

Application for Cross Institutional Studies

IMPORTANT INFORMATION FOR APPLICANTS

Who should use this form?

All students applying for cross-institutional studies to the University must satisfy the admission requirements. Please visit <http://programsandcourses.anu.edu.au/> for details.

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.

Cross Institutional Studies fees

Undergraduate non-award students who are studying at ANU as part of an approved cross-institutional study (with the ANU course counting towards a degree at another Australian institution), who are enrolled in a Commonwealth supported place at their home institution may be Commonwealth supported at ANU and, if eligible, may defer their student contribution amount to a HECS-HELP loan.

All other students enrolled at ANU on a cross institutional basis will be charged either Domestic Tuition Fees (domestic students) or International Student Fees (international students). Details of course fees are available on the website <https://www.anu.edu.au/students/program-administration/fees-payments>. Please telephone (02) 135 ANU (135 268) for more information.

Acknowledgement of Application and Retention of application papers

Applications will be acknowledged within 10 working days by email using the email address supplied on this

application form. All papers relating to an unsuccessful application or an offer that is not taken up will be destroyed after one year if no further assessment is required.

Documents to accompany application form

Do not send original documents. All copies must be in colour according to the instructions below. Do not delay submitting an application if you are waiting for results or other documents – submit your application by the closing date and forward the result or document as soon as it becomes available; otherwise you may be charged a late application fee.

- Secondary Studies: Applicants who have completed an Australian Year 12 need not provide documentary evidence of results but must indicate where and when studies were undertaken. Please attach documentation for any other secondary qualifications.
- Post-Secondary Studies: Please attach transcripts of academic record and evidence of completion of all post-secondary studies. Previous ANU students should list all studies but need not provide a transcript of ANU programs.

You must submit a transcript for each academic qualification you have attempted. You must submit a transcript and testamur for each academic qualification you have completed. **All documents must be scanned in colour with no alterations (including the size of documents).**

- Testamurs (Graduation Certificate): Scan original document and attach to your application.
- Transcripts: Transcripts can be scanned in colour and attached to your application or emailed to domestic.admissions@anu.edu.au
- 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.
- Referee Reports: Must be sent directly from the referee to the Admissions Office. Referee reports forwarded via the applicant cannot be accepted.

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 Border Protection
- 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.

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), Building 77, Brian Lewis Crescent, Acton, ACT 2601, phone (02) 6125 1100, email uni.accom@anu.edu.au or visit the website www.anu.edu.au/study/accommodation. You are advised to apply for accommodation immediately. 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 for Cross-Institutional Studies

Please write in black capital letters in English

Lodging your application	Enquiries
By email: domestic.admissions@anu.edu.au	T: +61 2 6125 55 94 E: domestic.admissions@anu.edu.au W: www.anu.edu.au/study/apply

1. Personal details

Family name: DOB: /

Given names: Title:

Email: Gender:

Previous names (if any):

Phone: Day Mobile
 Evening

Postal address:

State: Postcode: Country:

Would you like to authorise someone to act on your behalf? Yes No

Full name: DOB: /

Email:

Have you previously applied or were you enrolled for studies at the ANU? Yes No

Previous ANUID if known:

Year:

2. Citizenship and residential status

Are you an Australian Citizen? Yes No (If yes, go to Section 3.)

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: /

3. Disability

Do you have a disability? Yes* No

*If yes, do you require support services to enable you to access your studies? Yes No

4. Category of application

Are you intending on applying for admission to: *(pick one category)*

Cross Institutional

Australian National Internships Program

Law Internships

5. Proposed Non-Award Courses

Refer to the Australian National University's Programs and Courses webpage for the official program name, course code and semester start availability at <https://programsandcourses.anu.edu.au/>

Course code:	Session offered: (Sem 1, 2021)	Course name:

Level of Study: *(please pick one)*

Undergraduate

Postgraduate

Expected commencement year:

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Expected commencement intake: Semester 1 (Feb) Summer Session (Jan) Autumn Session (Apr)

Semester 2 (Jul) Winter Session (Jul) Spring Session (Oct)

6. Qualifications

You must include coloured copies of original transcripts in order to have your application processed. If the provided documents are not in English, appropriate translated documents are to be provided in addition to the copy of originals. Refer to the information provided in the coversheet at the start of this application form.

Secondary Education/High School/Senior Secondary Education

Name of examination/Award	Name of institution	Years attended		Language of instruction
		From Y Y	To Y Y	

Have you been enrolled at a tertiary university or other post-secondary institution? Yes No

If yes, list below all tertiary qualifications you have enrolled in and supply colour copies of your original transcripts.

Tertiary Education

Name of examination/Award	Name of institution	Years attended		Language of instruction
		From Y Y	To Y Y	

Do you expect to qualify for your degree, diploma or certificate at the end of this semester? Yes No

Are you completing an award this year? Yes No Date of completion:

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 below. (If space is insufficient, attach a separate sheet.)

Professional experience

If you apply for a program that requires professional experience or where relevant work experience alters the entry requirements please list below your work experience, attach a CV and referee letters from your employers to your application.

Position held <i>Example: Research assistant, Manager.</i>	Part-time or Full-time	Name of company and Employer <i>Example: Pyritech SA – John Doh</i>	Position held	
			From Y Y	To Y Y

7. English language proficiency

Every applicant to the ANU has to meet the English language requirements for admissions set out in the ANU Policy. For more information, please refer to the policy on the following web page: https://policies.anu.edu.au/ppi/document/ANUP_000408

Were your previous qualifications conducted entirely in English? (Evidence must be provided.) Yes No

Have you completed, or are you planning to sit an English language proficiency test? Yes No

Test <i>(PTE, TOEFL or IELTS)</i>	Date of test <i>D D M M Y Y</i>	Results <i>(attach an original or certified copy of the results)</i>

8. Application declarations and authority

The Australian National University ('ANU') collects information about you, including information you provide in this application to assist in the processing and/or assessment of your application for admission ('application'). Your application cannot be considered unless you or if applicable, the person you have authorised to act on your behalf (for example, registered agent representatives) accept all conditions set out in the declarations below.

An authorised person accepting all conditions set out in the declarations below – on your behalf – is tantamount to you accepting these conditions.

1. General Declarations & Applicant responsibilities

1.1 I declare that I have read and that I understand the questions and that all the information submitted is true and complete and not false and/or misleading. I understand giving false and/or misleading statements, or submitting fraudulent documentation in support of an application (see section

2) for the purpose of gaining admission to the University is an offence under Australian law and may result in my application being rejected, or if any offer had been made, it will be withdrawn or if I have been enrolled, my enrolment will be cancelled.

1.2 I declare that I have read and that I understand the statement on fraudulent, untrue or incomplete information submitted by applicants section below (see section 2).

1.3 I declare that I have read and that I understand the statement on collection of personal information section below (see section 3).

1.4 I understand that ANU follows certain standards for coursework student admissions. I declare that I have read the relevant ANU [policy](#) and [procedure](#).

1.5 I authorise ANU to obtain available official records from any educational institution attended by me. I understand that ANU is not responsible if any institution does not provide these records.

1.6 I understand that if I am made an offer of admission, I will be required to provide passport details upon acceptance of the offer and that the University may provide personal and academic information about me to any authority that is legally entitled to request it.

1.7 I declare that I am a Genuine Student (GS) and Genuine Temporary Entrant (GTE) and that I have read and understood the conditions in relation to these requirements as defined on the [Genuine temporary entrant requirement](#) page on the Australian Government website. I understand that if the University forms the opinion that I am not a Genuine Temporary Entrant or a Genuine Student or I do not meet the GTE and GS requirements set by Department of Home Affairs and/or I am unable to obtain or maintain a student visa, the University may refuse to assess my application; withdraw an offer of admission (conditional or otherwise) and/or cancel my enrolment.

1.8 I understand that, if applicable, ANU may check my visa and residency status using Visa Entitlement Verification Online (VEVO). As such, I authorise ANU to do so.

1.9 I authorise ANU to collect, receive, store, transfer and use any information provided by me, or any information obtained in connection with this application, and to disclose such information to Universities Australia, Universities Australia member institutions, the members of the Australasian Conference of Tertiary Admissions Centres (ACTAC), the Tertiary Education Quality and Standards Authority (TEQSA), the Australian Skills Quality Authority (ASQA), State and Territory governments and any other authority (e.g. Department of Home Affairs) or tertiary educational institution either in Australia or overseas, where ANU reasonably considers it is necessary to make such disclosure.

1.10 I authorise ANU to collect, receive, store, transfer and use all such information; and all information in or connected with this application for training and/or research purposes. I give these authorities on the condition that all information provided pursuant to training and/or research purposes is de-identified.

1.11 In the event I am enrolled at ANU, I authorise ANU to release any personal information (see section 3) that it may hold about me to any other educational institution that is seeking to verify my student conduct or academic record for the purpose of determining my eligibility for admission or enrolment, at that institution.

1.12 I understand that ANU may disclose my personal information and/or any information I have given in this application to the following types of organisations:

- Government departments (such as the Department of Home Affairs and the Department of Education, Employment and Workplace relations) and agencies involved in administering Education Services for Overseas Students Act 2000 (Cth); and/or
- external organisations (such as other tertiary education institutions) where disclosure is necessary to verify my previous qualifications and other supporting documentation provided with my application; and/or
- contracted service providers which the ANU uses to provide services on its behalf or conduct risk assessment for the purpose of establishing GS and GTE status.

1.13 I understand that any information I provide to ANU or is maintained by ANU, may be given to Australian government departments or agencies as required by law and/or in order for ANU to comply with its obligations under the Education Services for Overseas Students Act 2000 (Cth) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and I recognise that disclosure can include, but is not limited to, information regarding breaches of a student visa condition, changes to my enrolment and/or for visa processing purposes.

1.14 I understand that ANU may disclose the personal information (see section 3) I have given in this application to the Department of Education and Training, or its successor, for the purpose of:

- use in connection with the Higher Education Information Management System (HEIMS) or provider registration; and/or
- use in connection with the national data collection on University applications and offers; and/or
- other collections as the Department of Education and Training, or its successor, may lawfully require from time-to-time.
- I also understand that the Department of Education and Training may also disclose this information to the Australian Taxation Office (ATO).

1.15 I understand that if I am a sponsored student, the personal information collected by ANU, including academic progress, results, attendance or financial standing, will be disclosed to my sponsor, my embassy, cultural mission or any third party appointed by my sponsor, my embassy and/or cultural mission.

1.16 I understand that I am responsible for payment of all tuition fees by the relevant due dates. I understand that tuition fees increase from year to year and I accept that it is my responsibility to pay the increased fees as required. I also understand that I am responsible for my living expenses and other related expenses incurred by me during my enrolment at ANU and stay in Australia including for my dependants. I declare that I am able to make appropriate arrangements to fund my studies and stay in Australia. I also declare that I have read and understood the [tuition fee refund policy](#).

1.17 I understand that ANU will not be responsible for any tuition fee payments, living expenses or other related expenses incurred by me during my enrolment at ANU, unless I receive a scholarship from ANU.

1.18 I agree that while I am on a student visa, I will inform ANU of any change to my contact details including changes to my residential address, mobile telephone number, or email address within 7 days.

1.19 I understand that it is an offence to submit fraudulent or misleading documentation in support of an application (see section 2) for the purpose of gaining admission to ANU. I understand that 'application' in this context includes applications for admission as well as applications for scholarships. I understand that ANU has the right to vary or cancel an application, or enrolment made on the basis of what ANU determines to be untrue or incomplete or fraudulent or misleading information or documentation from any source. I understand that providing such information or documentation may lead to my application being withdrawn or denied and/or cancelled; and if enrolled, the enrolment may be terminated. Further, if a visa has been issued, I understand that ANU will notify the Department of Home Affairs. All matters concerning fraudulent documentation may be reported to the relevant Government and statutory authorities.

1.20 I understand that in some cases ANU makes admission offers based on the information provided by relevant third parties such as referees, sponsors, external scholarship providers, registered partners; and on advice received from other relevant institutions. If ANU subsequently finds that information or advice—of the nature mentioned above—was incorrect or untrue or misleading or fraudulent (see section 2), ANU has the right to vary or cancel an application or enrolment (including any scholarship(s)) on this basis. This may result in my application being withdrawn or denied and/or cancelled; and if enrolled, the enrolment may be terminated.

1.21 Furthermore I understand that upon submitting this application, if I am deemed eligible for an ANU program and receive an offer thereto after disclosing an association with an ANU approved external scholarship provider or an ANU approved partner or sponsor; that offer may be conditional on my ability to demonstrate one or more of the following. That, I was awarded the scholarship(s), or I entered into an approved sponsorship or partnership agreement.

1.22 I understand that ANU may release details of my program preferences and offers to my school/college for assessment purposes. I authorise ANU to do so for such purposes. (Note: If you would prefer for these details not to be released please contact the ANU Admissions Office).

1.23 I authorise ANU to verify any information I provide through my application. I understand that this includes auditing my application by obtaining official records from any institution I have attended or by conducting other enquiries otherwise required to verify information or documentation presented with my application, including but not limited to referee reports, evidence of English language proficiency and/or undeclared study. Accordingly, I consent to ANU providing my personal information (see section 3) to any relevant third party for these purposes. If requested, I also agree to provide original documents to ANU for the purpose of verification and/or auditing, which I understand may be asked of me at any time.

2. Statement on Fraudulent, Untrue or Incomplete Information/Documentation submitted by Applicants

ANU recognises that all decisions which affect an applicant must be made fairly using appropriate academic or other criteria as specified by relevant ANU policies and procedures. Selection into programs by application to ANU is primarily based on merit. It is the responsibility of an applicant to ensure that they comply with all instructions when submitting an application to ANU. An application must be complete and correct and all attempts at academic study must be disclosed.

All matters concerning fraudulent, misleading or untrue documentation, may be reported to the relevant Government and statutory authorities. ANU will also investigate, and may take action against, an applicant who, by any other means, has or could have achieved an advantage over other applicants. Examples of conduct by an applicant which will be investigated by ANU include, but are not limited to:

- submitting an incomplete or falsified academic transcript;
- failing to declare previous study at secondary, post-secondary or tertiary level;
- submitting an incorrect or otherwise misleading statement of employment experience;
- claiming special consideration of educational disadvantage based on incorrect information;
- having some other person complete a selection task on the applicant's behalf such as an interview, audition or a portfolio of work;
- claiming membership of a special selection group when not a member of that group.

The procedures for processing applications suspected of being in some way incomplete or untrue have been approved by ANU and the NSW Vice-Chancellors' Committee. These procedures accept the right of applicants to be treated fairly and without prejudice, and in accordance with the principles of natural justice. The ANU policy on admission appeals can be found [here](#).

3. Statement on Collection of Personal Information

ANU collects personal information and, in some circumstances, information regarding your health, or information about someone other than yourself, for the purpose of processing your application for admission, enrolment and to meet our obligations under the Education Services for Overseas Students Act 2000 (Cth) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. If you are providing personal information about someone other than yourself, you should inform them about [ANU privacy policy](#). If you wish to seek access to your personal information or inquire about the handling of your personal information, or make a complaint about how we have handled your information, please contact the ANU privacy officer by email at privacy@anu.edu.au.

Applicant
Signature:

Date: / /

SAS USE ONLY

Name Delegated College Officer:

Signature:

Date: / /

Cross-Institutional Approval Form

This form is for use by students 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: DOB: / /

Given names: Title:

Phone: Day () Mobile ()
Evening ()

Course code:	Session offered: (Sem 1, 2021)	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 Signature: Date: / /

Home University to complete

The following section is to be completed by an authorised officer from your home institution.

Does this student hold a Commonwealth Supported Place (CSP) at their home institution? Yes No

If yes, is this student a pre-2021 student? Yes No

Signature (Authorised 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.

