



• APPLICATION FOR ADMISSION TO AN UNDERGRADUATE PROGRAMME

This form is also available on the USP website: www.usp.ac.fj/forms

APPLICATION CHECKLIST

<p>You need to attach the documents listed in the checklist with your application, if you are applying:</p> <ul style="list-style-type: none"> • for the first time • from another campus • to resume studies after a break of 2 or more years • to take up the offer given to you last semester or in the last year 	<p>You need to submit only the completed application form, if you are applying:</p> <ul style="list-style-type: none"> • to resume studies after a break of less than 2 years • for readmission after a period of academic suspension • for a new programme after completing another USP programme
---	--

Please ensure that you have all the requirements stated in this checklist before submitting this form.

- Your application will be deemed incomplete if all the necessary documents are not submitted.
- Photocopied (non-original) documents must be certified by a Justice of the Peace or Commissioner for Oaths.
- Do not submit photocopies of a certified copy.

Please tick the check box to indicate the documents that you have submitted with your application.

- 2 recent certified colour passport photographs (taken within 6 months of the date of application), against a plain white background.
- Photos must be labelled with your name and date of birth. Place it in an envelope and staple it onto the application form.
- Certified copy of your Birth Certificate (only if you do not have a USP Student ID)
- Certified copy of your Marriage Certificate or Deed Poll (only if your last name has changed since you were last registered at USP)
- Certified copies of all award certificates and full academic transcripts (Displaying your Grade Point Average (GPA))
- Letters from current and/ or former employer which should state the nature and duration of employment and to include a detailed curriculum vitae.
- Other documents (please specify) _____

Attach 2 recent passport-size photographs, It must be certified to be a true likeness of you.

SECTION A: PERSONAL DETAILS

Semester:	Year:
-----------	-------

Title:	Full Name:
--------	------------

(As it appears on your Birth Certificate)

USP ID Number: <i>(If you were previously granted admission)</i>	Campus:	Exam Site: <i>(Where you are going to sit your exams)</i>
Date of Birth: DD / MM / YYYY <i>(certified copy of birth certificate must be attached)</i>	Citizenship:	

Sex : Female Male Marital Status: Married Single

Please provide a postal address for correspondence. If your mailing address is a residential address outside the Suva City and Lautoka City areas, you will collect your mail from a Post Office or Postal Agency near you.

Postal Address:	Vacation Address:

Telephone:	Email:
------------	--------

Emergency Contact:

Provide details of a person who can be contacted in case of an emergency.

Name:	Indicate the relationship of the person you have given:
Home Address:	
	<input type="checkbox"/> Parent <input type="checkbox"/> Other Family Member <input type="checkbox"/> Spouse <input type="checkbox"/> Non Family Member
	Telephone:
	Email:

SECTION B: PROGRAMME AND MAJORS/MINORS

Programme you wish to apply for (e.g. BA, BCom, LLB, BAgr, BSc, Diploma, Certificate, Foundation, Preliminary)

Majors/Minors: You only fill these sections if you are applying for a BA, BCom, LLB, BEd, or BSc Programme. You may apply for Double majors or a Single major and a minor. (e.g. Computing Science, History, Accounting etc.)

Please fill in all 3 choices as 2nd or 3rd choices may be considered if places are not available or if you do not qualify for the programme of your 1st choice.

	Programme	Major(s)	Minor
1st Choice			
2nd Choice			
3rd Choice			

SECTION C: EDUCATIONAL BACKGROUND

Please attach original or certified copies of results and qualification certificates, and insert individual marks for Form 6 and Form 7 in the space provided. Students sitting the Fiji School Leaving Certificate Examination, the Fiji Seventh Form Examination or the SPBEA Form 6 and Form 7 Examinations in the current year must include their Index or Student Number.

Form 6: (or equivalent)

School: _____

Year: _____ Index Number: _____

Subjects	Marks
Total:	

Form 7: (or equivalent)

School: _____

Year: _____ Index Number: _____

Subjects	Marks
Total:	

Other Qualifications: (Please attach certified copies of results and certificates of qualifications indicated below)

1. Qualification		Year	
2. Qualification		Year	

If you are awaiting graduation or completion from another institution, please submit a certified copy of your completion letter from that institution.

SECTION D: WORK EXPERIENCE

Work Experience: (If you do not have a formal qualification please attach a recent CV and reference(s) detailing your work experience and duration of employment).

1. Position/ Employer		Period	
2. Position/ Employer		Period	
3. Position/ Employer		Period	

SECTION E: CREDIT TRANSFER FOR PREVIOUS STUDY

Credit Transfer is a process for enabling students to have their learning experiences (typically whole courses) from another faculty or higher education institution recognised as equivalent in content and, particularly, learning outcomes to those within USP’s educational offerings.

Applications for Credit Transfer shall be processed at Student Administrative Services, but Schools and Departments shall provide assistance at the request of Student Administrative Services to determine particular Applications.

Students applying for Credit Transfer need to complete the **Application for Credit Transfer (SAS 3.34.05)** form and provide all information for courses passed elsewhere, such as:

- a) A certified copy of the original grade report or transcript from the institution at which the course(s) was undertaken.
- b) Course outline with readings, assessment and other critical information.

Note: For more information refer to the USP Handbook & Calendar under Credit Transfer Regulations on approved institution arrangements with other institutions.

SECTION F: APPLICANTS WITH DISABILITY

The University of the South Pacific supports equal opportunities for those who wish to study at USP and will put in place the necessary support structures that will ensure the successful transition of students during their studies. To ensure that the needs of students with disabilities are adequately met, the University would like to actively encourage applicants to indicate any disability they may have and the type of support they may require at the University. Supporting documents should be attached with this form and should describe the disability and it’s impact on the applicant. Any disclosure on disability will be used solely for the University’s administrative purposes and will be treated with confidentiality.

.....

.....

.....

SECTION G: MARKETING SURVEY

How did you find out about USP programmes and courses? Please tick the appropriate box(es) below:

- | | | |
|--|---|--|
| <input type="checkbox"/> TV Advertisement | <input type="checkbox"/> USP Open Day Brochures | <input type="checkbox"/> USP High School Outreach Program |
| <input type="checkbox"/> Newspaper Advertisement | <input type="checkbox"/> USP Faculty Brochures | <input type="checkbox"/> Social Media (Facebook, Twitter, etc) |
| <input type="checkbox"/> Magazine Advertisement | <input type="checkbox"/> USP Websites | <input type="checkbox"/> Family member or Friends |
| <input type="checkbox"/> Others (e.g. Careers Expo, Roadshow, Fiji Showcase, etc...) | | |

SECTION H: DECLARATION

I acknowledge that the University reserves the right to deny me admission to a programme or cancel my registration in any course(s) if the information given is incorrect or incomplete or if there is insufficient resources available at the University for me to successfully complete the programme which I have applied for.

Applicant’s signature: _____ Date: _____
 DD / MM / YYYY

(Your Application will be deemed incomplete if you do not sign this form)

FOR OFFICIAL USE

1. Application vetted: COMPLETE INCOMPLETE HOLD PENDING RESULTS

Comments:

Vetted by: Date: DD / MM / YYYY

2. Applicant's Details entered in Banner and forwarded for assessment:

Entered by: Date : DD / MM / YYYY

3. Decision: APPROVED NOT APPROVED

Programme: Major(s): Minor(s):

Notes by authorising officer on decision taken:

Authorising Officer: Date: DD / MM / YYYY

4. Approved Credit Transfer:

Institution:

Programme: Year:

Authorising Officer: Date: DD / MM / YYYY

5. Banner Update: Marketing Survey Approved Credit Transfers Decision on Programme/ Major(s)/ Minor

Updated by : Date: DD / MM / YYYY

CLOSING DATES

The deadlines for the receipt of applications by the University at its Campuses are:

For Semester I: 31 December

For Semester II: 30 June

For more information please visit the USP website: www.usp.ac.fj/admissions

WHERE TO SEND YOUR COMPLETED APPLICATION FORM

If you are applying to study at Laucala Campus please send your application to:

**Admissions
Student Administrative Services
The University of the South Pacific
Laucala Campus
Private Mail Bag
Suva, FIJI**

If you are applying to study at a Campus other than Laucala, please send your application to your nearest USP campus.