



Admissions Office – Student and Academic
Services
Pauline Griffin Building (11)
Canberra ACT 0200 Australia

XIN UG Local 19.6.06
Email: admiss.app@anu.edu.au
Phone: +61 2 6125 3339
Fax: +61 2 6125 0751
Web: www.anu.edu.au

CRICOS Provider Number: 00120C

Application for Non-Award Enrolment: Undergraduate Cross-Institutional Students

Important Information for Applicants

USE OF THE APPLICATION FORM

This form is for use by Commonwealth supported students who wish to apply for undergraduate, cross-institutional enrolment at The Australian National University (ANU).

Due to the limited number of cross-institutional places available in each faculty, all applicants must seek initial approval for their application from the relevant College.

Non-Commonwealth supported students wishing to apply for non-award enrolment should use the relevant Non-Award enrolment form at www.anu.edu/sas/forms.

International students wanting to apply for admission to the University should contact the Admissions Office on (02) 6125 5594 for information about application procedures.

COMPLETING THE APPLICATION FORM

- Complete all sections of the form.
- Consult the Undergraduate Handbook www.anu.edu.au/handbook to select the correct course titles and codes.
- Sign and date the declaration.
- Keep a copy of the choice of courses that you have selected.
- Attach certified copies of previous qualifications.

Education Students Applying for Music Courses: Applicants for a Bachelor of Education (B.Ed) at University of Canberra specialising in Music must apply for admission to the degree program through UAC *and* complete this application form *and* arrange an interview for admission to cross-institutional studies. An offer of admission to Music will be dependent on admission to the B.Ed.

CLOSING DATES

Applications received after the closing date must include a late fee of \$125.

For commencement in Semester 1	
Cross-institutional	31 January
Cross-institutional, students new to University of Canberra or ADFA	Monday before teaching commences
Australian National Internships Program	31 October
Law Internships	30 November
UC (B.Ed) Music courses	31 October
For commencement in Semester 2	
Cross-institutional	30 June
Australian National Internships Program	Contact ANIP for details
For commencement in Summer Session	
Cross-institutional	30 November
Australian National Internships Program	Contact ANIP for details
For commencement in Winter Session	
Cross-institutional	28 February
Australian National Internships Program	Contact ANIP for details
For commencement in Spring Session	
	By arrangement with the Faculty/School/Centre



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DOCUMENTATION TO ACCOMPANY APPLICATION FORM

Do not send original documents. All copies must be certified according to the instructions on the enclosed sheet (*Certification of Documents to Accompany Applications for Admission*).

Do not delay submitting an application if you are waiting for results or the arrival of a transcript. Forward the results or transcript as soon as it becomes available.

- **Secondary Studies:** Please attach documentation for any overseas secondary qualifications. Applicants who have completed secondary schooling in Australia need not provide documentary evidence of results, but must list details on the form.
- **Post-Secondary Studies:** Please attach transcripts of academic record for *all* post-secondary studies. Former ANU students should list all studies but need not provide a transcript of ANU programs.

NB. Cross-institutional applicants must provide, by time of enrolment, appropriate documentation from their home institution giving approval for the cross-institutional study and evidence of the fee eligibility of their current program. Please find enclosed a form for your convenience – a letter from your home institution can be considered in place of this form.

Failure to provide this information will result in your being charged Domestic Tuition Fees (DTF).

RETENTION OF APPLICATION PAPERS

All papers relating to an unsuccessful application or an offer that is not taken up will be destroyed after one year if no further application is received during this period.

ACCOMMODATION

For all accommodation enquiries, including information on individual residences, fees, financial assistance, disability or special requirements, or local private rentals, contact the University Accommodation Services (UAS), Brian Lewis Crescent, Acton ACT 0200, phone (02) 6125 1100, fax (02) 6125 0737, email uni.accom@anu.edu.au or visit the website <http://accom.anu.edu.au/>.

- You are advised to apply immediately for accommodation.
- Do not wait until an offer of admission to the University is made, as there is no guarantee that suitable accommodation will be available.

APPLICATION LODGEMENT AND ENQUIRIES

Return completed application forms to the relevant Faculty/School/Centre. For locations, see <http://campusmap.anu.edu.au/>.

Colleges	Building & [Building #]	Phone #
ANU College of Arts & Social Sciences	Haydon-Allen Building [22]	6125 2898
ANU College of Asia & the Pacific	Level 2, Baldessin Precinct Building [110]	6125 0006
ANU College of Business & Economics	Copland Building [24]	6125 3807
ANU College of Engineering & Computer Science	Ian Ross Building [32a]	6125 8870
ANU College of Law	Fellows Road, Building [5]	6125 3483
ANU College of Science	Frank Fenner Building [42]	6125 2809



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8. Current and Previous Post-Secondary Studies

Qualification	Institution	Years attended				ID Number (if known)	Completed? Yes/No
		From		To			
		Y	Y	Y	Y		

- Are you sitting examinations at the end of this current Semester? Yes No
- Do you expect to qualify for a degree, diploma or certificate at the end of this Semester? Yes No
- Have you been excluded or are you liable for exclusion, on academic or any other grounds, from any post-secondary institution or faculty and/or program within such an institution following a previous enrolment? If Yes, then provide details of failures/exclusions, including an explanation of the circumstances: (If space is insufficient, attach a separate sheet.) Yes No

9. Declaration and Signature (all applicants must complete)

- I wish to be considered for enrolment to the courses I have listed on this form.
- I hereby certify that the information I have provided on this application form is correct and complete.
- I authorise the University to obtain official records from any educational institution previously attended by me, and acknowledge that the University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
- I also authorise the University to send examination results to my home university upon request.
- If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to the Australian Vice-Chancellors Committee (AVCC) and AVCC member institutions, the Australian Conference of Tertiary Admissions Centres (ACTAC) and any other relevant authority.
- I understand that ANU may disclose the personal information I have given in this application to the Department of Education, Science and Training (DEST) and that DEST will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS). DEST may also disclose the information to the Australian Taxation Office (ATO).

Applicant's Signature:

Date:

D	D	M	M	Y	Y

Checklist. Have you:

- completed all relevant sections of the form;
- signed and dated the form;
- attached all academic transcripts including English translations (certified copies);
- attached English language test results (certified copies) if appropriate;
- provided evidence of permanent residency status (if applicable);
- attached any extra documentation; and
- have you made a copy of the form to keep for your reference?

Admissions Office Use Only

Date Form Received:

SAS Officer name:	<input style="width: 150px;" type="text"/>
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Date entered on Student21:

SAS Officer name:	<input style="width: 150px;" type="text"/>
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Application for Non-Award Enrolment: Undergraduate Cross-Institutional Students Home Institution Approval Form

This form is for use by undergraduate students applying for cross-institutional studies as a Commonwealth supported student at The Australian National University. It is used to provide approval from the applicant's home institution and is supplied for your convenience. **(A letter from your home institution can be used in place of this form.)**

Applicant to Complete

Personal Details

Family Name: Title: Date of Birth:

D	D	M	M	Y	Y

Given Names:

Phone: day () evening () mobile

Proposed Cross-institutional Courses

Course Code	Session Offered	Course Name

Applicant's Signature: Date:

D	D	M	M	Y	Y

Home University to Complete

(The following authorisation is to be completed by a Fees Officer of the home university.)

Is this student eligible at his/her home university for HECS-HELP? Yes No

If Yes, is this student a pre-2005 student? Yes No

If Yes, did this student pay differential HECS at his/her home university? Yes No

Name & Signature Fees Officer:

<small>(Name, please print)</small>	<small>(Signature)</small>

 Date:

D	D	M	M	Y	Y

Approval is given for this student to undertake the nominated course(s) at ANU. On successful completion of the course(s), credit will be given to the student's academic program at this University.

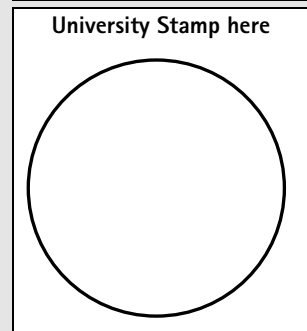
Name of University Officer:

Position:

Name of University:

Signature: Date:

D	D	M	M	Y	Y



(Please return this form to the address above as soon as possible.)



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SAS 18 17.11.03

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 Email: admiss.app@anu.edu.au

Certification of Documents to Accompany Applications for Admission

- If you intend to post your application, please send certified copies of original documents only. Where possible these should be A4 size on plain white paper and should be certified on the front of the document.
- Any further query concerning the certification of original documents should be directed to the Admissions Office (as above).

The Certifying Officer must be:

- currently employed in one of the professional or occupational groups listed below;
- contactable by telephone during normal working hours.

The Certifying Officer must:

- write on the copy "*This is a true copy of the original documents sighted by me*";
- sign and print their name;
- provide an address and a contact telephone number;
- state their profession or occupation group (as below);
- write on the copy the date certified; and
- affix the official stamp or seal of the certifier's organisation on the copy.

In addition, if the certifying officer is a Justice of The Peace, the certifying officer must:

- list registration number and state/territory of registration.

Who Can Certify Documents Within Australia?

Professional or occupational groups:

- Accountant – member of a recognised professional accounting body or a Registered Tax Agent;
- Manager of a bank or credit union, other than managers of Bank Travel Centres;
- Barrister, Solicitor or Patent Attorney;
- Police Officer in charge of Police Stations or of the rank of Sergeant and above;
- Postal Manager;
- Principal of an Australian Secondary College, High School or Primary School.

An authorised officer in:

- a tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC;
- the Admissions Office or Student Services Office at any Australian university or TAFE College;
- the official records department of the institution that originally issued the document(s).

Other:

- A Justice of The Peace with a registration number

Who Can Certify Documents Outside Australia?

- an authorised officer of an Australian overseas diplomatic mission;
- an authorised officer of an Australian Education Centre;
- a private representative of this University;
- a university or college Registrar;
- a school headmaster or other recognised examining authority.

Note: You must be prepared to provide original documents at the time of enrolment.