

Section 2 - Your Citizenship

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Australian Citizen | <input type="checkbox"/> New Zealand Citizen |
| <input type="checkbox"/> Permanent resident of Australia
You hold a permanent residency visa granted
by the Department of Immigration and
Multicultural Affairs (certified copy of visa required) | <input type="checkbox"/> Permanent Humanitarian Visa holder |

If you do not fall into any of the above categories, you are an international student, refer to point 3 in Instructions.

Are you an Aboriginal or Torres Strait Islander?

- | | |
|------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes, Torres Strait Islander |
| <input type="checkbox"/> Yes, Aboriginal | <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander. |

If you answered YES to any of the above, please contact the Wilin Centre on (03) 9685 9335 for further information.

Section 3 - Credit for Advanced Standing

If your application is successful, will you be requesting advanced standing in the course YES NO

The VCA Advanced Standing application form can be downloaded at www.vca.unimelb.edu.au/sas/#cs_2468

Please return the form with documentation (if available) with your application for entry. Applicants are not required to provide evidence where prior studies were completed at the VCA.

Note: Full documentation to support your credit application should be included with this application or as soon as the documentation becomes available. Official academic transcripts or **certified copies** (refer to point 5 in instructions) and course outlines should be included. Credit for successfully completed tertiary subjects will be processed at the time of offer. Printouts downloaded from the web will not be accepted.

Section 4 – Qualifications

Tertiary Education

A **certified copy** (refer to point 5 in instructions) of original transcripts of all official results must accompany this application. Applicants must submit transcripts for current year's results to the School as soon as they are available. Applicants are not required to provide a transcript where prior studies were completed at the VCA.

Institution:	Year last attended:
Name of Course:	Course completed: <input type="checkbox"/> YES <input type="checkbox"/> NO
Institution:	Year last attended:
Name of Course:	Course completed: <input type="checkbox"/> YES <input type="checkbox"/> NO

Section 5 - Additional Applicant Material Required

Applicants are required to read and fulfill the Selection/Interview Requirements form. It is essential that you comply with all sections of the requirements otherwise your application cannot be processed. This form can be downloaded from the website: www.vca.unimelb.edu.au/productionapply/

Additional information to be attached:

- A CV that includes a brief history of your employment, arts and cultural engagement and education.
- Letter(s) of recommendation from employer if the Graduate Certificate is to be completed as a form of professional development in regard to your current employment.
- Handwritten statement of no more than 500 words describing:
 - Your reasons for wishing to follow a career in indigenous arts management
 - Your short and long term career goals
 - Your commitment to the traditional and/or contemporary indigenous arts, and their production, protection and marketing.

Section 6 - Employment History

Dates From	To	Employer	Position Held

Section 7 - Student Privacy

The University of Melbourne Privacy Policy can be viewed at www.unimelb.edu.au/unisec/privacy/studentinfo.html

Section 8 – Declaration and Signature

1. I declare that the information I have submitted with this application is a true and complete record of all academic results I have achieved at each and every university and tertiary institution which I have attended.
2. I hereby authorise the University of Melbourne to make enquiries and obtain official records from any university and tertiary institution concerning my current or previous attendance which, in its absolute discretion, it believes necessary.
3. I acknowledge that my failure to disclose my true and complete tertiary record may result in my being excluded from the University. I further declare that all information provided by me is complete, true and correct in every particular and acknowledge that the University may terminate my studies if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the course undertaken.
4. I understand that should I be awarded a scholarship from the University of Melbourne I may not hold another equivalent award at the same time.
5. I declare that I will be able to abide by the University's policy regarding refunds outlined in the arrangements Relating to the Payment of Student Fees.
6. I understand that the University reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
7. All documents submitted become the property of the University of Melbourne.
8. I understand that the Victorian College of the Arts may disclose the personal information I have given in this application form to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information in the Higher Education Information Management System.

Applicant's Signature: Date:.....

Please note: unsigned applications cannot be processed and will be returned.

Section 9 - Interview Details

You will be contacted directly about your interview time. Interstate applicants are encouraged to travel to Melbourne for interviews however a telephone interview can be arranged. You will be contacted directly about your interview date and time.

Section 10 – Australian Applicants Applying from Interstate or Overseas

Applicants who are interstate or overseas during the interview period can be interviewed by telephone. Please request a telephone interview in writing providing a contact number. It is essential that you provide a folio of work prior to the interview (slides, CD, DVD images can be supplied if original work is unavailable). Unless specifically requested in writing visual documentation will not be returned.

Checklist

Before you submit this form please ensure that you have:

- Completed all sections and answered all questions in full;
- supplied full (legible) contact details;
- included an Application for Advanced Standing form, together with the required documentation with this application if applying for credit;
- included original or certified copies of all requested academic transcripts/qualifications (if applicable);
- downloaded and read all sections of the interview requirements form and provided the required Additional information (see section 5);
- signed and dated the declaration (section 8);
- included the administrative fee, and if paying by credit card, checked that all card details given are Correct;
- included a stamped, self-addressed envelope if you require a receipt.

