

Applying to study
www.uws.edu.au/applyingtostudy

Current Students homepage
www.uws.edu.au/students

Handbook
(course and unit search)
www.uws.edu.au/handbook

Scholarships
www.uws.edu.au/scholarships

Closing dates
www.uws.edu.au/closingdates

Certifying documents
www.uws.edu.au/certifyingdocuments

Student forms
www.uws.edu.au/forms

Student brochures and guides
www.uws.edu.au/studentbrochures

Getting help
www.uws.edu.au/gettinghelp

UWS on Facebook
www.uws.edu.au/facebook

Contact us
(Course Information Line)
1300 897 669

University of Western Sydney
Locked Bag 1797
Penrith NSW 2751 Australia
www.uws.edu.au

Course Information Line
1300 897 669
study@uws.edu.au



Information for Postgraduate applicants

How do I lodge an application to study at UWS?

Applications are lodged online via the Universities Admissions Centre (UAC). Go to www.uac.edu.au and follow the links to the Postgraduate site.¹

What information do I need to provide?

You must give details of all studies you have undertaken at high school, TAFE / VET or university etc. You must list all attempts at these studies. This includes complete, incomplete, successful and unsuccessful study attempts.

Do I need to supply any documents with my application?

Some applicants will need to provide supporting documents with their application. You will know if you need to do this when you get to the end of your online application. If you need to provide any documents, you will be asked to print a Document Cover Sheet.

This will detail all of the documents that you need to provide, and the date by which they need to be supplied to UAC. Do not send original documents to UAC as they will not be returned to you. Copies of documents must be correctly verified. Failure to provide the required documents may jeopardise your application.

How do I know if I received an offer?

UAC will notify you by email about the outcome of your application. UAC may also contact you via email if they require further information from you about your application. UWS will also contact you via email

about the status of your application. Remember to check your emails regularly.

I don't have any qualifications, can I still go to uni?

Some of our postgraduate courses accept work experience alone as an entry basis.

Many postgraduate courses require work experience as well as an undergraduate degree to meet the admission criteria for the course. Generally you would need at least five years work experience to be competitive for entry to a course if you do not have any educational qualifications.

Where work experience is required in addition to an undergraduate degree, you generally need at least two years work experience. You need to record details of your work experience on your UAC application and provide a Statement of Service² to verify your employment. Personal references and CV's are not accepted as proof of work experience.

Need more help?

If you have more questions about applying to study at UWS, call our Course Information Line on 1300 897 669 or email study@uws.edu.au.

¹ International applicants, and applicants applying for Honours courses or Research degrees need to apply directly to UWS

² See example of a Statement of Service

Please see the example below of a Statement of Service letter that you may need to include in your application to UAC to verify your employment.

The Statement of Service must follow the guidelines outlined below and include the following information:

- 1 - Be on company letterhead paper
- 2 - State your full name
- 3 - State whether you were employed on a full time or part time basis
- 4 - State the hours per week
- 5 - State the position title
- 6 - State the period of employment in the position
- 7 - Include details of the duties of the position

ACME Australia¹
22 Mary St, Miranda NSW
19 December 2001

Statement of Service

Joe Citizen² was employed full-time² (35 hours per week²) as an Accounts Clerk² from January 1999 to December 2001².

Duties included:
• cash register reconciliation
• preparation of invoices
• filing of transaction documents

Yours faithfully
D. Smith
General Manager