



Application for Non-Award Admission

IMPORTANT INFORMATION FOR APPLICANTS

Who should use this form?

All students applying for non-award 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

Non-Award
Australian National Internships Program

31 January
31 October

For commencement in Semester 2

Non-Award
Australian National Internships Program

30 June
Contact ANIP for details

For commencement in Summer Session*

Non-Award
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*

Non-Award
Australian National Internships Program

31 May
Contact ANIP for details

For commencement in Spring Session*

By arrangement with the Faculty/School/Centre

Please note: All applications for Non-Award study submitted after the above closing dates must include a late application fee of \$150.

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

Documents to accompany application form

Do not send original documents. All copies must be in colour according to the instructions on the enclosed sheet. 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.



Non-Award Studies fees

Details of course fees and non-award fees are available on the website <http://www.anu.edu.au/students/program-administration/costs-fees> Please telephone (02) 6125 3452 for more information.

Acknowledgement of Application and Retention of application papers

Applications will be acknowledged. 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.

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 the 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.

Enrolment Restrictions - Important

Please be aware that Non-Award applications are course specific. Any offers made will be exclusively for courses that have been approved. These offers will not allow enrolment in any other courses, or continued enrolment after the approved courses are completed. If you would like to continue your Non-Award study at the ANU after completion, a new application will be required.



Application for Non-Award Studies

Please write in black capital letters in English

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: U 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)*

Non-Award

Australian National Internships Program

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:

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.

What is the highest level of your prior educational achievement? (Tick the one applicable)

<input type="checkbox"/>	Doctoral Degree	<input type="checkbox"/>	Certificate IV
<input type="checkbox"/>	Master Degree	<input type="checkbox"/>	Certificate III
<input type="checkbox"/>	Graduate Diploma or Graduate Certificate	<input type="checkbox"/>	Certificate II
<input type="checkbox"/>	Bachelor Degree	<input type="checkbox"/>	Certificate I
<input type="checkbox"/>	Advanced diploma and Associate Degree	<input type="checkbox"/>	None of the above
<input type="checkbox"/>	Diploma		

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	



Are you sitting examinations at the end of the semester? Yes No

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 webpage: https://policies.anu.edu.au/ppl/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 (PTE, TOEFL or IELTS)	Date of test						Results (attach an original or certified copy of the results)
	D	D	M	M	Y	Y	

8. Application declarations and authority

- If your application is submitted by a third party on your behalf, acceptance of application declarations by that party apply as if you accepted the declarations.
- I certify that I have read the instructions and understood the questions on this application. I also declare that the answers are true and correct.
- 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.
- I acknowledge and accept that the University may vary or cancel any decision made as to the outcome of this application; or reject this application; on the basis of incorrect; incomplete or fraudulent information provided by me or by my referees.



- I acknowledge and accept that the University may vary or cancel any decision made as to the outcome of this application, or reject this application; on the basis of incorrect, incomplete or fraudulent information provided by me or by my referees.
- I declare that I am a Genuine Student and Genuine Temporary Entrant (GTE) and that I have read and understood the conditions in relation to these requirements as defined on the following website: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>. I understand that if the University forms the opinion that I am not a Genuine Temporary Entrant or a Genuine Student; it may refuse to assess my application; withdraw an offer of admission (conditional or otherwise) and/or cancel my enrolment.
- I understand that I am responsible for payment of all tuition fees by the relevant due dates. I also understand that I am responsible for my living expenses. I acknowledge that these responsibilities continue unless and until I have been awarded a scholarship or sponsorship which covers these costs. I declare that I am able to make appropriate arrangements to fund my studies. I also declare that I have read and understood the tuition fee refund policy available at <https://www.anu.edu.au/students/program-administration/fees-payments>.

Privacy notice:

Collection of personal information

- I consent to the University collecting and storing any information provided in this application, or information provided later on, that is reasonably connected to this application.
- I consent to providing the originals of documents used in support of my application, if I am requested to do.
- I consent to providing my passport details if I am made an offer of admission, and understand this is necessary to accept the offer (international students only).
- I consent to the University obtaining official records from any institution I have attended to verify the information and documents in my application, including but not limited to evidence of English language proficiency, references, reports, and/or to determine whether I have any undeclared study.
- I consent to the Department of Education, Skills & Employment collecting and storing my personal information in the Tertiary Collection of Student Information (TCSI) system and/or the Provider Registration and International Students Management System (PRISMS).

Use of personal information

- I consent to the University using my personal information to assess my eligibility for admission.
- I consent to the University using my personal information for aggregate reporting required under the Higher Education Standards Framework (Threshold Standards) and any other legislative reporting requirements.
- I consent to the University using my personal information for aggregate reporting for the purpose of institutional quality assurance and quality improvement.
- I consent to the University storing my personal information in University systems, to facilitate my admission, if I receive an offer.
- I consent to the University storing my personal information in University systems, for legislative record keeping requirements.
- I consent to the University auditing my application for verification and/or authentication purposes.

Disclosure of personal information

- I authorise the University to disclose my personal information to the Department of Home Affairs, where it is required for their functions (international students only).
- I authorise the University to disclose my personal information to the Department of Education, Skills & Employment, where it is required for their functions.
- I authorise the Department of Education, Skills & Employment to disclose my personal information to the Australian Taxation Office (ATO), where it is required for their functions.
- I authorise the University to provide my personal information, including official academic transcripts, to my home institution (exchange and study abroad students only).
- I authorise the University to provide my personal information to any school or tertiary institution where I have studied, to obtain official records to audit my application.
- I understand that any use of fraudulent documentation may be reported to the Australian Federal Police, the Department of Home Affairs and/or Department of Education, Skills & Employment.
- I understand that the University will notify the Department of Home Affairs if my offer is withdrawn or my enrolment is cancelled, and I have been issued a student visa (international students only).
- I understand that the University may provide personal and academic information about me to any authority that is legally entitled to request it.

Handling of personal information

- I understand that the University will handle my information in accordance with the [ANU Privacy Policy](#).
- I understand that I may request access to or correction of my personal information by contacting the ANU privacy officer by email at privacy@anu.edu.au.
- I understand I can withdraw my consent to the handling of my personal information at any time by emailing domestic.admissions@anu.edu.au. I understand that withdrawing consent may mean the University cannot assess my application.

Making a complaint

- I understand that I may make a complaint about how the University has handled my personal information, to the ANU privacy officer, by email at privacy@anu.edu.au. More information about making a complaint is available from the [Office of the Australian Information Commissioner](#).

I certify that I have read and understood, the questions on this application form and declarations and authority. I also certify that my answers are true and correct.

Applicant Signature:

Date:



SAS USE ONLY

Name Delegated
College Officer:

Signature:

Date:

Documents to Accompany Applications for Admission

Documentation attached to your application:

- Testamurs (Graduation Certificate):** Scan original document and attach to your application and emailed to domestic.admissions@anu.edu.au
- Transcripts:** Transcripts can be scanned in colour, attached to your application and emailed to domestic.admissions@anu.edu.au

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- 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).**

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.