

• APPLICATION FOR ADMISSION TO A POSTGRADUATE PROGRAMME

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

APPLICATION CHECKLIST

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))
- Statement of Research Intent or Draft thesis proposal (for research thesis students only)
- Full 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

Title: Full Name:

(As it appears on your Birth Certificate)

USP ID Number: Campus: Exam Site:

(If you were previously granted admission)

(Where you are going to sit your exams)

Date of Birth: DD / MM / YYYY Citizenship:

(certified copy of birth certificate must be attached)

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 or Lautoka City areas, you will need to 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:
.....	<input type="checkbox"/> Parent <input type="checkbox"/> Other Family Member
Home Address:	<input type="checkbox"/> Spouse <input type="checkbox"/> Non Family Member
.....	Telephone:
.....
.....	Email:
.....

SECTION B: PROGRAMME OF STUDY

At postgraduate level, USP offers graduate certificates, postgraduate certificates and postgraduate diplomas in a range of disciplines. Graduate certificates are offered to students whose first degree is in a different discipline (whereas postgraduate certificates and postgraduate diplomas are in the same discipline as the first degree). In most instances, these can lead to Master's degree programmes, and subsequently to a Doctor of Philosophy (PhD) degree.

Programme:

Major Field(s) of study:

i. Which study mode do you wish to study in?

- Coursework only Thesis only Supervised Research Project
(i.e. Coursework and Mini Thesis)

ii. How will you be studying this course:

- Online Face to Face (Laucala and Emalus Only)
 Full Time Part time

iii. Which campus do you wish to enroll in for this programme?

iv. Please tick the Faculty that offers the programme you are applying for at USP:

- Faculty of Arts, Law & Education (FALE) Faculty of Business & Economics (FBE) Faculty of Science Technology & Environment (FSTE) Pacific Centre for Environment & Sustainable Development (PaCE-SD)

v. Proposed Thesis or Supervised Research Project topic if applicable:

vi. Statement of Research Intent (Approx. 2000 words) for applicants for the Master's (thesis) and PhD. Contact your Faculty Postgraduate Research Office or School for a Guideline. Faculty contacts at <http://research.usp.ac.fj/index.php?id=194>.

In the statement, applicants should indicate the following:

- a. Introduction c. Objectives e. Implications g. Timeframe
b. Background d. Research Methodology f. Logistics h. Bibliography

SECTION C: DETAILS OF ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Please attach certified copies of results and certificates of qualifications indicated below:

1. Institution		Year:	
Qualification	Major Area of study:	GPA: (if applicable)	
2. Institution		Year:	
Qualification	Major Area of study:	GPA: (if applicable)	
3. Institution		Year:	
Qualification	Major Area of study:	GPA: (if applicable)	

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

PhD applicants: State your thesis topic and brief summary of your research, if your Master's programme was undertaken by research.

SECTION D: WORK EXPERIENCE

Work Experience: (Please attach a recent CV, Certificates of Experience and reference(s) detailing your work experience and duration of employment. Attach additional sheets in the same format if necessary).

1. Position/ Employer:	Period
2. Position/ Employer:	Period
3. Position/ Employer:	Period
4. 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 available online at www.usp.ac.fj/forms and provide all information for courses passed elsewhere, such as:

- A certified copy of the original grade report or transcript from the institution at which the course(s) was undertaken.
- 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 its 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: ____/____/____

(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: PhD Master PGDiploma PGCertificate/ Grad.Certificate Unclassified Studies/Postgrad.

Mode of Study: Full time Part time

Mode of Delivery: Face to Face Online Blended

Approved Courses (for PGCert/ GradCert/ PGDip/ Unclassified Postg. applicants):

Approved Thesis Topic:

Approved Supervisor(s):

Notes by authorising officer on decision taken:

Signature:

(Chair - Relevant Faculty Committee)

Date: DD / MM / YYYY

5. Banner Update: Marketing Survey Decision on Programme

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

Send your application to the faculty that is offering the programme you wish to pursue.

Faculty Postgraduate and Research Office
Faculty of Arts, Law & Education
The University of the South Pacific
Laucala Campus, Private Mail Bag
Suva, FIJI

Faculty Postgraduate and Research Office
Faculty of Science, Technology & Environment
The University of the South Pacific
Laucala Campus, Private Mail Bag
Suva, FIJI

Faculty Postgraduate and Research Office
Faculty of Business & Economics
The University of the South Pacific
Laucala Campus, Private Mail Bag
Suva, FIJI

Faculty Postgraduate and Research Office
Pacific Centre for Environment and Sustainable Development (PaCE-SD)
The University of the South Pacific
Laucala Campus, Private Mail Bag
Suva, FIJI