



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

Email: admiss.app@anu.edu.au
Phone: +61 2 6125 5594
Fax: +61 2 6125 0751
Web: <http://info.anu.edu.au/studyat/>

CRICOS Provider Number: 00120C

Application for Non-Award Enrolment: Postgraduates

Important Information for Applicants

USE OF THE APPLICATION FORM

This form is for use by students in the categories listed on the form who wish to apply for non-award enrolment in postgraduate courses at The Australian National University (ANU).

All applicants for non-award enrolment must satisfy the admission requirements. For details of the requirements please check with the relevant College.

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

- Sign and date the declaration.
- Keep a copy of the choice of courses that you have selected.
- Attach certified copies of previous qualifications.

MUSIC, VISUAL ARTS OR DIGITAL ARTS STUDENTS

Students applying for a course in Music, Visual Arts or Digital Arts must contact the ANU College of Arts and Social Sciences on (02) 6125 5711 or (02) 6125 2898 for information on selection requirements for their application to be considered and to arrange a selection interview/audition.

CLOSING DATES

For commencement in Semester 1	
Non-Award	31 January
Australian National Internships Program	31 October
Law Internships	30 November
For commencement in Semester 2	
Non-Award	30 June
Australian National Internships Program	Contact ANIP for details
For commencement in Summer Session*	
Non-Award	30 November
Australian National Internships Program	Contact ANIP for details
For commencement in Autumn Session*	
Non-Award	By arrangement with the College
For commencement in Winter Session*	
Non-Award	28 February
Australian National Internships Program	Contact ANIP for details
For commencement in Spring Session*	
	By arrangement with the College
*Course selection is limited. You should check with the respective College Office for further information.	

APPLICATION LODGEMENT AND ENQUIRIES

Return completed application forms to:



By Post:
Admissions Office, Pauline Griffin Building (11)
The Australian National University
CANBERRA ACT 0200 Australia



In Person:
The Student Enquiry Counter, ANU
Pauline Griffin Building (#11)
Ellery Crescent ACTON

For further enquiries, please contact the Admissions Office as listed above. The ANU website for prospective students is at <http://info.anu.edu.au/studyat/>.



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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. If applying as a postgraduate, cross-institutional student on a FEE-HELP loan (Australian citizens and holders of a permanent humanitarian visa only), you must provide, by time of enrolment, appropriate documentation from your home institution giving approval for the cross-institutional study and evidence of your eligibility for FEE-HELP. 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 home institution approval for cross-institutional study will result in you being liable for up-front Domestic Tuition Fees (DTF).

NON-AWARD STUDIES – FEES

All non-award study is liable for Domestic Tuition Fees (DTF). Details of course fees are available on the website http://studyat.anu.edu.au/fees_and_charges.html Please telephone (02) 6125 8124 for more information.

Where students on a FEE-HELP loan are counting non-award courses towards the award requirements of a program at another institution (cross-institutional enrolment), they may also be eligible for FEE-HELP for the ANU courses. Please refer to the above section *Documentation to Accompany Application Form*.

Students applying for Summer Session courses in Law or Economic should contact the respective College office for advice about fee liability.

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. All papers become property of the University and will not be returned to the applicant.

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, ANU 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.



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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		

- How much Student Learning Entitlement do you have remaining?
- 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 Universities Australia (UA) and UA 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, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS). DEEWR may also disclose the information to the Australian Taxation Office (ATO).

Applicant's Signature:

Date:

D	D	M	M	Y	Y

Checklist. Have you...: <ul style="list-style-type: none"> <input type="checkbox"/> completed all relevant sections of the form; <input type="checkbox"/> signed and dated the form; <input type="checkbox"/> attached all academic transcripts including English translations (certified copies); <input type="checkbox"/> attached English language test results (certified copies) if appropriate; <input type="checkbox"/> provided evidence of permanent residency status (if applicable); <input type="checkbox"/> attached any extra documentation; and <input type="checkbox"/> have you made a copy of the form to keep for your reference?



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Application for Non-Award Enrolment: Postgraduates Cross-Institutional Approval Form

This form is for use by Australian citizens or holders of a permanent humanitarian visa applying for postgraduate cross-institutional studies at The Australian National University using a FEE-HELP or HECS-HELP loan. 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 Non-Award Courses

Course Code	Session Offered	Course Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant's Signature: Date:

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

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

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

Name & Signature Fees Officer:

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.

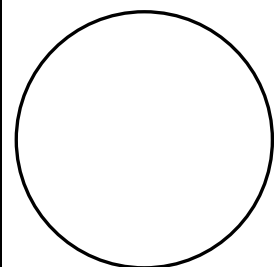
Name of University Officer:

Position:

Name of University:

Signature: Date:

University Stamp here



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



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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.