



# PORTFOLIO APPLICATION SUBMISSION CHECKLIST

Please complete this checklist in full and include with your portfolio.

If you are using an Apple computer, tablet or smart phone, you **must** download and complete this form using [Adobe Reader](#).

It is your responsibility to demonstrate to the selection panel that you meet University entrance standards with the evidence you supply within your Portfolio.

## 1.0 PERSONAL DETAILS

TISC Application Number or Curtin Student ID \_\_\_\_\_

Family Name \_\_\_\_\_

Given Name \_\_\_\_\_

Date of birth \_\_\_\_\_

## 2.0 WHICH COURSE ARE YOU APPLYING FOR?

In the table below, please only tick (✓) one course. **Note: You MUST submit this form for each Portfolio course application.**

✓	TISC Course Code	Curtin Course Code	Course Title	Major
	COBBC	B-COMM	Bachelor of Commerce	All Majors
	COGDH	B-ARTS	Bachelor of Arts	Creative Advertising & Graphic Design
	COFNH	B-ARTS	Bachelor of Arts	Fine Art
	COFAH	B-ARTS	Bachelor of Arts	Fashion
	COPHH	B-ARTS	Bachelor of Arts	Photography & Illustration Design
	CODDH	B-ARTS	Bachelor of Arts	Digital Design
	COVTH	B-ARTS	Bachelor of Arts	Visualisation & Interactive Media
	COJOH	B-ARTS	Bachelor of Arts	Journalism
	COCWH	B-ARTS	Bachelor of Arts	Creative Writing
	COPSH	B-ARTS	Bachelor of Arts	Theatre Arts
	COTPH	B-EDPR	Bachelor of Education (Primary Education)	N/A
	COMME	B-AGRIB	Bachelor of Agribusiness	N/A
	COAQE	B-SCNCE	Bachelor of Science (Science)	Computing
	COENE	B-SCNCE	Bachelor of Science (Science)	Environmental Biology
	COSCE	B-SCNCE	Bachelor of Science (Science)	Multidisciplinary Science
	COSDE	B-GEOL	Bachelor of Science (Applied Geology)	Applied Geology
	COHIS	B-HLTHSC	Bachelor of Science (Health Sciences)	N/A
	COARH	B-INTARCH	Bachelor of Applied Science (Interior Architecture)	N/A
	CKPBC	B-COMM	Bachelor of Commerce (Kalgoorlie Campus)	All Majors
	CKPHS	B-HLTHSC	Bachelor of Science (Health Sciences) (Kalgoorlie Campus)	N/A



### 3.0 PRIOR EDUCATION

You will need to provide evidence to show that you:

- have or are on track to receive a Western Australian Certificate of Education (WACE) or equivalent
- have or are on track to achieve English Language competence
- meet the standard for academic preparedness and aptitude
- have met the prerequisites or their equivalent

Please complete the below sections where applicable. Section 4.0 **MUST** be completed. For school leavers, if you have not yet received your WACE, ATAR Course Reports, and Western Australian Statement of Student Achievement, please enter your most current grades.

#### ACADEMIC ACHIEVEMENT WACE COURSES OR EQUIVALENT

WACE or equivalent subjects studied	Year	Grade	Evidence (e.g. school report)

#### ACHIEVEMENT IN VOCATIONAL EDUCATION AND TRAINING OR EQUIVALENT

Qualifications/Competencies	Year	Achieved	Evidence (e.g. award certificate)

#### ACHIEVEMENT OF ENDORSED PROGRAMS OR EQUIVALENT COMMUNITY PARTICIPATION

Title	Year	Achieved	Evidence (e.g. certificate)



#### 4.0 SUPPORTING INFORMATION AND DOCUMENTS

Check the boxes to confirm you have included all relevant information in your portfolio.

**All of the information listed below must be submitted for your application to be considered complete.**

<p><b>Submit a complete Application</b></p> <ul style="list-style-type: none"> <li>For <u>Semester 1</u> submit an online application via <a href="http://www.tisc.edu.au">www.tisc.edu.au</a> .</li> <li>For <u>Semester 2</u> (or for current and previous Curtin students), submit an <a href="#">eApplication</a> directly Curtin University.</li> </ul>	
<p><b>Submit your Portfolio</b></p> <ul style="list-style-type: none"> <li>For <u>Semester 1</u> TISC applications – Submit your portfolio via email to <a href="mailto:portfolioentry@curtin.edu.au">portfolioentry@curtin.edu.au</a> .</li> <li>For <u>Semester 2</u> eApplications submitted directly to Curtin University – upload your portfolio to your eApplication.</li> </ul>	
<b>Your portfolio must include:</b>	
<p><b>A portfolio submission checklist (this document)</b> – Please include a checklist for each portfolio application you submit.</p>	
<p><b>An Introductory letter</b> – This should be an explanation of why you want to attend Curtin University, the reasons and motivation behind the course you have chosen, and your future career goals. The letter should reflect your commitment, preparation to study and motivation to be successful.</p>	
<p><b>A Resume</b> – The resume should outline education and work experience to date. It should include details of paid work and any voluntary positions held.</p>	
<p><b>Letter(s) of support</b> – The letter should be from a school or other work or professional representative who can provide details of your academic performance, aptitude and likelihood to succeed in the chosen university course.</p>	
<p><b>Academic records</b> – Could include: secondary schooling, TAFE/Registered Training Organisation (RTO) qualifications, industry training/accreditation, workplace training. Current school leavers are required to provide their most recent school reports, including their predicted ATAR (if applicable), ATAR course report and Western Australian Statement of Student Achievement (WASSA) when they become available.</p>	
<p><b>Other records</b> – If you have undertaken extracurricular activities relevant to your chosen area of study, you are encouraged to provide related documents. For example: leadership programs, examples of artwork, entered competitions, sports coaching etc.</p>	
<p><b>Check your scans</b> – Ensure your portfolio documents meet Curtin’s <a href="#">Scanned documents and certification requirements and guidelines</a>. Please note, your scanned documents do <u>not</u> need to be certified.</p>	

Should you have any questions, please feel free to contact the Curtin Admissions Office on:

Phone: 1300 222 888

E-mail: [portfolioentry@curtin.edu.au](mailto:portfolioentry@curtin.edu.au)