



• APPLICATION FOR ADMISSION TO AN UNDERGRADUATE PROGRAMME

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

APPLICATION CHECKLIST

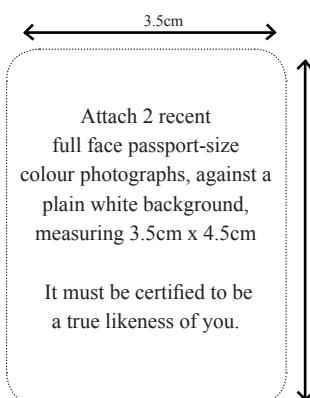
You need to attach the documents listed in the checklist with your application, if you are applying:	You need to submit only the completed application form, if you are applying:
<ul style="list-style-type: none"> • for the first time • from another campus • to resume studies after a break of 2 or more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

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 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 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) _____



SECTION A: PERSONAL DETAILS

Semester: _____ Year: _____

Title: _____

Full Name: _____

(As it appears on your Birth Certificate)

USP ID Number: _____
(If you were previously granted admission)

Campus: _____

Exam Site: _____
(Where you are going to sit your exams)

Date of Birth: DD / MM / YYYY

Citizenship: _____

(A Certified copy of Birth Certificate must be attached, if required)

Sex: Female Male

Marital Status: Married Single

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

Postal Address: _____

Vacation Address: _____

Telephone & Mobile: _____

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:

Parent Other Family Member

Home Address: _____

Spouse Non Family Member

Telephone & Mobile: _____

Email: _____

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 (SAS3.34.05)** 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: STUDENT SURVEY

Which of the following USP campaigns caught your **attention**? Please rate on a scale of 1-5 with 1 being the **least attractive** and 5 being the **most**.

Attractive	Least	Most
Adpost (Flyers in the mailbox)	1	2 3 4 5
Bus Advertisement	1	2 3 4 5
Enrolment Drive at Ivi Triangle (Suva)	1	2 3 4 5
Family Members or Friends (word of mouth)	1	2 3 4 5
Magazine Advertisement	1	2 3 4 5
Newspaper Advertisement	1	2 3 4 5
Radio Advertisement	1	2 3 4 5
Radio Talk Back Show	1	2 3 4 5
Road show (All Towns and City Centers)	1	2 3 4 5
SMS	1	2 3 4 5
Social Media (Facebook, Twitter, Instagram)	1	2 3 4 5
TV Advertisement	1	2 3 4 5
USP High School Visits	1	2 3 4 5
USP Open Day	1	2 3 4 5
USP Website	1	2 3 4 5
Others (Specify)	1	2 3 4 5

Which of the following USP campaigns did you find most **informative**? Please rate on a scale of 1-5 with 1 being the **least informative** and 5 being the **most**.

Informative	Least	Most
Adpost (Flyers in the mailbox)	1	2 3 4 5
Bus Advertisement	1	2 3 4 5
Enrolment Drive at Ivi Triangle (Suva)	1	2 3 4 5
Family Members or Friends (word of mouth)	1	2 3 4 5
Magazine Advertisement	1	2 3 4 5
Newspaper Advertisement	1	2 3 4 5
Radio Advertisement	1	2 3 4 5
Radio Talk Back Show	1	2 3 4 5
Road show (All Towns and City Centers)	1	2 3 4 5
SMS	1	2 3 4 5
Social Media (Facebook, Twitter, Instagram)	1	2 3 4 5
TV Advertisement	1	2 3 4 5
USP High School Visits	1	2 3 4 5
USP Open Day	1	2 3 4 5
USP Website	1	2 3 4 5
Others (Specify)	1	2 3 4 5

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 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

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: 31 May

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.