Application for Non-Award Admission
For Either Undergraduate or Postgraduate Studies

Important Information for Applicants

**CLOSING DATES**

All Applicants are required to consult the Programs and Course website [http://programsandcourses.anu.edu.au/](http://programsandcourses.anu.edu.au/) to check the term and class start date of the ANU course you wish to study.

The closing dates for courses commencing in standard sessions are as listed below:

- For commencement in **Semester 1**: 31 January
- For commencement in **Semester 2**: 30 June

The closing dates for courses commencing in non-standard sessions: (**Summer, Autumn, Winter, and Spring**) are as listed below:

- For commencement in **Summer Session**: 11 December
- For commencement in **Autumn Session**: 11 March
- For commencement in **Winter Session**: 10 June
- For commencement in **Spring Session**: 10 September

Or 21 days prior the class start date as listed on Program and Courses.

*Enrolment is available in a limited number of courses. You should check with the respective College/School/Centre Office for further information.*

**DOCUMENTATION TO ACCOMPANY APPLICATION**

You must submit documentation for each academic qualification you have attempted. All documents must be scanned in colour with no alterations (including the size of documents).

For each completed academic qualification, you must provide your testamur and final transcript.

The preferred method for receipt of documents is below (See last page for translated document requirements):

**Testamurs (Graduation Certificate):** Scan original document and attach to your application.

**Transcripts:** Request original transcripts to be sent directly from your institution to the Admissions Office at ANU. Transcripts can be scanned and attached to your application or emailed to the Admissions Office ([domestic.admissions@anu.edu.au](mailto:domestic.admissions@anu.edu.au)). However, this may delay the processing of your application as it is not the preferred method for that documentation.

**Letters or supporting statements:** Originals to be sent directly from the issuing body to the Admissions Office ([domestic.admissions@anu.edu.au](mailto:domestic.admissions@anu.edu.au)). Letters forwarded via the applicant cannot be accepted.
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NON-AWARD STUDIES – FEES
Details of course fees and non-award fees are available on the website www.anu.edu.au/sas/fees Please telephone (02) 6125 3452 for more information.

ACKNOWLEDGEMENT OF APPLICATION
Applications will be acknowledged.
- Any change of address must be notified in writing to the Admissions Office.

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, email: uni.accom@anu.edu.au or the visit the website: http://www.anu.edu.au/study/accommodation. You are advised to immediately apply 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 by email: domestic.admissions@anu.edu.au

Street Address: Student Enquiry Counter, The Australian National University, 121 Marcus Clarke Street, Canberra ACT

For further enquiries, please contact the Admissions Office as listed above.
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1. Level of Study *(please tick one)*
   - Undergraduate
   - Postgraduate

2. Category of Application
   - I am applying for admission to: *(please tick one)*
     - Non-award
     - Law Internship
     - Other

   Expected Commencement Session:
   - Semester/Session 1
   - Semester/Session 2
   - Summer Session
   - Winter Session
   - Spring Session

   Expected Commencement Year:
   - Y
   - Y
   - Y
   - Y
   - Y

3. Previous Applications (give the year of any previous application to or enrolment at ANU and your student number if known).
   - Year:
   - University ID:

4. Personal Details
   - Family Name:
   - Given Names:
   - Previous Family Name (if any):
   - Title:
   - Date of Birth:
   - Sex: Male Female
   - Mailing Address:
   - State
   - Postcode
   - Country if Outside Australia
   - Email:
   - Phone: day ( )
   - evening ( )
   - mobile
   - Fax: ( )

5. Residential Status
   - Are you an Australian citizen? Yes* No *
   - *If yes please disregard remainder of this question.
   - Do you have permanent resident status in Australia? Yes^ No ^
   - ^If yes, please provide evidence.
   - Country of Citizenship (if not Australia):
   - Date of first arrival in Australia:
     - D
     - D
     - M
     - M
     - Y
     - Y

6. Proposed Non-Award Courses
   - Course Code
   - Session Offered
   - Course Name
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7. Secondary School Studies and/or Special Tertiary Admissions Schemes

<table>
<thead>
<tr>
<th>School/Venue</th>
<th>State</th>
<th>Examination/Scheme (eg HSC)</th>
<th>Year Completed</th>
<th>ID Number (if known)</th>
</tr>
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8. Current and Previous Post-Secondary Studies

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Institution</th>
<th>Years attended</th>
<th>ID Number (if known)</th>
<th>Completed?</th>
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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 course within such an institution following a previous enrolment? Yes ☐ No ☐

If yes, then provide details of failures/exclusions, including an explanation of the circumstances. (If space is insufficient, attach a separate sheet.)

9. Declaration and Signature (all applicants must complete)

- I certify that I have read the instructions and understood the questions on this form and that the answers are true and correct.
- I authorise the University to audit my application by obtaining official records from any institution I have attended or conducting any other enquiries to otherwise verify documents presented with my application including but not limited to evidence of English language proficiency and referee reports and enquiries to determine whether I have any undeclared study. Accordingly I consent to the University providing my personal information to any relevant third party for these purposes. If requested, I will provide original documents to support my application.
- I acknowledge and accept that the University may vary or cancel any decision made or reject this application on the basis of incorrect, incomplete or fraudulent information provided by me or by my referees.
- I understand that I am responsible for payment of all tuition fees by the due dates and for my living expenses unless I have been awarded a scholarship or sponsorship which covers these costs. I am able to make appropriate arrangements to fund my studies. I have read and understood the tuition fee refund policy available at [http://www.anu.edu.au/sas/fees/#refunds](http://www.anu.edu.au/sas/fees/#refunds)
- I understand that international students who are made an offer of admission will be required to provide passport details upon acceptance of offer and that the University may provide information, personal and academic to any authority legally entitled to request it.

Applicant’s Signature: ___________________ Date: ____________

Design by CIS
Australian National University Admissions Office, Division of Student Administration
Web: http://www.anu.edu.au
ANU Student Central (Building X-005) Phone: +61-2-6125-5594
Canberra ACT 2601 Australia Email: domestic.admissions@anu.edu.au
CRICOS Provider Number: 00120C
Documents to Accompany Applications for Admission

You must submit documentation for each academic qualification you have attempted. All documents must be scanned in colour with no alterations (including the size of documents).

For each completed academic qualification, you must provide your testamur and final transcript.

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Letters or supporting statements: Originals to be sent directly from the issuing body to the Admissions Office: domestic.admissions@anu.edu.au. Letters forwarded via the applicant cannot be accepted.

Auditing of Documents
The Australian National University does not require certified copies of documents to be provided during the application process. Instead, applications for admission are audited. Information on the audit processes we may undertake are outlined below.

• I authorise the University to audit my application by obtaining official records from any institution I have attended or conducting any other enquiries to otherwise verify documents presented with my application including but not limited to evidence of English language proficiency and referee reports and enquiries to determine whether I have any undeclared study. Accordingly I consent to the University providing my personal information to any relevant third party for these purposes. If requested, I will provide original documents to support my application.

• I acknowledge and accept that the University may vary or cancel any decision made or reject this application on the basis of incorrect, incomplete or fraudulent information provided by me or by my referees.

• I recognise that it is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to the University. Where fraudulent documents are detected, I understand that my application will be rejected or if an offer has been made, it will be withdrawn or if I have already enrolled, my enrolment will be cancelled. Further, if a visa has been issued, the Department of Home Affairs will be notified. All matters concerning fraudulent documentation may be reported to the relevant Government and statutory authorities.

• 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 any relevant authority which may include the Department of Home Affairs.

Applicant Signature: ____________________________ Date: ________________
Translation of Documents

If official qualification documents related to an Application for Admission are not in English, the applicant must supply the following documents (scan and attach to application):

• the original language transcript of studies showing subjects and results
• the original language award certificate
• an English translation of these documents
• a copy of the grading scale

The translation must be from one of the following organisations:

• Community Relations Commission for Multicultural New South Wales
• Interstate office of either the Ethnic Affairs Commission or the Department of Home Affairs.

• Australian diplomatic missions
• A translator accredited by National Accreditation Authority for Translators & Interpreters (NAATI)
• A Government or other recognised translation authority. Please contact the ANU Admissions Office to determine if the authority is approved to provide translations.

Copies translated by any other sources will not be accepted. Self-translated documents are not acceptable.