

# Prepare Your Application Documentation



To achieve an outcome, your postgraduate entrance application must include documentation to assess your eligibility for studies.

In the application form there are two questions:

- Are you applying based on your previous academic qualification?
- Are you applying based on your previous employment experience?

*The University will assess your academic qualification as a first priority if both academic and employment history is provided.*

## ACADEMIC QUALIFICATIONS

The general requirement for admission to postgraduate coursework study at UTS is an Australian bachelor's degree or overseas equivalent.

[Find the specific entry requirements of your program here.](#)

Please supply official copies of academic qualifications for your application. Unofficial academic qualifications are not accepted. Usually, the official copy is printed on the University's watermarked paper and sent to you on conferral.

If the name on your qualification does not match your application, evidence of name change will be required. This can be in the form of a Certificate from an Australian state or territory registry of births, deaths and marriages.

## EMPLOYMENT EXPERIENCE

Applicants who do not meet the minimum academic requirement may still be considered on the basis of relevant and extensive work experience. The minimum requirements vary depending on the course in which you are applying.

[Find the specific entry requirements of your program here.](#)

Work experience can normally be demonstrated through:

- An up-to-date CV with evidence, and dates, of relevant work experience and the position held within the organisation.

[View this example of an effective CV.](#)

- A Statement of Service ([download UTS template](#)) from your most recent or current employer. Required in conjunction with a CV to allow faculty to assess and verify that an applicant meets minimum entry requirements.

If you are applying for an Advanced Nursing course, you will need to provide a Statement of Service on company letterhead. This can be obtained from HR.

- Payslips are accepted in place of a Statement of Service for the following programs:
  - Graduate Certificate and Masters of Health Services Management
  - Graduate Certificate in Business Analytics

*Payslips should cover at least one year of full-time work (for example May 2020 to June 2021).*

## ACADEMIC ENGLISH LANGUAGE PROFICIENCY

You will need to meet English Language requirements even if you are a domestic student.

View the essential [English Language Proficiency information here.](#)

### PERSONAL STATEMENTS

What if I am unable to meet the English Language Proficiency requirements as listed?

If you are unable to satisfy the UTS English language requirements in one of the ways listed on the website above, you can prepare and submit a personal statement and a CV to show you have worked for a minimum of 5 years in an English-speaking country as well as any relevant documentation to verify your statement.

A personal statement is a short document where you describe in one or two paragraphs (200 to 250 words), a recent work or educational activity or achievement that relied on your English language proficiency (spoken and/or written). It demonstrates your English proficiency to undertake postgraduate studies, so you must write in full sentences rather than dot points.

*Please note: submitting a personal statement and CV does not guarantee you meeting English Language Proficiency and is assessed on a case-by-case basis only. Some applicants may still be required to meet English Language requirements listed on the website above.*

Book a chat with an Enrolment Advisor.

[SCHEDULE A CALL](#)