Personal details

Are you □ An Australian citizen □ A permanent resident of Australia □ A New Zealand citizen □ International
Title: Family name: Given Names:
Sex: □ Male □ Female Date of Birth: / / 
Have you previously applied and/or studied at Monash University? □ Yes □ No
If YES, please state Monash ID Number (if known)
Have you changed your name since you last applied/studied at Monash University? □ Yes □ No
If Yes, please provide/attach relevant documentation.
Are you a Monash staff member? □ Yes □ No

Postal address for correspondence

Number & Street: 
City / Suburb: State:
Country: Postcode:
Phone (AH): Phone (BH):
Mobile Number: Facsimile:
Email Address

Tertiary education record (please provide a certified copy of academic transcripts/results)

<table>
<thead>
<tr>
<th>Years studied:</th>
<th>Course/award: (eg BA)</th>
<th>Institution:</th>
<th>Honours/Major Discipline:</th>
<th>Course Completed?</th>
<th>Final Grade: (eg HIIA)</th>
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Are you currently awaiting results of tertiary studies undertaken this year? □ Yes □ No
If yes, please indicate the date results will be available.

Employment History
Please provide details of any employment experience that may be relevant to the course application.
Supporting documentation, i.e. a CV showing start/end date of each position and references must be submitted

Occupation: Employer:
Occupation: Employer:

Course Application Details

<table>
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<tr>
<th>Campus: Caulfield</th>
<th>Attendance Type:</th>
<th>Full Time □</th>
<th>Part Time □</th>
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2 SUBJECTS PER SEMESTER = FULL TIME STUDY & 1 SUBJECT PER SEMESTER = PART TIME STUDY

Please return this Course Administration Form to:
Applications
Department of Social Work
P O BOX 197
CAULFIELD EAST VIC 3145
AUSTRALIA
Enquiries: +61 3 9903 2610 or +61 3 99031136
Email: social.work@med.monash.edu.au
Applicants must include 4 preferred subjects to be studied in the MSW (but students will only be enrolled for 2006 units). 2 subjects per semester = full time study and 1 subject per semester = part time study.

### Unit (subject) details applied for

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<tr>
<th>Unit Code:</th>
<th>Unit Title:</th>
<th>Teaching Period: (Sem 1 / 2)</th>
<th>Office Use Only</th>
<th>Unit Approval: (Authorised by School)</th>
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### Referee Report

Your referee should preferably be a social worker, or someone who is familiar with any work experience you may have had, including voluntary work. Your referee should be someone, other than a close relative, who has known you for a period of at least 2 years, and who can give a general assessment of you as a person — including how you relate to people, and how you cope with ‘daily living’ as well as ‘knotty’ problems.

**Important:** Please insert your name on the accompanying referee’s form, and ask your referee to mail the completed reference direct to:

**Applications**
**Department of Social Work**
**Monash University**
**PO Box 197**
**CAULFIELD EAST, VIC 3145**
**AUSTRALIA**

by the closing date for receipt of applications (31st October for semester 1 and 30th April for semester 2, for early round offer) Please stress the importance of this to your referee, as your reference is an integral part of your application.

### Name, address and phone number of referee

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<th>NAME:</th>
<th>PHONE NUMBER:</th>
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### DECLARATION

I authorise the University to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern the student’s enrolment.

I declare that the information supplied on this form and the information given in support of my application is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application and/or academic transcript may result in the withdrawal of an offer of a place in the course. I acknowledge Monash University reserves the right to seek from other relevant bodies’ verification of the standing of my claimed qualifications. I agree to abide by the statutes and regulations of Monash University.

Signature: __________________________ Date: __________________________

### Program Offered: MASTER OF SOCIAL WORK COURSE CODE: 0019

- [ ] ACCEPT - CONDITIONS OF OFFER
- [ ] Unconditional
- [ ] Conditional
- [ ] REJECT

Co-ordinator Signature: __________________________ Date: __________________________

Please include all necessary documentation or there may be a delay in making an offer:

**CHECK LIST:**
- [ ] Application
- [ ] Academic Transcript/s – certified copy
- [ ] Birth Certificate – certified copy
- [ ] Referee Report
Dear Referee,

You have been nominated by the above applicant to provide a confidential reference in support of their application to enter the Master of Social Work by Coursework at Monash University in 2007.

To complete your reference, we would appreciate your comments, in the spaces provided, on the following points:

1. Length of time you have known the applicant.

2. In what capacity have you known the applicant?

3. The applicant’s suitability to undertake a post graduate degree in social work

4. The applicant’s ability to balance work and higher degree studies

5. The applicant’s ability to manage the professional challenges in post graduate social work education
6. Any other comments you wish to make about the applicant.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Referee’s Name: (Please print) ____________________________________________

Referee’s occupation and current position:

________________________________________________________________________

________________________________________________________________________

Referee’s signature: ___________________________ Date: _____________________

Thank you very much for your assistance. Please forward your completed reference to the address below to arrive no later than 31st October 2005 (for early round offer)

Applications
Department of Social Work
Monash University
P O BOX 197
CAULFIELD EAST VIC 3145
AUSTRALIA