

# APPLICATION FOR ADMISSION

## Domestic (coursework) graduate applicants

### Important information:

**Note 1.** For information about the courses, entry requirements, credit transfer and Recognition of Prior Learning (RPL) policy, please refer to the Student Handbook [www.nantien.edu.au](http://www.nantien.edu.au)

**Note 2.** Personal details of education and other evidence in support of your application must be appended in the attachment as requested.

**Note 3.** Nan Tien Institute accepts scanned documents submitted online in support of applications for admission to courses of study. All supporting documents must be true and complete records. You should be prepared to provide original documents or original certified copies of supporting documents upon request at any time.

**Note 4.** You must read and sign the declaration on this form.

Please print clearly and complete all the sections on this form. Go through the checklist to ensure that you have included the necessary documents. We cannot consider your application if it is incomplete.

### How to apply

1. Find a course you can study at [www.nantien.edu.au](http://www.nantien.edu.au)
2. Lodge an online application or send a hardcopy application to the Student Service Office
3. When the Student Service Office has received your application, we will send you a confirmation email.

### How to accept an offer and enroll

1. If your application is successful, the Student Service Office will send you an unconditional offer email. We will also post a hardcopy offer to your mailing address. Enrolment and payment instruction will be sent with the offer letter.
2. Please carefully check the offer letter, sign and return the Offer Acceptance Form to the Student Service Office.
3. If you receive a conditional offer email you will need to provide further information to meet the entry requirement.

**Please note:** It is the responsibility of the student to maintain continuity of enrolment in each semester, or seek approval for a Leave of Absence from the Head of Program.

## How to defer an offer

Deferring is when you have received an offer of a place at NTI, but you want to put it on hold and commence your course later. Please contact the Student Service Office at (02) 4272 0648 if you wish to defer your place arrange a customised study plan.

## Scholarship and FEE-HELP

Nan Tien Institute offers a limited number of merit-based scholarships to outstanding domestic students undertaking postgraduate coursework. Eligible Australian students can defer tuition fee payment via FEE-HELP, which is an interest free government loan. For more information, please refer to <http://www.nantien.edu.au/australian-domestic-students>

## Privacy statement

Nan Tien Institute will only use personal information collected from you, or about you, for internal administrative purposes. It will not be provided to any other parties other than in accordance with legislative requirements, or in circumstances where you have given explicit permission for the information to be transmitted.

## Send your application to

Nan Tien Institute

PO BOX 1336,

Unanderra NSW 2526

P: +61 (2) 4272 0648

F: +61 (2) 4271 7862

E: [enquiry@nantien.edu.au](mailto:enquiry@nantien.edu.au)

W: [www.nantien.edu.au](http://www.nantien.edu.au)

All email enquiries including future student, current student and general enquiries should be directed to [enquiry@nantien.edu.au](mailto:enquiry@nantien.edu.au)

### Disclaimer

Nan Tien Institute has used its best endeavors to ensure that material contained in this form is correct at the time of printing. The Institute gives no warranty and accepts no responsibility for the accuracy or completeness of information and the Institute reserves the right to make changes without notice at any time in its absolute discretion.

Provider CRICOS Number: 03233C

ABN: 80 139 338 819

## PART A: Applicant information

Title (Dr/ Mr/ Ms/ etc.) .....		Gender (Male/Female).....	
Name .....			
Given name/s		Middle name	Surname
Former Name (if applicable)* .....			
Given name/s		Middle name	Surname
*if your name has changed or differs from any of your supporting documentation, you must provide legal evidence of your official change of name, such as a Marriage Certificate or a Change of Name Certificate.			
Date of Birth ..... <sup>DD</sup> ...../ <sup>MM</sup> ...../ <sup>YYYY</sup> ..... (DD/MM/YYYY)		Place & Country of Birth .....	
Please state your citizenship			
<input type="checkbox"/> Australian citizen		<input type="checkbox"/> Australian Permanent Resident	
<input type="checkbox"/> New Zealand citizen		<input type="checkbox"/> Aboriginal/Torres Strait Islander	
<input type="checkbox"/> None of the above			
If none of the above you are considered to be an International Student. International student can download the application form at <a href="http://www.nantien.edu.au/content/forms">http://www.nantien.edu.au/content/forms</a>			
Applicants who enroll at Nan Tien Institute are required to provide proof of citizenship. Australian citizens will need to provide details of either an Australian birth certificate, passport or certificate of citizenship. Australian permanent residents will require their visa details and New Zealand citizens will require their New Zealand passport.			
Residence Address		Mailing Address (If different)	
.....		.....	
.....		.....	
State	Post Code	State	Post Code
.....		.....	
Home phone *		Work phone *	
Mobile		Facsimile	
Email .....			

\*Please include area code to phone number provided

## PART B: Course details Please tick the appropriate box

### **Section B1 Semester and year you are applying for:**

<input type="checkbox"/>	072349G	Graduate Certificate in Applied Buddhist Studies
<input type="checkbox"/>	072350D	Graduate Diploma of Applied Buddhist Studies
<input type="checkbox"/>	072351C	Master of Arts (Applied Buddhist Studies)
<input type="checkbox"/>	082517C	Graduate Certificate in Health and Social Wellbeing
<input type="checkbox"/>	082516D	Graduate Diploma of Health and Social Wellbeing
<input type="checkbox"/>	082515E	Master of Arts (Health and Social Wellbeing)

Please note: You can apply for more than one award program. However, concurrent enrollment in two programs is exceptional and must be approved by the Dean. Your enrolment per semester should not exceed 24 credit points, unless you have written approval from the Dean in advance.

<b>Semester and year you are applying for:</b>		<b>Mode of Study</b>	
<input type="checkbox"/> Autumn semester (Feb/March)		<input type="checkbox"/> Full-time	
<input type="checkbox"/> Spring semester (July)	Year.....	<input type="checkbox"/> Part-time	

### **Section B2 Advanced standing**

If you would like to be considered for advanced standing (credit or exemption), please submit an advanced standing (credit or exemption) application form. This form is available to download at

<http://www.nantien.edu.au/content/forms>

## PART C: Academic qualification

### **Section C1 Previous tertiary studies**

An **original or certified copy** of your academic transcript from your institution needs to be attached. An approved translated copy of the academic transcript is required if the original document is not in English.

If your transcript does not state you have successfully completed your degree, you must provide an original or certified copy of an official letter from your institution confirming completion.

Most recent or current qualification listed first.

Name of degree/award	University/Institution	Country	Date commenced (DD/MM/YY)	Date of completion (DD/MM/YY)

If you are still studying in a University/ Institution, please advise when you will qualify/complete the course.

Date: ...../..... (MM/YYYY)

### **Section C2 Previous employment history**

Please summarize your relevant employment history over the last five years or attach your curriculum vitae/resume. You must complete this section if professional training or relevant working experience is the basis for an application for admission.

Employer	Position	Duration	Major duties

### **Section C3 English language proficiency**

All students are required to demonstrate a minimum level of proficiency in English language either through their previous studies or through a test of English language proficiency to qualify for admission. Australian residents whose qualifications presented as the basis for admissions were not studied in English may be required to provide evidence of English proficiency with their Application form.

## PART D How did you find out about the course?

We would be grateful if you can complete this session and let us know how you found out about the course.

- I am a current or previous student of Nan Tien Institute
- Meditation retreat or other events/classes of Nan Tien Temple
- Nan Tien Institute website
- e-Newsletter
- Advertisement on newspaper/TV/Radio
- Family/Friend
- Others, please specify: .....

## PART E Declaration and signature

I understand that:

- Giving false or misleading information is a serious offence.
- Nan Tien Institute reserves the right to alter or cancel any decision it makes if the information provided is false or incorrect.
- The Institute may access the official records from the educational institution that I have previously attended. Any document submitted or obtained by the Institute will be retained and remain with the Institute.
- My educational and living expenses while studying at the Institute will be my responsibility.
- I understand and agree to comply with the rules on admission and enrolment of the Institute.
- I have read and accept the terms of the fees, charges and refund policy of the Institute
- I declare that the information given in this application is true and correct.

Student's Signature: .....

Date: ..... / ..... / .....(DD/MM/YYYY)

## PART F Checklist

Please provide **original or certified copies** of the following documents

- Completed and signed application form
- Citizenship proof/Permanent Residency Document/ A copy of the personal details page of your passport
- Academic transcripts
- English language qualifications (If applicable)
- CV or resume (If applicable)
- Professional qualifications (If applicable)
- Application for advanced standing/exemption form (if applicable)
- Application for domestic student scholarship or FEE-HELP (if applicable)
- Any medical disabilities or special needs
- A certified official translation of any document not in English