## Application for Non-Award Admission

For Either Undergraduate or Postgraduate Studies

### Important Information for Applicants

#### CLOSING DATES

<table>
<thead>
<tr>
<th>For commencement in Semester 1</th>
<th>31 January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Award</td>
<td></td>
</tr>
<tr>
<td>Australian National Internships Program</td>
<td>31 October</td>
</tr>
<tr>
<td>Law Internships</td>
<td>30 November</td>
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<table>
<thead>
<tr>
<th>For commencement in Semester 2</th>
<th>30 June</th>
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<tbody>
<tr>
<td>Non-Award</td>
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<tr>
<td>Australian National Internships Program</td>
<td>Contact ANIP for details</td>
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<table>
<thead>
<tr>
<th>For commencement in Summer Session*</th>
<th>30 November</th>
</tr>
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<tbody>
<tr>
<td>Non-Award</td>
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<tr>
<td>Australian National Internships Program</td>
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<table>
<thead>
<tr>
<th>For commencement in Autumn Session*</th>
<th>Contact ANIP for details</th>
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<tr>
<td>By arrangement with the Faculty/School/Centre</td>
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<table>
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<tr>
<th>For commencement in Winter Session*</th>
<th>31 May</th>
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<tbody>
<tr>
<td>Non-Award</td>
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<td>Australian National Internships Program</td>
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<tr>
<th>For commencement in Spring Session*</th>
<th>Contact ANIP for details</th>
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<td>By arrangement with the Faculty/School/Centre</td>
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* Enrolment is available in a limited number of courses. You should check with the respective Faculty/School/Centre Office for further information.

#### DOCUMENTATION TO ACCOMPANY APPLICATION

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:** Scan original document and attach to your application. Transcripts can also be emailed to the Admissions Office ([domestic.admissions@anu.edu.au](mailto:domestic.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.
Application for Non-Award Admission
For Either Undergraduate or Postgraduate Studies

Important Information for Applicants

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
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 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 to:
Address: Admissions Office Di Riddell Student Centre Building 154 University Avenue The Australian National University Canberra ACT 2601

For further enquiries, please contact the Admissions Office as listed above.

The ANU website for prospective students is at http://programsandcourses.anu.edu.au/
Application for Non-Award Admission
For Either Undergraduate or Postgraduate Studies

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

2. Category of Application
   I am applying for admission to: (please tick one)
   - Non-award
   - Law Internship

   Expected Commencement Session:
   - Semester/Session 1
   - Semester/Session 2
   - Summer Session
   - Autumn Session
   - Winter Session
   - Spring Session

   Expected Commencement Year:
   - 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).

4. Personal Details
   - Family Name:
   - Given Names:
   - Date of Birth: D D M M Y Y
   - Sex: Male Female
   - Previous Family Name (if any):
   - Mailing Address:
   - State
   - Postcode
   - Country if Outside Australia
   - Email:

5. Residential Status
   - Are you an Australian citizen? Yes No
   - Do you have permanent resident status in Australia? Yes No
   - 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
Application for Non-Award Admission
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7. Secondary School Studies and/or Special Tertiary Admissions Schemes

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<thead>
<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

<table>
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<tr>
<th>Qualification</th>
<th>Institution</th>
<th>Years attended</th>
<th>ID Number (if known)</th>
<th>Completed?</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 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 understand that 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).
- I understand that ANU may disclose the personal information I have given in this application to the Department of Immigration and Citizenship (DIAC) (International Students only) and the Department of Industry, Innovation, Science, Research and Tertiary Education (DISRTE) and that DISRTE 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). DISRTE 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/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: DD MM YYYY
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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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.

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• 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.