

## Contents

<b>Registering your Online Account .....</b>	<b>1</b>
Personal Details .....	1
Email Address and Phone Details .....	2
Address Details .....	2
Citizenship & Residency Details .....	3
Cultural Details .....	3
Disability Details .....	4
Australian (or equivalent senior secondary school) year 12 details .....	4
Highest Level of Study Details .....	5
Previous Study Details .....	5
Summary Page .....	6
<b>Applying for Course .....</b>	<b>8</b>
Choosing your Preferred Course and Intake .....	8
Residential status in Singapore details .....	11
Uploading your Photo .....	12
English Language Proficiency details .....	13
Academic Background details .....	14
Applying for Credit Exemption .....	15
Additional Supporting Documents .....	16
Emergency Contact details .....	16
Under 18 years of Age .....	17
Change of Name .....	18
Representative / Agent details .....	18
Summary page .....	20
<b>Checking your Application Status .....</b>	<b>22</b>
eStudent Log In .....	22
Mobile App .....	23

## Registering your Online Account

Click **APPLY NOW** which you can find on your preferred [course](#) site to apply online. For first time applicant, please click 'Register and Apply' button.

### Personal Details

You are required to enter Title, Given Name, Family Name, Date of Birth and Gender accordingly. Make sure the spelling of your name is accurate.

### First Time Applicants ONLY

If you do not have a user name and password you will need to register to apply for a course.

**DO NOT REGISTER** if you are a current or previous James Cook University applicant or student.

Please refer to the "Returning Applicants, Current students and Previous Students" section to the right to log in or for instructions to retrieve lost passwords.

1

**Register**


Register yourself as a user. Once you have registered you will be given a user name and a password to allow you to log back in without identifying yourself over again.

2

**Apply**

After registering you can submit an application to study a course.

Register and Apply



### Personal Details

At least one name is required to be provided. If you only have a single name enter it in under the Family name.

Title	Mr	
Given Name	Nicolas	?
Other Given Name/s		
Preferred Name	Nicolas Tan	
Family Name	*	Tan
Previous Family Name		?
Date of Birth	*	26 September 1989 ?
Gender	*	Male

## Email Address and Phone Details

You are required to enter a valid email address for our system to send your login user ID and password. Enter at least one phone number with country code and area code (e.g. 0091 12345678).

### Email & Phone Details

At least one contact number must be entered. Please ensure for international students you include the country code and area code, e.g. (0011 65... or +65 65123456...), domestic student should include the area code e.g. (07). The email address provided will be used to contact you with your initial JCU username and password, so please ensure it is a valid email address.

Email Address	*	<input type="text" value="nicolas_tan@gmail.com"/>	?
Confirm Email Address	*	<input type="text" value="nicolas_tan@gmail.com"/>	?
Permanent Home Phone		<input type="text" value="0065 65578899"/>	
Semester Home Phone		<input type="text" value="0065 65578899"/>	
Mobile Phone		<input type="text" value="0065 88997653"/>	
FAX Number		<input type="text"/>	
Work Phone		<input type="text"/>	

## Address Details

You are required to enter your current contact address or home address including postcode under Address Line 1, 2 or 3.

### Address Details

Please provide your current contact address details. If overseas address (not in Australia), enter details in Address lines 1, 2, 3. Do not enter State or Postcode.

Country	*	<input type="text" value="SINGAPORE"/>	
Address Line 1	*	<input type="text" value="149 Sims Drive"/>	
Address Line 2		<input type="text" value="387380"/>	
Address Line 3		<input type="text"/>	
Suburb/Town	*	<input type="text" value="Singapore"/>	
State		<input type="text"/>	?
Postcode		<input type="text"/>	?

## Citizenship & Residency Details

For non-Australian citizen or non-New Zealand citizen, you are required to select 'Overseas student residing overseas' and fill up your nationality accordingly.

### Citizenship & Residency Details

Please indicate your current citizenship status. Note: Students other than Australian Citizens and/or New Zealand applying for Singapore campus select "Overseas student residing overseas" (applications for Singapore campus).

☐ Australian Citizen

☐ New Zealand Citizen

☐ Permanent Resident of Australia (but not an Australian citizen)

☐ Holder of a Permanent Humanitarian Visa, or intend to apply for a Permanent Humanitarian Visa

☐ Intend to apply or a holder of a student visa, temporary resident visa or visitor visa

☒ Overseas student residing overseas (applications for Singapore campus)

Country of Citizenship \*

## Cultural Details

You are required to enter your country of birth and main language spoken at home accordingly.

You may leave the field of 'Year of Entry to Australia' blank.

For non-Australian citizen, you are required to choose 'No' for Australian Aboriginal or Torres Strait Islander Status.

### Cultural Details

Please provide your cultural and heritage details including the country in which you were born and the main language spoken at home.

Country of Birth \*

Year of Entry to Australia

Main Language spoken at home \*

Australian Aboriginal or Torres Strait Islander Status (All students please complete)

## Disability Details

For students who choose 'Yes', please tick the sub-questions accordingly. Do take note that disclosing your disability information will further assist JCU Singapore to provide the necessary support services to you. Your admission outcome will not be affected.

### Disability Details

Please indicate any disabilities you may have even if you do not require assistance.

Do you have a disability, impairment or long term medical condition? Yes ☐ ?

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing	Learning	Mobility
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision	Medical	Other

## Australian (or equivalent senior secondary school) year 12 details

For non-Australian citizen, please select 'No' to skip this question.

### Australian (or equivalent Senior Secondary School) Year 12 details

Please provide completion details of your Australian (or equivalent) Year 12 study. Non-Australian students studying at Singapore campus select Year 12 Completed = No

Year 12 Completed \* No ☐

Year ☐ ?

### Highest Level of Study Details

For non-Australian citizen, you are required to choose 'Overseas Student' and enter the current year of your highest level of study.

#### Highest Level of Study

Please select the highest level of study achieved. This may even be further studies which you undertook but did not complete. Non-Australian students studying at Singapore campus select Level = Overseas Student and current year.

Level	*	Overseas Student	▼
Year	*	2015	▼

### Previous Study Details

No action is required for this question. Please skip this question and click 'Proceed with Registration' button.

Proceed with Registration

## Summary Page

The summary page will show the information of your online application as you have entered. Please check through the information and tick the box to agree to the application conditions and applicant declaration. You are required to enter the security code and then click 'Proceed with Registration'. Security code will expire after 90 seconds and you will need to refresh the page after that.


### Application Conditions and Applicant Declaration

☒ I agree to the Application Conditions and Applicant Declaration

[Application Conditions and Applicant Declaration](#)

#### Security Verification

Please enter the security code displayed in the image below in order to continue. If you are having difficulty reading the security code, click the 'Change security code' button to try a different code or click on the speaker button to listen to the code. The security code is not case sensitive



Please type the letters you see in this image.

[Back to Education Details](#)[Cancel](#)[Proceed with Registration](#)

Once you see this window below, you will receive an auto-generated email with your login user ID and passport. Please click 'Proceed with Application' to continue with the online application.

1 Register


2 Select

3 Apply

4 Submit

### You have been successfully registered as a user in our system

An email has been sent to **21711974@qq.com** containing details of your new username and password. You will need this username and password the next time you wish to use the James Cook University online application system. You are now ready to continue with your online application.



Cancel

Proceed with Application



## Applying for Course

### Choosing your Preferred Course and Intake

Please enter the respective criteria to search for the program which you intend to apply.

Choose Singapore as a location, year and study mode (full time or part time) accordingly. Leave 'All Attendance Modes' as default. Click 'Search'.

Singapore

2016

All Load Categories

All Attendance Modes

Search

[Advanced Search options](#)

You may refer to the table below on the intake starting date for each study period.

Study Period (SP)	Yearly Intake	Program
Study Period 94	January	ELPP only
Study Period 95	May	ELPP only
Study Period 96	September	ELPP only
Study Period 91 & 51	March	All programs
Study Period 92 & 52	July	All programs
Study Period 93 & 53	November	All programs
Study Period 54	January	Executive MBA only
Study Period 55	April	Executive MBA only
Study Period 56	July	Executive MBA only
Study Period 57	September	Executive MBA only
Study Period 58	March	Master/Doctor from Psychology only
Study Period 59	July	Master/Doctor from Psychology only

Click 'Apply' button for the course following your preferred Study Period.

**Bachelor of Business - 20510**

Year	Location	Study Period	Liability ?	Load Category ?	Attendance Mode	
2016	Singapore	Study Period 52	International Offshore Partner	Full Time	Internal	<input type="button" value="Apply"/>

**Bachelor of Business and Environmental Science - 101510**

Year	Location	Study Period	Liability ?	Load Category ?	Attendance Mode	
2016	Singapore	Study Period 53	International Offshore Partner	Full Time	Internal	<input type="button" value="Apply"/>

**Bachelor of Business and Environmental Science - 101510**

Year	Location	Study Period	Liability ?	Load Category ?	Attendance Mode	
2016	Singapore	Study Period 52	International Offshore Partner	Full Time	Internal	<input type="button" value="Apply"/>

Next you will see a summary page of your current online application. Click 'Proceed with Application' to create your application.

Courses								
Study Package Category	Course / Subject	Availability Year	Study Period	Location	Load Category	Attendance Mode	Study Mode	Liability Category
Bachelor Pass	20510 Bachelor of Business	2016	Study Period 52	Singapore	Full Time	Internal	Standard	Int Offshore Partner

For courses with majors available, you are required to select the major/s that you wish to study.

### Requirement 1 - Majors

Please select YES to the major/s that you wish to study **Note: Accounting can only be studied as a single major**

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Accounting	<input type="checkbox"/>	▼
International Business	<input type="checkbox"/>	▼
Management	<input type="checkbox"/>	▼
Hospitality & Tourism Management	<input type="checkbox"/>	▼
Sports & Events Management	<input type="checkbox"/>	▼
Financial Management	<input type="checkbox"/>	▼
Business Intelligence and Information Systems	<input type="checkbox"/>	▼

## Residential status in Singapore details

For international student (non-Singaporean or Permanent Resident), please select 'International Pass' and enter your passport number, issue date and expiry date accordingly. It is mandatory to upload your passport copy here.

### Requirement 1 - Residential Status in Singapore

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Please select Residential status \*



#### Further Requirement 1 - International Student without Pass

#### Supporting Documentation

You need to provide all documents listed below.

#### Passport

Provide passport information and attach a copy

Passport Number	*	<input type="text" value="12345678"/>
Issue Date	*	<input type="text" value="18-May-2016"/> 
Expiry Date	*	<input type="text" value="19-May-2020"/> 

**NOTE: This document requirement is a mandatory requirement and must be completed before you can submit your application.**

#### Document Attachments

[Upload a new file ...](#)

## Uploading your Photo

It is mandatory to upload your photo here. Please note that passport-sized photo must be in the following format:

- in colour and plain white background (without shadows)
- taken within the last 3 months
- full face must be shown without any headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features)
- file must be in JPEG format, approximately 60 Kbytes in size and 400 by 514 in pixels

### Requirement 2 - Provide a Photograph of Yourself

Please attach your ID photo according to below photograph guidelines: Your photograph image should be in colour taken against plain white background without shadows; taken within the last 3 months show the full face and without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features) Your photograph image attachment file must be JPEG format ('.jpg' extension) file size should be approximately 60 Kbytes dimension of the photo image should be 400 by 514 pixels.

### Supporting Documentation

You need to provide all documents listed below.

#### Applicant Photo

**NOTE: This document requirement is a mandatory requirement and must be completed before you can submit your application.**

#### Document Attachments

[Upload a new file ...](#)

## English Language Proficiency details

If English is your first language, choose 'Yes'.

Otherwise, you will need to answer the following questions and attach the relevant documents.

- Is English your first language?

If your answer is 'No', please answer the next requirement.

- Have you undertaken studies (secondary/high school/university courses) conducted in English for 2 years?

If your answer is 'No', please answer the next requirement.

- Have you taken an English Language Test (TOEFL, IELTS) within the past 2 years?

If your answer is 'Yes', you are required to attach your TOEFL or IELTS result.

### Requirement 3 - English Language Proficiency

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Is English your first language? \*

### Further Requirement 1 - Courses Studied in English

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Have you undertaken studies (secondary/high school/university courses) conducted in English for 2 years?

### Further Requirement 1 - English Language Test

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Have you taken an English Language Test (e.g. TOEFL, IELTS) within the past 2 years?

### Further Requirement 1 - Test Name and Score Details

Attach a copy of your English Language Test Result Sheet (e.g. TOEFL, IELTS)

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Test Name

Test Score

### Supporting Documentation

You may provide any document listed below.

#### English

#### Document Attachments

[Upload a new file ...](#)

## Academic Background details

You are required to enter your previous qualification and attach the qualification document/s (graduation certificate and transcript etc.) here. Please save all documents into one pdf or word file to avoid multiple upload.

### Requirement 4 - Academic Background

Enter your highest qualification attained.

**NOTE: You need to provide at least 1 answer before you can submit your application.**

First year of Study	*	<input type="text" value="2010"/>
Last Year of Study	*	<input type="text" value="2015"/>
Qualification/Award Type	*	<input type="text" value="GCE 'A' Level / Year 12"/>
If Award type other please enter details		<input type="text"/>
Name of School/Institution/Univeristy	*	<input type="text" value="International High School"/>
Country of School/Institution /University	*	<input type="text" value="SINGAPORE"/>
Course Completed	*	<input type="text" value="Yes"/>

### Supporting Documentation

You need to provide all documents listed below.

#### Qualification Evidence

To support your application upload the notarized/certified copies of your academic certificates and transcripts (including certified translation, if necessary). If possible these should be scanned and uploaded as a single attachment.

**NOTE: This document requirement is a mandatory requirement and must be completed before you can submit your application.**

#### Document Attachments

[Upload a new file ...](#)

## Applying for Credit Exemption

Click 'Yes' if you are seeking credit exemption for previous study and attach course syllabus or subject synopsis.

### Requirement 5 - Credit Exemption/Advanced Standing

Are you applying for credit exemption for previous studies?

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Are you seeking credit exemption for previous studies? ☒ Yes ☐ No

### Further Requirement 1 - Course Syllabus for Credit Exemption

Attach the course syllabus for each of the subject/s you are applying to receive credit/exemption. **Note: All exemptions are subject to the approval by the Campus Dean**

### Supporting Documentation

You need to provide all documents listed below.

#### Previous Subject Syllabi

Previous Subject Syllabi

**NOTE: This document requirement is a mandatory requirement and must be completed before you can submit your application.**

#### Document Attachments

[Upload a new file ...](#)



## Additional Supporting Documents

No action required for this question at this stage.

## Emergency Contact details

You are required to enter name, phone number, address and relationship for emergency contact purpose. For students under 18 years old, please enter your parent/guardian information as the emergency contact.

### Requirement 7 - Emergency Contact

Provide details of your Emergency Contact

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Name	*	<input type="text" value="Nicholas Wee"/>
Telephone number	*	<input type="text" value="0065 61234567"/> ?
Address	*	<input type="text" value="Aljunied Road"/>
Relationship	*	<input type="text" value="Father"/>

## Under 18 years of Age

For students below 18 years old, you will be required to provide your parent/guardian information the same as your emergency contact.

### Requirement 8 - Are you under 18 years of age?

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Are you under 18 years of age? \*

### Further Requirement 1 - Parent/Guardian Contact Details

Details include Document Type and Number

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Parent/Guardian Name	*	<input type="text"/>	
Relationship	*	<input type="text"/>	?
Parent/Guardian Phone Number	*	<input type="text"/>	?
Document Type	*	<input type="text"/>	?
Document Number	*	<input type="text"/>	
Document Issued By (if applicable)		<input type="text"/>	
Document Expiry Date (if applicable)		<input type="text"/>	

## Change of Name

You will be required to attach supporting documents if you have changed your name or if any of your documents show a name which is different from this application.

**Requirement 9 - Change of Name**

If you have changed your name or if any of your documents show a name which is different from this application, then you must present certified documentary evidence of the change.

**Supporting Documentation**

You may provide any document listed below.

**Document Attachments**

[Upload a new file ...](#)

## Representative / Agent details

Choose 'No' if your application is not submitted by an agent or overseas representative. You are required to indicate the referrer's name and complete the Student Referral Form which you can download [here](#).

**Requirement 10 - Representative/Agent**

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Do you have an overseas representative/agent? \*

**Further Requirement 1 - Current Student or Alumni**

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Have you been recommended by a current student or alumni under the JCU Singapore's Referral Scheme? \*

**Further Requirement 1 - Referred By** **NOTE: You need to provide at least 1 answer before you can submit your application.**

Referred By \*

**Supporting Documentation**

You may provide any document listed below.

**Student Referral Form**

[Click for Student Referral Form](#)

**Document Attachments**

[Upload a new file ...](#)

Choose 'Yes' if you have an overseas representative or agent. You are required to complete the agent/overseas representative details. For JCU Singapore Registered agent, please attach the completed Declaration by Agent and Student form which you can download [here](#).

### Requirement 10 - Representative/Agent

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Do you have an overseas representative/agent? \*

#### Further Requirement 1 - Agent/Overseas Representative Details

Click '[HERE](#)' to view JCUS's approved agents list.

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Agency Name \*

Name of Councillor \*

Agent Email \*

Agent Contact Number \*

#### Further Requirement 2 - JCU Singapore Registered Agent

**NOTE: You need to provide at least 1 answer before you can submit your application.**

Are you a JCU Singapore registered agent submitting this application on behalf of a student?

#### Further Requirement 1 - Attach Authorisation Form

##### Supporting Documentation

You may provide any document listed below.

##### Document Attachments

[Upload a new file ...](#)

## Summary page

The summary page will show the information of your online application as you have entered. Please check through the information and tick the box to agree to the application conditions and applicant declaration. Click 'Confirm the application' at the bottom of the page to complete the online application.

These are the details for your application.

Please review this information and read the Conditions of Application And Applicant Declaration displayed below.

Once you are happy that your application information is correct, use the 'Confirm the Application' button at the bottom of the page to indicate your confirmation that this information is correct and indicate that you agree to abide by the Conditions of Application And Applicant Declaration which are displayed below.

### Applicant Submission Declaration

☒ I agree to the Application Conditions and Applicant Declaration

[Application Conditions and Applicant Declaration](#)

Once you have successfully completed the online application, you will see the following window. You can proceed to log out to end the session.

Your application has been submitted.

If you are sending supporting documentation you will need to attach a cover sheet. The cover sheet is available from the 'I Want To...' links at the bottom of the page.

You can select an action to perform from the 'I Want To...' links at the bottom of the page, or you can close this window if you are finished.

You can log in at any time to review your application.

You should be receiving an email confirmation of your application summary with instructions to make the application fee payment. Please proceed with the application fee payment in order for your application to be processed.

Your application has been submitted successfully.

#### Physical Submission Information

#### NOTE

Thank you for your application to study at James Cook University Singapore.

The Application fees are:

Non Singaporean Students: S\$250.00 (incl. GST)

Singaporean Students / Permanent Residents: S\$200.00 (incl. GST)

Bank account details for Electronic Fund Transfer

Account Name: James Cook Australia Institute of Higher Learning Pte Ltd

Bank Name: DBS Bank

Bank Account No.: 032-900070-8 (Singapore Dollar account)

Bank Address: DBS Buona Vista Branch, Block 43 Holland Drive #01-53/59, Singapore 270043

SWIFT Code: DBSSSGSG

Type of Account: Current Account (only for ATM or online Transfer)

Credit Card – please fill up a payment authorisation form and send it directly to the Finance department at [finance-singapore@jcu.edu.au](mailto:finance-singapore@jcu.edu.au)

You can obtain the payment authorisation form from <http://bit.ly/paymentauthorisation>

Please make application fee within 5 working days of submitting your online application.

Please direct future enquiries regarding your application to the Admissions Office at [admissions-singapore@jcu.edu.au](mailto:admissions-singapore@jcu.edu.au)

To log back into your Application go to '[eStudent](#)'

Below is the information that we have recorded for you and your application:

#### Personal Details

## Checking your Application Status

### eStudent Log In

You can track your status by logging into [eStudent](#) using your user name and password which has been emailed to you at the time of registration.

## Welcome to eStudent!

Please select a menu from the above tabs.

### In eStudent you can:

- **Apply for a postgraduate or research course**
- **Apply for an undergraduate course** - International and Singapore students only
- **Apply for a postgraduate or research course transfer**
- **Manage your personal details** - maintain your address, contact details (including emergency contact), citizenship and disability information
- **Apply for scholarships (Australian campuses, conditions apply)**

### Need Help?

- Check out our easy-to-use [Online Help](#), links are also available on each page of eStudent
- [AskUs](#) - your questions answered 24/7
- [Student help videos](#)

### Not having any luck with online help?

Contact:

[Student Centre - Cairns or Townsville](#)  
[JCU Singapore](#)

CRICOS Provider Code: 00117J

## Course Application Summary

**Note: Domestic applicants cannot apply online for undergraduate degrees. Click [HERE](#) for further information.**

Below is a list of your submitted course applications.

If the status of "Unassessed" is displayed and the "Incomplete Student Application" is No, your application is under review and you will receive an outcome from JCU soon.

If the status of "Unassessed" is displayed and the Incomplete Student Application is Yes, this means you have not submitted your application for assessment. To submit the application for assessment, select the **View** button beside the relevant application and complete any outstanding requirements.

If you wish to withdraw your application, select the **View** button beside the relevant application and click the Withdraw link which will display at the bottom of the next page.

### Details of Course Applications

	Date of Application	Course Code	Title	Availability Year	Location	Liability Category	Study Period	Load Category	Attendance Mode	Application Status	Incomplete Student Application	Pref No
<a href="#">View</a> <a href="#">Upload Supporting Documentation</a>	19/05/2016	10110	Bachelor of Arts	2016	Singapore	Int Offshore Partner	Study Period 52	Full Time	Internal	Unassessed	Yes	

[Create New Application](#)

[Change Preferences](#)

## Mobile App

Otherwise, you can also download our **JCU Singapore App** via iOS App Store or Android Google Play on your mobile to check on your application status. To log in, you will need your personal email address and 8-digit Student ID emailed to you at the time of registration.

