

APPLICATION PACKAGE 2018

for the *Development Studies Professional Practicum (DSPP)*

These guidelines contain information that you need to be aware of prior to applying for an ACICIS Professional Practicum program. Please contact the ACICIS Secretariat if you have any questions.



Application Closing Dates:

1 July: First Round Applications

15 September: Second Round Applications

ACICIS reserves the right to set quotas for placements, assess candidate suitability, change internship placements and arrangements should circumstances require, and to cancel the program if enrolment numbers are insufficient.

Please send all applications to:

ACICIS Secretariat
The University of Western Australia
(M363) 35 Stirling Highway
Perth, WA 6009
Australia

p +61 8 6488 6675
e enquiries@acicis.edu.au

Costs

AUD\$3,375 tuition fee for member university students.

AUD\$4,499 tuition fee for non-member university students and private participants.

AUD\$409 administration and orientation fee: all applicants.

The administration fee is payable upon notification of acceptance into the program. The program tuition fee is payable on or prior to 1 November.

Placements

Applicants should be aware that they are applying for the program, not a specific placement. Participants are advised that it may not be possible for ACICIS to accommodate a student's stated preferences with respect to their placement Host Organisation. Additionally, all ACICIS practicum placements depend entirely on the goodwill and preparedness of Host Organisations to host participants. As such, Host Organisations retain the right to withdraw from the program or vary the number of participants they host at any stage. Therefore, while acting in good faith in preparing students for placements, ACICIS cannot guarantee any specific placement site and participants must accept this need for flexibility as a condition of participation in the program.

Visa and Travel Requirements

Applicants are responsible for arranging their own travel to and from Indonesia.

Applicants are required to have a passport valid for at least 12 months beyond the program commencement date.

Participants enter Indonesia on a pre-purchased 60-day Social-Cultural Visa. This is a single entry sponsored visa that is valid if presented within three months from the date of issue. The current fee for a Social-Cultural Visit visa is \$AUD70. Students may elect to obtain their visa through the Indonesian consulate in Perth with the assistance of the ACICIS Secretariat in late November (recommended) or nominate another mission following consultation with the Secretariat.

Participants who arrive in Indonesia with a Visa on Arrival (tourist visa) will not be permitted to commence the program.

Course Accreditation

Applicants are responsible for securing academic approval and/or credit recognition for their participation in the program from an authorised party within their home university, faculty, school, or department. It is strongly recommended that an applicant's home university approves the awarding of academic credit **prior to an applicant's participation in the ACICIS practicum program.** For applicants from ACICIS member universities, academic credit approval should be acknowledged via the '*University Approval Form*'.

Withdrawal

Applicants who have been formally accepted into an ACICIS practicum program who subsequently decide to withdraw from, or postpone, their participation in the program should notify the ACICIS Secretariat in writing of their intentions as soon as possible. Depending on the timing of withdrawal, different financial and academic penalties may apply.

Pre-program Withdrawal

The Administration Fee payable upon notification of acceptance into the program is non-refundable. Withdrawal from an ACICIS practicum program after the payment of the program Tuition Fee (payable by 1 November) and prior to 1 December will attract an AUD\$956 withdrawal fee, with the balance of the program Tuition Fee being refundable. After 1 December, no refunds – partial or otherwise – will be possible. Please note that students deferring payment of their ACICIS practicum program Tuition Fee through HECS-HELP will remain liable for any relevant withdrawal penalties in effect at their home university.

Mid-program Withdrawal

A student's ACICIS practicum program Tuition Fee is non-refundable from 1 December. Note that this date differs to the normal HECS-HELP census date in effect at students' home universities. Home institutions may elect not to withdraw the HECS-HELP liabilities pertaining to a student's participation in an ACICIS professional practicum or, alternatively, may require a student withdrawing after 1 December to repay the practicum Tuition Fee paid to ACICIS on the student's behalf by their home university.

Academic penalties incurred by a student withdrawing from an ACICIS professional practicum are determined by the Indonesian host university at which the student is enrolled and by the regulations in force at the student's home university. Student withdrawal from an ACICIS professional practicum after program commencement may result in the student being deemed to have failed the practicum program.

Proof of Insurance Cover

Travel insurance cover inclusive of provision for emergency medical repatriation is compulsory for all participants on ACICIS Professional Practicums.

Home University Responsibility

While undertaking ACICIS Professional Practicums, participants remain bound by the rules and statutes of the home university in which they are enrolled, in accordance with Clause 18 of the ACICIS joint venture agreement to which all ACICIS member universities are party.

ACICIS gratefully acknowledges the financial and in-kind support it receives from the Department of Education, Employment and Workplace Relations; the Myer Foundation; the Australia Indonesia Institute; and the Australian Learning and Teaching Council.



THE UNIVERSITY OF
**WESTERN
AUSTRALIA**

Australian Consortium for 'In-Country' Indonesian Studies

a ACICIS Secretariat, The University of Western Australia.(M 363), 35 Stirling Highway, Perth WA 6009
t (61-8) 6488 6675 e acicis@acicis.edu.au w www.acicis.edu.au

Development Studies Professional Practicum Application Package Checklist

Applicant's name

Applicant's University/Organisation

Submitted DD/MM/YYYY

Completing the Application Pack

Applicants must ensure that all items on the checklist are included with their application before sending it in. All forms must be completed, signed and dated as required to avoid delays in administrative processing. Incomplete applications may hinder acceptance into the ACICIS Development Studies Professional Practicum.

ACICIS FORMS

1. Personal Details
2. Educational/Professional Details.....
3. Placement Preferences
4. Statement of Objectives.....
5. Language Skills
6. Academic/Professional Evaluation Form (sealed)
7. University Approval Form from Faculty/Dean/Authorised Person.....
(Applicable for students from ACICIS member universities only).
8. Statement by Applicant
9. Student Acknowledgement and Waiver.....

SUPPORTING DOCUMENTS:

- Photocopy of first page of passport
+ two passport-sized photos
- Original or Certified Copy of University Academic Transcript
- Full Curriculum Vitae

To help efficient processing of applications, please ensure the following before submission:

- All forms have been **completed, signed and dated**
- Forms are in order as shown on the checklist
- All staples, paperclips and fastening devices have been removed
- Passport expiry date is valid for at least 12 months beyond the program commencement date.

ACICIS will notify all applicants of receipt of their application by either email or phone. Participants will be notified of the outcome of their application within ten working days of the application deadline.

Signature

Date DD/MM/YYYY

Please forward the completed application to:

ACICIS Development Studies Professional Practicum
ACICIS Secretariat
THE UNIVERSITY OF WESTERN AUSTRALIA
(M363) 35 Stirling Highway
Perth, WA 6009
AUSTRALIA

Alternatively, a scan of the application can be emailed through to enquiries@acicis.edu.au

1. PERSONAL DETAILS

Please fill in details as presented in your passport:

Title Surname

Given Names

Gender (M or F) Date of Birth **DD / MM / YYYY**

Place of Birth

Nationality

Passport Number

Place of Issue/Authority

Date of Issue **DD / MM / YYYY**

Expiry Date **DD / MM / YYYY**

*Applicants are required to have a passport valid for at least six months beyond the program commencement date.

Contact Details

Contact Phone Numbers (including international/state extensions)

Mobile/Cell

Home

Business

Facsimile

Email

Permanent Home Address

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.....

Postal Address As Above

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.....
.....

Next of Kin / Emergency Contact

Name

Relationship

Address

.....

.....

Telephone

Mobile

Email

Where would you like your visa issued?

Perth

Singapore

Other (please state) _____

If requesting visa to be issued in a place that is not Perth or Singapore, please contact the ACICIS secretariat to ensure that this is possible.

Do you consent to having your contact details shared amongst fellow ACICIS students in Indonesia?

Yes

No

Do you have any special dietary requirements?

Yes

No

Please detail (eg. vegetarian):

.....
.....

2. EDUCATIONAL AND EMPLOYMENT DETAILS

University

Faculty/Department

Degree Program/Major

Completion Date/

Expected completion date **MM / YYYY**

*You must attach a copy of your academic record with your application.

Applicant Category

From the list below, which category best describes you?

- Student from an ACICIS member university
- Student from a non-member university
- Private applicant
- Other (please provide details)

For what reason are you enrolling with ACICIS?

- Undergraduate Accreditation
- Postgraduate Accreditation
- Professional/Business Purposes
- Other Purposes

Travel Experience

If you have any had previous travel experience to Indonesia, please note when, where, and for what purpose.

Please outline any other recent travel experience you have had, please note when, where, and for what purpose.

Where did you first hear about the ACICIS **Development Studies Professional Practicum**?

University	Email	In-class presentation	Referral	Social media
<input type="checkbox"/> University international or study abroad office	<input type="checkbox"/> Email from university lecturer or tutor	<input type="checkbox"/> In-class presentation by university lecturer or tutor	<input type="checkbox"/> Word-of-mouth referral from past ACICIS participant	<input type="checkbox"/> Social media: Facebook
<input type="checkbox"/> University website	<input type="checkbox"/> Email from university international or study abroad office	<input type="checkbox"/> In-class presentation by international or study abroad office	<input type="checkbox"/> High school teacher	<input type="checkbox"/> Social media: Twitter
<input type="checkbox"/> Flyer or poster at university	<input type="checkbox"/> Email from university central administration	<input type="checkbox"/> In-class presentation by past ACICIS participants	<input type="checkbox"/> Referral from another organisation	<input type="checkbox"/> Social media: Instagram
<input type="checkbox"/> University careers office		<input type="checkbox"/> In-class presentation by ACICIS staff member or representative		<input type="checkbox"/> Online search
<input type="checkbox"/> University study abroad and student exchange fair		<input type="checkbox"/> Posting on university Moodle or similar Learning Management System (LMS)		

3. PLACEMENT PREFERENCES

To assist ACICIS in placing candidates at appropriate Host Organisations, please tick the field(s) of study suited to your degree/professional area.

- International Development Community Development Other _____

Please indicate your sector(s) of interest. Select your first preference as number 1, your second preference as number 2 and your third preference as number 3.

- | | |
|-------------------------------|-------------------------------|
| Governance and Advocacy | Gender |
| Environment and Climate | Health |
| Education | Migration and Pluralism |
| Humanitarian Aid | Other _____ |
| Labour | |

Placement Type

Please indicate if you have a preference for a placement with a host organisation in a particular area(all cater to non-Indonesian speakers). Tick all boxes that apply to you.

- International Organisation Local Organisation

Placements Outside of Jakarta

ACICIS anticipates the availability of a number of placements outside of Jakarta. Please indicate your willingness to be considered for such placements, remembering that they will entail additional costs for internal flights.

- I would like to be considered for potential positions I would like to be placed in Jakarta only

Specific Placement Preferences

Please list any specific professional placements that you are strongly interested in. Nominated preferences are to assist ACICIS in allocating students to placements relevant to their studies and interests.

N.B. ACICIS cannot guarantee that students will be placed according to their specific stated preferences.

Please also indicate if there are any academic requirements pertaining to your professional placement that ACICIS should be aware of – specifically, any requirements that could have bearing on your ability to gain academic credit at your home university for the placement component of the program.

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***Please note that students may be required to provide additional documents, i.e. police clearance, birth certificate, as requested by individual Host Organisations. Students will be notified by ACICIS if documents are requested.**

4. STATEMENT OF OBJECTIVES

Please provide a statement (approximately 300 words) outlining why you are applying to participate in the program. Statements will be reviewed by host organisations so please write in clear, concise, professional English. You should indicate the following:

- The benefits you expect to gain from participating in the program and the skills that you bring to the workplace;
- How these benefits relate to your academic and career aspirations;

Signature Date DD / MM / YYYY

5. LANGUAGE SKILLS

No previous study of the Indonesian language is required to undertake the Professional Practicum. Indonesian language competency may, however, assist ACICIS in determining placement allocation. Please tick the checkbox next to the statement that best describes your language skills.

1. No Indonesian language skills.

2. I can speak very basic street level Indonesian. (I can count, direct a taxi driver, order a meal in a restaurant)

3. I speak a moderate degree of Indonesian. (I feel comfortable in simple conversations, and can read the newspaper with the aid of a dictionary.)

4. I have a moderate to advanced degree of Indonesian. (I can conduct conversations about most topics, understand most of a TV/radio news broadcast, and can read a newspaper without the aid of a dictionary.

5. I have an advanced degree of Indonesian. (I can conduct conversations on specialised topics, understand almost every word of a TV or radio news bulletin, and write in a variety of formal and informal styles.

6. I am completely fluent/native speaker

If you ticked boxes 3 to 6, please indicate how many years of formal study you have undertaken.

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.....

Indicate if you have learnt any other languages and to what level:

.....

.....

6. ACADEMIC/PROFESSIONAL EVALUATION FORM

Instructions to applicant: Each applicant is required to submit the following referee report, to be completed by either an academic or professional **whom you have known for more than six months**. Please ensure this is completed by a direct supervisor (eg. a lecturer, Honours supervisor or program coordinator who has taught you; or by a manager or employer who has directly supervised you). Referees may **not** be family members. Please ensure you request this reference from your referee well in advance of the application deadline. Late referee forms and/ or incomplete application forms will not be accepted. It is your responsibility to obtain this completed referee report as part of your application. Evaluations must be posted to the ACICIS Secretariat in a sealed envelope or, alternatively, your referee may email through a scanned PDF to acicis@acicis.edu.au where it will be added to your application.

Instructions to referee: The following applicant has listed you as a referee in applying for the ACICIS program in Indonesia. ACICIS would be grateful if you could complete the following form regarding the applicant's skills and experience to the best of your knowledge. Please sign, date and include an organisational stamp/ seal where possible. Please either return this form in a sealed envelope with your signature across the seal (unless you are willing to allow the applicant to read the evaluation in its entirety. Alternatively you may email through a scanned PDF to acicis@acicis.edu.au.

Name of Applicant:

How long and in what capacity have you known the applicant?

- Less than six months
 6-12 months
 Over 12 months
 Lecturer
 Employer
 Other _____

To the best of your knowledge, please indicate the applicant's academic and/or professional capabilities on the following scale. (0 indicates 'unable to judge', 1 indicates 'poor', while 5 indicates 'excellent')

Applicant performance criteria	0	1	2	3	4	5
Demonstrated clear written and oral communication skills						
Strong analytical and problem solving skills						
Demonstrated initiative to work independently as required						
Demonstrated strong cross-cultural awareness and cross-cultural team player behaviours						
Professionalism (demonstrated in punctuality, appropriate office attire/presentation, and respect for campus/workplace regulations)						

Additional Comments on the above criteria (Please list any specific achievements in these areas, strengths and weaknesses):

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To your knowledge, are there any potential behavioural or other issues which might affect the applicant's participation in this ACICIS program of study/ professional placement in Indonesia? If yes, please provide details here:

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.....

.....

I recommend this applicant for the Development Studies Professional Practicum

- without reservation
 with reservation
 I do not recommend this applicant

Referee's name and position

University/Tertiary Institution/Company

Email Contact Number

Signature Date DD / MM / YYYY

7. UNIVERSITY APPROVAL FORM (for ACICIS member universities).

Name of Applicant

University

In accordance with the provisions of the ACICIS joint venture agreement to which all ACICIS member universities are party:

1. We acknowledge that, as an incorporated body, our university shall continue to be the institution responsible for its student/s participating in the **Development Studies Professional Practicum** and that ACICIS will not be liable for any claims whatsoever resulting from student participation in the ACICIS **Development Studies Professional Practicum**.

2. We accept that students will be subject, in the first instance, to all regulations and conditions set by ACICIS, participating Indonesian universities and Indonesian government authorities for the duration of their participation in the **Development Studies Professional Practicum**. We understand further that students participating in the ACICIS program will also remain bound by the rules and statutes of the home institution in which they are enrolled.

3. We declare that this applicant **is / is not (delete as applicable)** fully covered by our university's travel insurance policy (*please append details of your university's insurance policy if the applicant is covered by it*).

4. We accept that tuition fees will be levied according to our status as a current financial member of ACICIS.

5. We declare that this student will, for the duration of their ACICIS **Development Studies Professional Practicum**:

be enrolled in a HECS-HELP liable course, therefore the university agrees to pay to pay the ACICIS practicum tuition fee of AUD\$3,375 (AUD\$4,499 for non-member universities) on behalf of this student. We guarantee full payment of tuition fees will be made to the ACICIS Secretariat by 1 November.

be enrolled in a non-HECS-HELP liable course, therefore we request that ACICIS invoice the student directly for the for the tuition fee of AUD\$3,375 (AUD\$4,499 for non-member universities)(payable by 1 November) for the **Development Studies Professional Practicum**.

6. We accept that no refund of tuition fees will be possible after 1 December and that the procedures governing student withdrawal from, or non-attendance at, program courses after this date will be dealt with by our university's regulations covering this situation.

7. We guarantee to provide assistance and advice for student applicants in determining appropriate health and travel insurance policies, as determined by current regulations and policies in force at our institution.

8. We will guarantee the awarding of academic credit for this participating student, subject to the following requirements and conditions (if any):

.....
.....

9. We acknowledge that ACICIS reserves the right to assess the suitability of all student applicants for acceptance to the **Development Studies Professional Practicum**, to set student quotas with preference to member universities for the program in the event of high demand, and to cancel the program if numbers are not sufficient. In addition, ACICIS reserves the right to determine and allocate the internship placements to participants.

10. We acknowledge that ACICIS has the right to terminate ACICIS programs in Indonesia if, in its view, the safety and wellbeing of participants may otherwise be at risk.

Please state any other factors which may be relevant in determining the applicant's acceptability to for undertaking an ACICIS Professional Practicum:

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*This University Approval Form should be signed by a university staff member authorised to approve a.) the awarding of academic credit for a student's participation in an ACICIS Professional Practicum; and b.) student tuition fee payments to ACICIS on their university's behalf (where relevant).

Name

University Position: Dean of Faculty / Head of Department / Authorised Person

Signature

Date DD / MM / YYYY

8. STATEMENT BY APPLICANT

- 1) I declare that the information contained in this application is complete and accurate to the best of my knowledge.
- 2) I have read and understood the information provided concerning the ACICIS Professional Practica and am willing to participate in the program on this basis.
- 3) I acknowledge that I have informed myself of the potential risks involved in participating in an ACICIS program in Indonesia, that I comprehend the nature and extent of the risks, and that I voluntarily accept those risks.
- 4) I acknowledge that, while on an ACICIS program, I am responsible at all times for my own safety and further acknowledge that neither ACICIS nor the University of Western Australia (as the Consortium's lead institution) will be liable for any claims whatsoever resulting from my participation in its DSPP program in Indonesia.
- 5) I accept that ACICIS in no way can accept liability for my holiday travel.
- 6) I accept that academic credit, eligibility for Austudy and liability for HECS-HELP payments will be determined by the relevant Australian authorities as applicable.
- 7) I give my permission for ACICIS to provide to my home university (if applicable) details of my academic program, progress or results.
- 8) I acknowledge that no refund of program fees will be possible after 1 December. I understand that the procedures governing withdrawal from or non-attendance at program courses after this date will be in accordance with my home university regulations in this respect.
- 9) Without affecting clauses herein, I accept that ACICIS (and the Consortium's lead institution, the University of Western Australia) is entitled to terminate the program in Indonesia early if it reasonably determines that it is dangerous for ACICIS students to remain in Indonesia (whether owing to threat of terrorism, civil commotion, war, weather conditions, natural disasters or otherwise), or for any other reasons beyond the control of ACICIS and its constituent universities. I accept that, if the commencement of the ACICIS DSPP program is terminated after the Orientation commencement date, no refund of money will be provided for fees and costs incurred.
- 10) I accept that the University of Western Australia (as the lead institution for ACICIS and on behalf of its employees and agents) is expressly excluded from any liability for any loss or damage suffered or sustained by ACICIS students as a result of or in connection with any negligent act or omission on the part of the University (or

its employees or agents) (including without limitation, a decision on the part of the University to suspend or early terminate or not to suspend or early terminate the ACICIS program) and for any loss or damage suffered or sustained by any student resulting from the suspension or early termination of the ACICIS program (including, without limitation, airfares, prepaid rent or other prepayments, foreign exchange losses, any loss or diminution in Austudy payments or other entitlements or allowances or any HECS-HELP liability incurred), and I release the University from any liability for any loss or damage suffered by the students as a result of the University (or any other consortium member) deciding not to credit the relevant ACICIS student with studies undertaken in Indonesia in the ACICIS program, resulting in any failure or delay in achieving a diploma, degree or other certification.

- 11) Without affecting any other provisions of this document, I accept that if an event of force majeure occurs any obligations which may be otherwise owed to me by the University of Western Australia or any relevant entity in the ACICIS consortium will be suspended for the duration of the event of force majeure or, where the event of force majeure has permanent effect, permanently. For the purposes of this clause, "force majeure" means any event which is beyond the reasonable control of the University of Western Australia and which has the practical effect of preventing performance of any obligation otherwise imposed upon the University of Western Australia or any member of the ACICIS consortium with respect to the ACICIS program.
- 12) I agree to abide by all university and government regulations or special conditions for the duration of my sponsored visa. I understand that failure to comply with the above, as determined by the ACICIS Resident Director, may result in my expulsion from the program and the immediate termination of my sponsored Indonesian visa.
- 13) I acknowledge that sponsorship of my Indonesian visa will no longer apply after the completion of my ACICIS courses and that further study or time in Indonesia will require arrangements for alternative sponsorship for which I am solely responsible.
- 14) I acknowledge my personal information is collected and retained by ACICIS and the University of Western Australia as the Consortium's lead institution in accordance with UWA's privacy policy available at <http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP14%2F10>. I will advise ACICIS if I do not wish it to contact me beyond this application.

Signature of Applicant.....

Signature of Witness.....

Name of Applicant

Name of Witness.....

Date DD/MM/YYYY

Position / Occupation.....

Date DD/MM/YYYY

9. STUDENT ACKNOWLEDGEMENT AND WAIVER

The Australian Consortium for In-Country Indonesian Studies (ACICIS)

Home University: [print the name of your university]	
Host University:	Atma Jaya Catholic University, Jakarta
Student's full name	
Student's address	

I, being the student whose details appear above, acknowledge and agree that:

- I am aware that ACICIS is an unincorporated association of Australian and international universities, facilitating in-country Indonesian studies at, amongst others, the Host University.
- The Home University does not have any public liability/risk insurance that will apply to me during the period of my studies at the Host University.
- The Home University has advised me to seek independent financial/insurance advice in this regard.
- The Home University and its fellow members of ACICIS have further advised me, as they do all students contemplating travel to Indonesia, that (i) the Australian Department of Foreign Affairs & Trade issues and periodically revises its Travel Advisory regarding Indonesia, a copy of which is accessible at the following website, or via the 'Smarttraveller Phone Service' on 1300 139 281; (ii) deciding to travel to Indonesia and participate in the ACICIS program is a personal decision that should be made on an informed basis; and (iii) I must ensure that I check the current status of the Travel Advisory for Indonesia at the time of applying for an ACICIS program and I should check for any updated Travel Advisory issued by the Department since they may change from time to time:

<http://www.smarttraveller.gov.au/zw-cgi/view/Advice/Indonesia>
- To the fullest extent permitted by law, neither the Home University nor any current or future ACICIS member has any liability to me whether under the common law or otherwise (and I release and forever discharge the Home University and current and future ACICIS members from any such liability) for death or any injury, disability, illness, and loss or damage of any kind suffered or sustained by me arising out of or connected with my involvement in the academic studies noted above and/or my presence at any Host University campus, including any death or any injury, disability, illness, and loss or damage caused by an act or omission of any Host University (whether negligent or otherwise).
- The Home University has strongly recommended that I discuss my plans to study in Indonesia, and this acknowledgement and waiver, with my next of kin.
- My acknowledgements as detailed above are conditions precedent to, and will be relied on by, the members of ACICIS for the time being and the Home University in considering and granting my application for acceptance into the programme.
- I acknowledge my personal information is collected and retained by ACICIS and the University of Western Australia as the Consortium's lead institution in accordance with UWA's privacy policy available at <http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP14%2F10>. I will advise ACICIS if I do not wish it to contact me beyond this application.

Signature of Applicant.....

Signature of Witness.....

Name of Applicant

Name of Witness.....

Position / Occupation.....

Date DD / MM / YYYY

Date DD / MM / YYYY