

# APPLICATION FOR ADVANCED STANDING

NOTE:

- Applications should be submitted with your signed Offer Letter to allow for processing.
- For existing students, please contact Admissions, Enrolments & Examinations Office: [enrolments-singapore@jcu.edu.au](mailto:enrolments-singapore@jcu.edu.au)

## 1. PERSONAL DETAILS

Student number (8 digit number)  Nationality:

Title: Dr  Mr.  Mrs.  Ms  Miss  Date of birth(dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Family name: \_\_\_\_\_ Given name: \_\_\_\_\_

Email address: \_\_\_\_\_  
\*Once you are admitted into a JCU course, communication will be sent to your JCU email account

Mobile phone: \_\_\_\_\_ Home phone 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, result awarded and description of subjects as found in the institution handbook.

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: \_\_\_\_\_

Duration of studies (full time or equivalent):  1 year  2 years  3 years  Others, please specify: \_\_\_\_\_

## 3. DECLARATION

### Declaration

I declare that the information provided is true and accurate to the best of my knowledge and that I have not willfully suppressed any information. I understand that information contained in this form is collected for enrolment and administrative purposes, and that some information may be released for administrative purposes. Personal information will not be passed onto any other external bodies without prior authorisation unless a valid legal request has been made.

Student Signature: \_\_\_\_\_ Date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

## 4. 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 or 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.

**Please turn over to complete your subject details.**

**4. SUBJECT DETAILS (CONTINUED)**

STUDENT TO COMPLETE:		OFFICE USE ONLY:									
Subjects undertaken at another institution	JCU subject code for which advanced standing is requested	Outcome G (Granted) N (Not granted)	Not granted reason (codes listed below)	Type of Advanced Standing granted						APPROVING/ASSESSING OFFICER ONLY Indicate option/elective line that this credit is to be applied to (if required)	
				Exempt JCU subject code with credit points (e.g. BU1010:03)	General: Number of credit points reduced from the course per year level						
					Level 1	Level 2	Level 3	Level 4	Level 5		Level 6
1.											
2.											
3.											
4.											
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15.											
16.											
		<b>TOTALS:</b>									

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

**COMMENTS:**

**APPROVALS:**  
 SIGNATURE OF HEAD OF ACADEMIC GROUP / DIRECTOR OF PROFESSIONAL PROGRAMS / ACADEMIC MANAGER / ACADEMIC ADVISOR \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: / /  
 SIGNATURE OF DIRECTOR ADMISSIONS, ACADEMIC SERVICES AND PROGRESSIONS \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: / /

**ACKNOWLEDGEMENT OF ADVANCED STANDING APPROVED**

STUDENT SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_

**5. RETURN DETAILS**

**STUDENT AFFAIRS DEPARTMENT**  
 James Cook University Singapore  
 Block C, Student Hub  
 Tel: +65 6709 3688  
 Email: studentaffairs-singapore@jcu.edu.au