APPLICATION FOR ADMISSION
TO AN UNDERGRADUATE PROGRAMME

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

SECTION A: PERSONAL DETAILS

[Name as it appears on your Birth Certificate or After Marriage]

Sex:                  Female            Male
Marital Status:    Married   Single

Postal Address:                  Vacation Address:

City:                      Country:               City:                      Country:

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:                          

City:                      Country:               Telephone & Mobile:

Email:
SECTION B: CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING

Persons may apply for credit towards courses in their programme if they have already met the learning/competency outcomes through previous learning by demonstrating that they have already completed learning that is:

1. part of an accredited qualification e.g. completion of a programme and or course(s) offered by another institution then complete the Application for Credit Transfer Form (SAS3.34.05) available online at www.usp.ac.fj/forms accompanied by:
   a. A certified copy of the original grade report or transcript from the institution at which the programme and course(s) was undertaken.
   b. Course outline with readings, assessment and other critical information.
   Note: Applications for Credit Transfer shall be processed at Student Administrative Services, but Schools and Departments shall provide assistance to determine eligibility.

2. part of a structured programme that is not part of an accredited qualification e.g. professional development courses offered by an employer

3. not part of a structured programme but acquired through work or life experience, e.g. skills acquired through work or volunteering.
   Note: If your previous learning falls under Categories 2 & 3 above then you are eligible to:
   a. apply for Recognition of Prior Learning (RPL) for Pacific TAFE courses on the Application for Recognition of Prior Learning Form available at www.usp.ac.fj/forms accompanied by prior learning evidence(s) based on your professional interest.
   Applications will only be accepted 3 weeks prior to the commencement of the semester.
   b. exit with a Statement of Attainment award for Pacific TAFE course(s) applicable to your professional interest from relevant qualification provided that you meet the admission requirement and prerequisites.

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

SECTION C: PROGRAMME AND MAJORS/MINORS

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

Majors/Minors: Persons are required to complete this section if they are applying for a Bachelor’s Programme and may apply for a:
1. Double Major (Fill-in Major 1 and Major 2 columns) OR
2. Single Major (Fill-in Major 1 column) and a Minor (Fill-in the Minor column)
   e.g. Computing Science, History, Accounting, etc. are some of the disciplines offered as Majors and Minors.
   (For more information on this, please visit the USP Handbook & Calendar site on the USP Website)

Please fill-in all 3 choices. If you do not qualify for the programme of your 1st choice, you will be assessed for your 2nd or 3rd choice.

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<th>Programme</th>
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<th>Major 2</th>
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Have you applied for a scholarship for studies at USP for the semester in question? ☐ Yes ☐ No

If YES, state Scholarship Name & Programme of Study: ........................................................................................................................................

SECTION D: EDUCATIONAL BACKGROUND

Please attach original or certified copies of results and qualification certificates, and insert individual marks for Form 6/Year 12 and Form 7/Year 13 in the space provided. Students sitting the: Form 6/Year 12 Certificate Examination or Equivalent and Form 7/Y13 Certificate Examination or Equivalent in the current year must include their ID Number (FEMIS No., Exam ID No., etc).

**Form 6/ Year 12:** (or equivalent)

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**Form 7/ Year 13:** (or equivalent)

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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 E: 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).

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SECTION F: APPLICANTS WITH DISABILITY

The University of the South Pacific supports equal opportunities for those who wish to study at USP and has the necessary support structures for students with disabilities, the University actively encourages applicants to indicate any disability they may have and the type of support they may require at the University. Supporting documents describing the disability and its impact on the applicant should be attached with this form and such disclosures will be treated with confidentiality and used solely for the University’s administrative purposes.

SECTION G: DECLARATION

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

- authorise the University to obtain further relevant information/documentation from relevant parties to verify and or support my application submitted herewith for assessment purposes
- understand that any documentation I submit becomes the property of the University and will not be returned to me
- acknowledge that due to the confidential nature of this application, the University cannot disclose information to any third party without my written consent.

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

   ADMISSION PROCESSING CODE: _________________________

   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:

   - 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 and or Centres

can be accessed through http://www.usp.ac.fj/index.php?id=4035

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.