



Australian
National
University

Admissions Office, Division of Student Administration
Di Riddell Student Centre
Building 154 University Avenue
Canberra ACT 2601 Australia

Web: <http://www.anu.edu.au>
Phone: +61-2-6125-5594
Email: domestic.admissions@anu.edu.au

CRICOS Provider Number: 00120C

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 College.

COMPLETING THE APPLICATION FORM

- Consult the *Program and Courses* website to select the correct program or course titles and codes. The address is <http://programsandcourses.anu.edu.au/>
- Sign and date the declaration.
- Keep a copy of the choice of courses that you have selected.
- Attach copies of previous qualifications where requested.

CLOSING DATES

For commencement in Semester 1

Cross-Institutional

Australian National Internships Program

Law Internships

31 January

31 October

30 November

For commencement in Semester 2

Cross-Institutional

Australian National Internships Program

30 June

Contact ANIP for details

For commencement in Summer Session*

Cross-institutional

Australian National Internships Program

30 November

Contact ANIP for details

For commencement in Autumn Session*

By arrangement with the Faculty/School/Centre

For commencement in Winter Session*

Cross-Institutional

Australian National Internships Program

31 May

Contact ANIP for details

For commencement in Spring Session*

By arrangement with the Faculty/School/Centre

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



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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 a copy of your testamur and final transcript.

The preferred method for receipt of documents is email: domestic.admissions@anu.edu.au

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

Transcripts: Scan original document and attach to your application.

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 <http://www.anu.edu.au/students/program-administration/costs-fees>. Please telephone (02) 135 ANU (135 268) 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 2601, 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

NOTE: Late applications are subject to relevant ANU College pre-approval in writing (email).

Street Address: ANU Student Central The Australian National University, Di Riddell Student Centre, Building 154 University Avenue, Canberra ACT



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 Australian National Internships Program Law Internships Other

Expected Commencement Session:

Semester/Session 1 Semester/Session 2 Summer Session Autumn Session Winter Session Spring Session

Expected Commencement Year:

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

Y	Y	Y	Y
---	---	---	---

University ID:

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4. Personal Details
Family Name: Title: Date of Birth:

D	D	M	M	Y	Y
---	---	---	---	---	---

Given Names: Sex: Male Female Previous Family Name (if any): X - Intermediate/Intersex/Unspecified Mailing Address: Phone:

day ()

evening ()

State Postcode Country if Outside Australia mobile Email:

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
<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"/>

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

School/Venue	State	Examination/Scheme (eg HSC)	Year Completed				ID Number (if known)
			Y	Y	Y	Y	

8. Current and Previous Post-Secondary Studies

Highest attainment level of prior education achievement? i.e Certificate I-IV, Diploma, Bachelor degree, Graduate Diploma, Masters

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 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 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.
- I understand that ANU may disclose the personal information I have given in this application to the Department of Home Affairs (International Students only) and the Department of Education (DE) and that DE will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS) or the Provider Registration and International Students Management System (PRISMS). DE may also disclose the information to the Australian Taxation Office (ATO).
- 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/students/program-administration/costs-fees/fee-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:

D	D	M	M	Y	Y	Y	Y
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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:

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	Y	Y

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:

D	D	M	M	Y	Y	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:

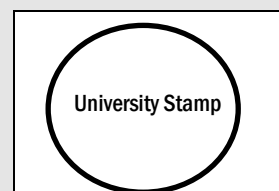
Position:

Name of University:

Signature: Date:

D	D	M	M	Y	Y	Y	Y

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.

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Transcripts: Scan original document and attach to your application.

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 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: _____



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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.