

## • APPLICATION FOR ADMISSION TO A POSTGRADUATE PROGRAMME

This form is also available on the USP website: [www.usp.ac.fj/forms](http://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 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))
- ☐ Statement of Research Intent or Draft thesis proposal (for research thesis students only)
- ☐ Full detailed curriculum vitae.
- ☐ Other documents (please specify) \_\_\_\_\_

3.5cm
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.
4.5cm

### SECTION A: PERSONAL DETAILS

Semester/ Trimester:		Year:
Title:	Full Name:	
(Your Name as it appears on your Birth Certificate or After Marriage)		
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 (A Certified copy of Birth Certificate must be attached, if required)	Citizenship:	
Sex : <input type="checkbox"/> Female <input type="checkbox"/> Male	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> 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/ 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:	
Home Address:	<input type="checkbox"/> Parent	<input type="checkbox"/> Other Family Member
	<input type="checkbox"/> Spouse	<input type="checkbox"/> Non Family Member
	Telephone/ Mobile:	
	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)
- ☐ 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

b. Background
- c. Objectives

d. Research Methodology
- e. Implications

f. Logistics
- g. Timeframe

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: <i>(if applicable)</i>	
2. Institution		Year:	
Qualification	Major Area of study:	GPA: <i>(if applicable)</i>	
3. Institution		Year:	
Qualification	Major Area of study:	GPA: <i>(if applicable)</i>	

*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](http://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)

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 & Enivronment 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

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](http://www.usp.ac.fj/admissions)

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: ☐ Student Survey ☐ Decision on Programme

Updated by : \_\_\_\_\_

Date:      DD      MM      YYYY