the need for all campus members to provide a person to be contacted in the event of the member being in an accident or other emergency.

Signed : _____

Course Member's Personal Details

Course

Rank

Surname

First Name:

Middle Names

Course Member' Name Tag

Please enter your name in the
Box as you wish it to appear
on your name badge

Date of Birth

Country of Birth

Place of Birth

Service No

Service / Department

Gender

 Male Female

Marital Status

 Married
 Married with Dependants
 Defacto
 Single
 Single with Dependants
 Separated

Other Details

Specialisation

Organisation

Academic Qualifications

Religion

Smoker

 Yes NoSpecial Dietary Requirements
(eg: allergies, vegetarian etc)**Course Member's Passport Details**

Passport Type

 Official Special Other
 Diplomatic Service OrdinaryPassport Name:
Your name ***EXACTLY*** as it
appears on your passport

Issue Authority

Country issuing passport

Passport No

Passport Issue Date

Passport Expiry Date

Visa Type

Visa Number

Visa Expiry Date

Partner Details

Title

Family Name

First Name

Middle Names

Spouse / Partner Name Badge
Please enter your spouse's preferred name in the box as you wish it to appear on the name badge:

Street

Suburb

Town / City

State

Post Code

Country of Birth

Country of Nationality

Phone: Home
Work
Mobile

Special Dietary Requirements
(eg: allergies, vegetarian etc)

First Language

Other languages

Accompanying

Yes No

Travel Details

Date/Time of arrival

Flight Number

Partner Passport Details

Passport Type:

Passport Name:
Your name *EXACTLY* as it
appears on your passport

Issue Authority:

Passport Number:

Issue Date:

Expiry Date:

Country Issuing Passport

Visa Type

Visa Number

Visa Expiry Date

Next of Kin Details (note as above if same as partner)

Title:

Family Name:

First Name:

Relationship:

Street

Suburb

Town / City

State

Post Code

Country

Phone: Home

Work

Mobile

Dependant Details (including spouse)

Name	Date of Birth	Gender	Date Accompanying
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	

		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		<input type="checkbox"/> Male	<input type="checkbox"/> Female	

ATTACH BIOGRAPHY: *It is important that your Biography is provided electronically via e-mail.*

AUSTRALIAN DEFENCE COLLEGE MEDICAL INFORMATION

Dear Doctor,

Thank you for taking the time to complete this questionnaire. In many circumstances this will be the only medical information we receive about your patient.

Could you provide details on any major past medical or surgical history. Please provide information on any current medical problems, with relevant test results and any recommended follow-up, and an up to date list of current medications and dosages.

Please include a record of inoculations.

If you have any questions please do not hesitate to contact us on +61 2 62660303 or +61 2 62660419

**CIVI-MO
Australian Defence College**

AUSTRALIAN DEFENCE COLLEGE MEDICAL QUESTIONNAIRE

Name of GP
Address of medical centre
Phone number
Fax number

Service number	
Rank	
Surname	
First name	
DOB	Sex

Please list current medical conditions

--

Please list past surgery

--

Please list past medical conditions

--

Please list current medications

--

ALLERGIES _____

VACCINATIONS

NAME	PRIMARY COURSE DATE OF COMPLETION	BOOSTERS
ADT		
IPV or IPOL		
HEPATITIS B		
HEPATITIS A		
JEV		

NAME	DATE OF LAST VACCINATION
TYPHOID	
MENCEVAX	
YELLOW FEVER	
OTHERS	

G6PD STATUS Normal/Abnormal

OUTSTANDING MEDICAL ISSUES

Please give details of any ongoing medical management, or investigations required for your patient. Please ensure any relevant investigation details are forwarded with your patient.

Signature of

GP _____ **Date** _____

THANK YOU for your time in completing this questionnaire.

CHILDREN'S EDUCATION INFORMATION

1. There are three Primary and one Secondary Introductory English Centres (IEC) in the ACT.
2. The centres provide an intensive English language program and an introduction to Australian school life for newly arrived students with minimal or no English that will enable them to participate confidently in mainstream school or college.
3. They provide a stimulating intensive language program in a secure and supportive environment.
4. Students generally attend an IEC for three school terms, although the length of time may vary according to individual needs.
5. Where should I enrol my child?
 - a. The Secondary Introductory English Centre
Phillip Avenue, DICKSON
Tel: 62056334
For students at high school and college age (12 to 18) throughout the whole of Canberra.
 - b. Northside Primary Introductory English Centre
Majura Avenue, AINSLIE
Tel: 62056674
Enrolments are primary age students living in Northside i.e. Civic, North Canberra, Belconnen and Gungahlin and north of Lake Burley Griffin.
 - c. Southside Primary Introductory English Centre
Kent Street, HUGHES
Tel: 62055669
Enrolments are primary age students living in the South Canberra and Woden area. Woden (Torrens, Pearce, Farrer, Mawson, Phillip, O'Malley, Isaacs, Swinger Hill, Chifley, Lyons, Curtin, Hughes, Garran) and South Canberra (Deakin, Yarralumla, Forrest, Red Hill, Griffith, Kingston, Narrabundah, Barton.)
 - d. Tuggeranong Primary Introductory English Centre
Snodgrass Crescent, KAMBAH
Tel: 62057671
Enrolments are primary age students living in Weston Creek (Duffy, Holder, Weston, Rivett, Stirling, Chapman, Fisher, Waramanga) and Tuggeranong Valley.
6. For all other education requirements please contact the ILO.

BIOGRAPHICAL NOTE
LCDR XXXXXXXX

LCDR Ian Smith graduated as a Midshipman from ADFA with a BSc in 1985 and completed single Service training the following year. He gained sea experience in the FFG HMAS DARWIN and the Patrol Boat HMAS WOLLONGONG and was awarded his watch-keeping certificate in 1987. Promoted to Lieutenant in 1988 he saw further sea service in HMAS PERTH. He completed warfare training and was awarded his PWO qualification, specialising in Above Water Warfare, in 1992. A short posting to Maritime Headquarters as a member of the operations planning staff was followed by an exchange posting to the staff of CINCPACFLT. On return to Australia he was promoted to LCDR in 1995 returning to sea as the senior PWO in HMAS ANZAC. On leaving HMAS ANZAC he was posted to the Department of Defence Canberra as the Operations Requirements Manager for the Follow on Destroyer Project. He was appointed Executive Officer of HMAS SYDNEY in 1998.

**Insert Photo
Here**

LCDR Smith is married to Cathy and they have three children Josephine 10, Elizabeth 8 and Tina 4. They live in Weston Creek Canberra.

LCDR Smith is a first grade squash player, a keen cyclist and collector of old bottles. Cathy is part time teacher and is active in local amateur dramatics.

ENGLISH LANGUAGE REQUIREMENTS FOR ATTENDANCE AT ACSC

1. The course requires a high level of written and oral English language skills, including participation in lectures and syndicate sessions (as opposed to attendance). Shortcomings in both language and study abilities usually compound each other and also lessen a student's ability to contend with other issues associated with a course of study. The students starting the course should have a minimum ADF English Language Profiling System (ADFELPS) score of 7 in speaking, reading, listening and writing to equate with the university standard of the course.
2. The ADC strongly recommends that selected candidates attend the Defence International Training Centre (DITC) in Melbourne, for a four-month intensive Advanced Australian English Language Course (AAELC) and a two-week Australian familiarisation (AUSTFAMIL) before undertaking the ACSC. Attendance on the ACSC is conditional upon the prospective student first meeting the stringent language prerequisites. For attendance on the DITC course, candidates should have achieved an ADFELPS score of no less than 6 from a test undertaken in the last two years. The DITC program can only hope to increase a candidate's score by one point.
3. Attendance at the DITC will assist in the development of the necessary English language and Australian cultural awareness skills for those who may need assistance before the course commences. Students arriving at DITC with scores below 6 must be prepared to accept either being repatriated from the DITC or having considerable difficulty in keeping pace with the ACSC. **For those students who meet the language requirements it is strongly recommended they attend the ADC Prep course in order to prepare them for study at the post graduate level.**
4. Those personnel scoring 7.0 or above in the ADFELPS are advised to:
 - a. attend a two week familiarisation course (AUSTFAMIL) before undertaking the ACSC. The AUSTFAMIL course will be conducted from 2-13 November 2009.
 - b. attend the Defence International Training Centre (DITC) in Melbourne for the ADC Preparation Course (ADC PREP). The ADC PREP course will be conducted from 16 November 2009 to 11 December 2009 and will help prepare course members to study at the post graduate level.
5. Those personnel scoring less than 7.0 (ie 6.0) in the ADFELPS are advised to:
 - a. attend DITC for a two week familiarisation course (AUSTFAMIL). The AUSTFAMIL course will be conducted from 3-14 August 2009.
 - b. attend a three month intensive Advanced Australian English Language Course (AAELC), the AAELC will be conducted from 17 August 2009 to 13 November 2009
 - c. attend the ADC Preparation Course prior to attendance at ACSC. The ADC PREP course will be conducted from 16 November 2009 to 11 December 2009 for personnel attending the 2010 Course.
6. Course members attending under the provisions of the Defence Cooperation Program (DCP) will attend these courses free of charge. Non-DCP course members will be required to meet all costs associated with attendance at this course. Please contact the ADC ILO for further details if you wish to attend this course.

Please Note. ADFELPS scores bear no relationship to IELTS or TOEFL scores and are not recognised by the contracted Australian university for entry into their masters program. This is because ADFELPS is not assessing the ability to undertake post- graduate academic work but rather to assess and assist personnel to be able to fully engage in the selected defence course they are to attend.

UNIVERSITY ADMISSION AND CREDIT TOWARDS A POSTGRADUATE DEGREE PROGRAM

1. The University of NSW (UNSW) is contracted to deliver 11 weeks of a 46 week course. Course members are offered the opportunity to be admitted in a UNSW postgraduate degree program which will enable them to claim credit at UNSW once completed. UNSW also recognises and awards credit for students successfully completing other elements of the ACSC. Students may not be able to complete the full Masters level program in one year but if they complete the UNSW core and elective course exams and ACSC requirements the courses will be credited towards a Graduate Certificate, Diploma or Masters program. Additional courses required to complete the qualification can be undertaken in distance mode.

Due to the prerequisites set by the external university to qualify for admission into the program, not all overseas course members may be eligible for Masters or Graduate Diploma entry.

2. To be eligible for admission in the Graduate Certificate or Graduate Diploma or Masters program, an overseas course member must fulfil the following entry requirements:

- a. An undergraduate degree in any discipline for admission to the Graduate Certificate or Graduate Diploma. An undergraduate degree in a related discipline for the nominated Masters program
- b. Able to demonstrate English language proficiency as follows:
 - (1) Have completed tertiary level studies where English is the language of instruction within 2 years prior to commencement of studies at UNSW@ADFA.
 - (2) A transcript indicating evidence of English instruction will be required from the Principal or Registrar. **OR**
 - (3) Have passed an IELTS¹ test within two years of the date of enrolment with a minimum average score of **6.5** with no score less than 6.0 in any discipline.
Evidence of test results and date of test are required. **OR**
 - (4) Have passed a TOEFL² test within two years of the date of enrolment with a score not less than 570. For computer based TOEFL test, a score not less than 263 is required with an essay rating of 5.0. Evidence of test results and date of test are required.

¹ IELTS, the International English Language Testing System, is designed to assess the language ability of candidates who need to study or work where English is the language of communication. It is the preferred test of English for students intending to study in Australia, Canada, New Zealand and the United Kingdom and covers the four language skills - listening, reading, writing and speaking. IELTS is recognised widely as a language requirement for entry to all courses in further and higher education and assesses whether a candidate is ready to study or train in the medium of English at an undergraduate or postgraduate level.

² Test of English as a Foreign Language (TOEFL) is another system designed to assess the language ability of candidates for undergraduate and post-graduate academic studies.

3. It is therefore ***essential*** for all overseas course members who intend to be admitted to an UNSW postgraduate program at ACSC to bring evidence with them to Australia to satisfy the academic and English language requirements above.
4. **With regard to IELTS (all universities accept IELTS) and TOEFL testing, course members need to have completed the test before arrival in Australia.** All countries³ currently represented at ACSC have IELTS testing facilities available to them. Regardless of whether course members who have English as a second language have satisfied the entry requirements or not, it is strongly recommended that they attend an appropriate DITC course prior to the ACSC.
5. For Defence Cooperation Program (DCP) course members wishing to enrol in the masters program, and requiring IELTS testing, training and testing will be arranged in-country **free of charge** before your departure for Australia. Non-DCP course members will be responsible for all costs associated with training and testing to achieve the required IELTS or TOEFL score.
6. A checklist of the supporting documents that will assist in establishing your enrolment into the masters program is attached.

³ Applicants from a non-English speaking background who have met the academic requirements for admission and lived in Australia, or other predominantly English-speaking country**, for a period of 5 years or more immediately prior to the commencement of the program at UNSW are deemed to have satisfied the requirements.

Applicants will be asked to provide proof of residency before an Offer will be issued.

**American Samoa, Bahamas, Barbados, Belize, Botswana, Canada, Fiji, Gibraltar, Ghana, Guyana, Ireland, Jamaica, Kenya, New Zealand, Nigeria, Papua New Guinea, Singapore, Solomon Islands, South Africa, The Gambia, United Kingdom, United States of America, Zambia, Zimbabwe

DOCUMENTATION CHECKLIST FOR TERTIARY STUDIES

The following supporting documents are required for enrolment for those electing tertiary studies:

- 1. Original transcripts (or certified true copies) of academic transcripts.**
- 2. A certified true copy of evidence of change of name (eg marriage certificate, etc)**
- 3. A certified copy of IELTS test results-Overseas Course Member's (OCMs) require an academic IELTS score of 6.5 in order to undertake the Masters program. OCMs should sit for the IELTS test in their home country as limited opportunity exists for them to sit the test in Australia.**