



# ❖ APPLICATION FOR PROVISIONAL ADMISSION

## APPLICATION CHECKLIST

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.

**Please ensure that you have all the requirements stated in this checklist before submitting this form.**

- 2 recent certified colour passport photographs (taken within 6 months of the date of application), against a plain white background. Photos must be labelled with your name and date of birth.
- Certified copy of your Birth Certificate
- Attach a certified copy of Equivalent Mid-Year & National Exam Transcript

**For Official Use Only**

USP Student ID Number:

Complete in BLOCK letters using a black or blue pen.

Year applying for:

## SECTION A: PERSONAL DETAILS

Title:

Full Name:

*(As it appears on your Birth Certificate)*

Date of Birth:

DD / MM / YYYY

*(certified copy of birth certificate must be attached)*

Campus:

Citizenship:

Gender:

☐

Female

☐

Male

*If you are a Fijian Applicant and your mailing 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.*

Contact Details	Non-Vacation Contact Details		Vacation Contact Details	
Postal Address				
Telephone/ Mobile	Ph:	Mob:	Ph:	Mob:
Email				

## Emergency Contact:

Provide details of a person who can be contacted in case of an emergency.

Indicate the relationship between you and the person whose name you have given:

☐ Parent / Guardian ☐ Other Family Member ☐ Non Family Member

Name:

Home Address:

Telephone/Mobile:

Email Address:

## SECTION B: STUDENT WITH DISABILITY

Provide supporting documentation and additional information so that The University of the South Pacific can assist you during your studies.

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 documentation should be attached with this form and should describe the disability and/or health conditions and its implications on the student's study. Any disclosure on disability will be used solely for the University's administrative purposes and will be treated with confidentiality.

## SECTION C: EDUCATIONAL BACKGROUND

Form/ Year:

Index Number:

Name of School:

- Enter the name of the School you are currently attending and the Form/ Year you are in.
- Form 6/Year 12/Equivalent students must attach a certified copy of their Equivalent Mid-Year and National Exam Transcript.
- Form 7/Year 13/Equivalent students must attach a certified copy of their Equivalent Mid-Year and National Exam Transcript.

Please indicate your agreement for the following documents to be made available to USP for admissions purposes:

i) your results from the Ministry/Department of Education or National Examination Agency

Yes ☐ or No ☐

ii) your Mid-Year Transcript from your Secondary School

Yes ☐ or No ☐

## SECTION D: PROGRAMME AND MAJORS/MINOR

### Form 6/Year 12/Equivalent Applicants

1. If you want to study through Face-to-Face mode enter Augmented Foundation Science or Augmented Foundation Social Science.
2. If you want to study through Flexible Learning mode enter Foundation Social Science or Foundation Science.
3. If you do not meet the minimum admission requirement for admission into Foundation Studies you will be offered a place in an appropriate programme.

### Form 7/Year 13/Equivalent Applicants:

1. Select your Programme (e.g. BA, BCom, BSc, LLB, Diploma, Certificate)
2. Select your Major/ Minor (e.g. Computing Science, History, Accounting, etc.) from the programme listing provided and enter in the appropriate space in the table below. (For more information on this, please visit the USP Handbook & Calendar site on the USP Website).  
You may apply for a:
  - a. Double Major (Fill-in Major 1 and Major 2 columns) OR
  - b. Single Major (Fill-in Major 1 column) and a Minor (Fill-in the Minor column)

### Note:

- i. A **Major** is a discipline in which a student can specialise when studying for a USP degree; for example accounting, geography, or physics.
- ii. A **Minor** is a supplementary discipline taken in addition to and in support of a major, for a USP degree programme.
- iii. You will be considered for your second or third choice if places are not available or if you do not qualify for the programme of your first choice.
- iv. If you do not meet the minimum admission requirements to degree studies you will be offered a place in an appropriate Programme.

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

## SECTION E: 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.

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.

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	

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 F: DECLARATION

Your application will be deemed incomplete if you do not sign this form.

I acknowledge that the University reserves the right to deny me provisionial admission to a programme if the information given is incorrect or incomplete:

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Where to submit your application:

#### Postal Address:

Provisional Admissions  
Student Administrative Services  
The University of the South Pacific  
Laucala Campus  
Private Mail Bag, Suva.

#### In Person:

The University of the South Pacific  
Student Administrative Services  
Level 1, Communications Building  
Laucala Campus  
Suva.

#### Contact Details:

Tel: 323-1444  
Fax: 323-1515  
Email: [helpdesk@student.usp.ac.fj](mailto:helpdesk@student.usp.ac.fj)  
Website: [www.usp.ac.fj/admissions](http://www.usp.ac.fj/admissions)

**Note: For Regional Applicants, please submit it to a USP Campus/Centre near you.**

## FOR OFFICIAL USE:

**1. Application Vetted:** ☐ COMPLETE ☐ INCOMPLETE ☐ HOLD ☐ PENDING RESULTS

Comments: \_\_\_\_\_

Vetted by: \_\_\_\_\_

Signature/Initial

Date: \_\_\_\_\_

DD / MM / YYYY

### 2. High School Marks:

#### Form 6/Year 12: (or Equivalent)

Year: \_\_\_\_\_ Index Number: \_\_\_\_\_

#### Form 7/Year 13: (or Equivalent)

Year: \_\_\_\_\_ Index Number: \_\_\_\_\_

Subjects	Marks/Credits/Achievement Level
ENGLISH	
<b>Total:</b>	

Subjects	Marks/Credits/Achievement Level
ENGLISH	
<b>Total:</b>	

### 3. Applicant's Details entered in Banner and forwarded for assessment:

Entered by: \_\_\_\_\_

Signature/Initial

Date: \_\_\_\_\_

DD / MM / YYYY

### 4. Decision:

☐ APPROVED

☐ NOT APPROVED

Programme: \_\_\_\_\_ Major(s): \_\_\_\_\_ Minor: \_\_\_\_\_

Comments: \_\_\_\_\_

Authorising Officer: \_\_\_\_\_

Signature/Initial

Date: \_\_\_\_\_

DD / MM / YYYY

### 5. Banner Update:

☐ STUDENT SURVEY

☐ DECISION ON PROGRAMME/MAJOR(S)/MINOR

Comments: \_\_\_\_\_

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

Signature/Initial

Date: \_\_\_\_\_

DD / MM / YYYY