Application for Cross Institutional Studies

Important Information for Applicants

USE OF THE APPLICATION FORM
All students applying for cross institutional studies to the University must satisfy the admission requirements. Undergraduate students please read the Undergraduate Handbook for details. Postgraduate Students please check with the relevant Faculty/School/Centre.

COMPLETING THE APPLICATION FORM
- Consult the study@ website http://studyat.anu.edu.au/ 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 copies of previous qualifications where requested.

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
All Applicants are required to consult the Programs and Course website 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  March 31
For commencement in Semester 2  June 30

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

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

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 Faculty/School/Centre Office for further information.
Application for Cross Institutional Studies

Important Information for Applicants

DOCUMENTATION TO ACCOMPANY APPLICATION FORM

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 (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. Letters forwarded via the applicant cannot be accepted.

CROSS INSTITUTIONAL STUDIES – FEES

Where cross institutional courses are to be counted towards the award requirements of a HECS-liable program at another institution they may be charged on a HECS-liable basis.

However, students applying for Summer Session courses in the Law or Economics faculties should contact the respective faculty office for advice about fee liability.

All other cross institutional study is liable for Domestic Tuition Fees. Details of course fees are available on the website [www.anu.edu.au/sas/fees](http://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, fax (02) 6125 0737, email: uni.accom@anu.edu.au or visit the website: [http://accom.anu.edu.au/homepage.asp](http://accom.anu.edu.au/homepage.asp). 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 to:

- **Postal Address:** Admissions Office, Building X-005, The Australian National University, Canberra ACT 0200 Australia
- **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.

The ANU website for prospective students is at [http://studyat.anu.edu.au/](http://studyat.anu.edu.au/)
Application for Cross Institutional Studies

1. Level of Study *(please tick one)*
   - Undergraduate ☐
   - Postgraduate ☐

2. Category of Application
   I am applying for admission to: *(please tick one)*
   - Cross Institutional ☐
   - UC (B.Ed) Music (cross-institutional) ☐
   - Australian National Internships Program ☐
   - Law Internships ☐
   - 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: ____________________
   - Title: __________________________
   - Date of Birth: ____________________
   - Sex: Male ☐ Female ☐
   - Given Names: ____________________
   - Mailing Address: ____________________________________________
     - State: __________________ Postcode: __________
     - Country if Outside Australia
   - Email: __________________________
   - Phone: _________________________
     - day ( )
     - evening ( )
   - 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: __________________________

6. Proposed Non-Award Courses

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<tr>
<th>Course Code</th>
<th>Session Offered</th>
<th>Course Name</th>
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## Application for Cross Institutional Studies

### 7. Secondary School Studies and/or Special Tertiary Admissions Schemes

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

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<th>Qualification</th>
<th>Institution</th>
<th>Years attended</th>
<th>ID Number (if known)</th>
<th>Completed? Yes/No</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 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 cancelled. Further, if a visa has been issued, the Department of Immigration and Citizenship (DIAC) 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 Immigration and Citizenship (DIAC).
- 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
- 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:   __________/________/________  [ ]

[ ]

[ ]
Application for Cross Institutional Studies
Cross-Institutional Approval Form

This form is for use by Australian citizens or permanent residents applying for cross-institutional studies 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: ________ ________ ________

Given Names: ___________________________

Phone: day (______) evening (______) mobile (______)

Proposed cross institutional Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session offered</th>
<th>Course Name</th>
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Applicant’s Signature: ___________________________ Date: ________ ________ ________

Home University to Complete

The following authorisation is to be completed by a HECS/Fees officer of the home university.

Is this student eligible at his/her home university to pay HECS fees? Yes ☐ No ☐

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

Signature (HECS/Fees Officer): ___________________________ Date: ________ ________ ________

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: ________ ________ ________

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

The preferred method for receipt of documents is below:

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 (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. 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 Immigration and Citizenship (DIAC) 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 Immigration and Citizenship (DIAC).

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 Immigration and Citizenship (DIAC)
• 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.