



# APPLICATION FOR ADMISSION TO AN UNDERGRADUATE PROGRAMME

This form is also available on the USP website: [www.usp.ac.fj/forms](http://www.usp.ac.fj/forms)

## APPLICATION CHECKLIST

Persons are required to complete the application form and attach the documents listed in the checklist with the application, if applying:

- for the first time.

Persons are required to submit the completed application form only, if applying:

- for a new programme since completing another USP programme
- to resume studies after a break of 3 years cumulative and upon resumption will follow the current programme requirements.

Please must ensure that all the requirements stated in the checklist are adhered to before submitting the form.

← 4.5cm →

- Applications 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 have been submitted with the application

- 2 recent certified colour passport photographs (taken within 6 months of the date of application), against a plain white background and the size must be 4.5cm x 5.5cm in dimension.
- 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 Passport Biodata page
- 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 full face passport-size colour photographs, against a plain white background, measuring 3.5cm x 4.5cm

It must be certified to be a true likeness of you.

5.5cm

## SECTION A: PERSONAL DETAILS

Year:	Semester:	USP ID Number: <i>(If you were previously granted admission)</i>
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Title:	Full Name: <i>(Your Name as it appears on your Birth Certificate or After Marriage)</i>
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Date of Birth: <i>(A Certified copy of Birth Certificate must be attached, if required)</i>	Citizenship:	Campus:
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Birth Registration Number: <i>(If Applicable)</i>	Passport Number: <i>(for International and regional student(s) only)</i>	Exam Site: <i>(Where you are going to sit your exams)</i>
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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.

Indicate the relationship of the person you have given:

Name:	<input type="checkbox"/> Parent	<input type="checkbox"/> Other Family Member
Home Address:	<input type="checkbox"/> Spouse	<input type="checkbox"/> Non Family Member
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:

- 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](http://www.usp.ac.fj/forms) accompanied by:
  - A certified copy of the original grade report or transcript from the institution at which the programme and course(s) was undertaken.
  - 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.
- part of a structured programme that is not part of an accredited qualification e.g. professional development courses offered by an employer
- 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:

  - 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](http://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.
  - 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, BAg, 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.

	Programme	Major 1	Major 2	Minor
1st Choice				
2nd Choice				
3rd Choice				

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)

School: \_\_\_\_\_

Year: \_\_\_\_\_ ID Number: \_\_\_\_\_  
(FEMIS No., Exam ID No., etc)

Subjects	Marks
English	
Total:	

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

School: \_\_\_\_\_

Year: \_\_\_\_\_ ID Number: \_\_\_\_\_  
(FEMIS No., Exam ID No., etc)

Subjects	Marks
English	
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 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).*

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

### 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.

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### 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: \_\_\_\_\_ or \_\_\_\_\_ 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**

or Email applications and attachments to: ***admissions@usp.ac.fj***

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