



THE UNIVERSITY OF
WESTERN AUSTRALIA

Student Administration, M356
35 Stirling Highway
CRAWLEY Western Australia 6009
Phone: 08 6488 3235
Fax: 08 6488 1083
www.ipoint.uwa.edu.au

Student ID

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APPLICATION FOR CROSS- INSTITUTIONAL ADMISSION & ENROLMENT AT THE UNIVERSITY OF WESTERN AUSTRALIA

INSTRUCTIONS FOR COMPLETING AND LODGING THIS CROSS-INSTITUTIONAL APPLICATION FORM

Who uses this application form: You should use this form if you wish to enrol cross-institutionally at The University of Western Australia. **This form consists of 6 pages in three Sections:**

Section A – to be completed by the student – Please tick the Checklist on the back of this form

Section B – to be completed by the Home University – You must have **Home Institutional Approval** completed by your Home Institution. The officer should answer all questions including those related to fees.

Section C – to be completed by staff of The University of Western Australia

Submitting this application form: Please submit completed Application Form to UWA Student Administration. Additional documentation may be submitted if required. Late applications may be considered but cannot be guaranteed. You will be notified in writing of the outcome of your application by Student Administration.

Please contact the relevant Faculty [http://www.uwa.edu.au/about/the_university/faculties] or refer to the Handbook [<http://www.handbook.uwa.edu.au>] for details of specific entry requirements. All qualifications referred to in the minimum entry criteria are Australian Qualifications Framework Awards from the Higher Education Sector or equivalent and from recognised tertiary institutions. UWA will normally assess the equivalence of overseas qualifications in accordance with, but not limited to, NOOSR (National Office of Overseas Skills Recognition) guidelines.

Documents Accompanying Your Application

All documents must be original copies or copies certified by a Justice of the Peace, appropriate certifying authority or an authorised UWA staff member. If documents are in a language other than English, the original document must be accompanied by an official English translation. All applications received without supporting documentation will experience delays in processing.

SECTION A (Student to complete)

| | |
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| 1. PERSONAL DETAILS | |
| Dr/Mr/Ms/Miss/Mrs etc | Family Name |
| Given Names | Date of Birth Sex M <input type="checkbox"/> F <input type="checkbox"/> |
| Former Family Name (if applicable) * | * Please attach evidence of change of name to application |
| Home Address | |
| Country/Postcode | |
| Contact Address | |
| Country/Postcode | |
| Business Phone | Home Phone |
| Mobile | Facsimile |
| Email <i>See Item 12 - Electronic Communication</i> | |
| Emergency Contact Name | Phone |
| 2. ARE YOU AN INTERNATIONAL STUDENT? | |
| NO <input type="checkbox"/> YES <input type="checkbox"/> You are an international student if you are not a citizen of Australia or New Zealand, or have not been granted permanent residency in Australia at the commencement date of your course. | |
| 3. PROPOSED ENROLMENT | |
| Are you currently enrolled or have you previously enrolled as a student of The University of Western Australia? | |
| YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, state student ID Year last attended | |
| Commencing Semester/trimester/term | Year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> |
| Campus | |
| Unit details are to be listed in Section 9 | |

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| 4. PERSONAL AND ADMISSION STATISTICAL DETAILS | |
| Please attach to the application, original or certified copies of documentation of Personal Statistical Details. | |
| 1. Are you of Aboriginal or Torres Strait Islander origin? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2. What is your Citizenship or Residency Status? <i>Please provide certified copies of relevant documents.</i> | |
| Australian Citizen <input type="checkbox"/> | New Zealand Citizen <input type="checkbox"/> (or diplomat or consular representative) |
| Do you possess a humanitarian visa? <input type="checkbox"/> | Possess a permanent residency visa (permitted to stay in Australia indefinitely) <input type="checkbox"/> |
| Do you possess a temporary entry visa? <input type="checkbox"/> (or diplomat or a dependent of a diplomat) | Other _____ <input type="checkbox"/> |
| 3. In what country were you born? _____ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 4. Year of arrival (if not born in Australia) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 5. Do you speak a language other than English at your permanent home residence? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| If YES, please state language(s) spoken _____ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6. Do you have a disability, impairment or long-term medical condition which may affect your studies? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| If YES, please tick the area/s of impairment | |
| Hearing <input type="checkbox"/> | Learning <input type="checkbox"/> |
| Mobility <input type="checkbox"/> | Vision <input type="checkbox"/> |
| Medical <input type="checkbox"/> | Physical <input type="checkbox"/> |
| | Other <input type="checkbox"/> |
| If YES, would you like to receive advice on support services, equipment and facilities which may assist you? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 7. Entry Qualifications - What is your highest education attainment? (Please mark one box only) | |
| Completed Higher Education postgraduate level course | <input type="checkbox"/> |
| Completed Higher Education bachelor level course | <input type="checkbox"/> |
| Completed Higher Education sub-degree level course (e.g. diploma) | <input type="checkbox"/> |
| Incomplete Higher Education course | <input type="checkbox"/> |
| Completed TAFE award course | <input type="checkbox"/> |
| Completed final year of secondary education course at school or TAFE | <input type="checkbox"/> |
| Completed other qualification or certificate of attainment or competence | <input type="checkbox"/> |
| No prior educational attainment | <input type="checkbox"/> |
| In what year did you achieve your highest educational attainment? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 8. Prior Education Statistical Details (Enter 1 = Never Commenced; 2 = Commenced but not completed; 3 = Completed & the last year enrolled) | |
| Postgraduate course | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Bachelor's Degree course | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Diploma/Assoc Dip (Not TAFE) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Diploma/Assoc Dip (TAFE) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Other TAFE Award | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| (Enter 1 = Yes; 2 = No; 3 = Completed & the last year enrolled) | |
| Secondary Education (School) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Secondary Education (Other) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Other Qualification | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

5. TERTIARY EDUCATIONAL HISTORY

You must supply with each application, **an original or certified copy of your academic record**, including an explanation of results on the academic record, for **all** tertiary studies undertaken except for studies undertaken at UWA. If you have ever undertaken tertiary or technical level studies, please show all attempts made at these studies.

| Years Undertaken (eg 1991 – 94) | Name of Course/Award (eg BSc) | Institution, Country | Student Number | Course Completed | |
|------------------------------------|----------------------------------|----------------------|----------------|------------------|----|
| | | | | YES | NO |
| | | | | | |
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6. SECONDARY EDUCATION

If you attended Year 12 in Australia and have not previously been enrolled at UWA, please provide the following information.

| Year 12 Institution | State | TER or equivalent | Year 12 attended year |
|---------------------|-------|-------------------|-----------------------|
| | | | |
| | | | |

7. EMPLOYMENT EXPERIENCE

Are you requesting admission on the basis of previous employment experience?

Yes No

If yes, please provide a copy of your CV.

8. UNIT DETAILS

List the units which you wish to enrol in for this academic year. Indicate correct teaching period for each unit in the box provided. If any units are to be undertaken at a campus other than Crawley, indicate which campus in the box provided. Unit codes, teaching periods & campus codes can be obtained from the Handbook [www.handbook.uwa.edu.au].

(Use one line per unit. The unit code will be assumed to be correct)

| | Unit Title | Unit Code | Teaching Period | Campus |
|----|------------|-----------|-----------------|--------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
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| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |

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| <p>9.</p> | <p>COMMONWEALTH ASSISTANCE</p> <p>If you intend to request Commonwealth assistance, please sign below, otherwise leave blank. In addition to this signature, applicants requesting Commonwealth assistance must complete and submit either a "Request for Commonwealth Support & HECS-HELP" form or a "Request for FEE-HELP Assistance" form at the time of enrolment. Please refer to the web page www.hesa.uwa.edu.au/home/supported/commencing/hecs-help for further information about Commonwealth support.</p> <p>I understand that the:</p> <ul style="list-style-type: none"> • authority to collect the information on this form is contained in the Higher Education Support Act 2003; • information is collected for programme administration purposes; • information may be shared for these purposes between the Australian Taxation Office and the Department of Education Science and Training; and • information may not otherwise be disclosed without my consent unless authorised or required by law. <p>SIGNATURE: _____ DATE: _____</p> |
| <p>10.</p> | <p>APPLICANT'S PERSONAL DECLARATION (all students must sign this declaration)</p> <p>I agree to obey the statutes, regulations and rules of The University of Western Australia as far as they may apply to me. I declare that to the best of my knowledge the information supplied herein is correct and complete. I acknowledge that the submission of incorrect or incomplete information may result in the cancellation of my enrolment at any stage, and that this action may be recorded on my student file. I consent to the release of personal data to the Department of Education, Science and Training, Centrelink, the Australian Taxation Office and the Australian Vice-Chancellors' Committee to meet statutory requirements only.</p> <p>SIGNATURE: _____ DATE: _____</p> |
| <p>11.</p> | <p>ELECTRONIC COMMUNICATION</p> <p>When students enrol at UWA they are automatically assigned an email address through University Communications Services. This address is then used by the university for all official electronic correspondence unless you advise that this is not acceptable. A form to request hardcopy documents is available from Student Administration, Hackett Hall or from www.studentadmin.uwa.edu.au/welcome/forms. Automatic redirection of messages to an existing email address provided by another Internet Service Provider can also be arranged – visit http://www.uca.uwa.edu.au/web/student/email</p> |

SECTION B - HOME UNIVERSITY APPROVAL - TO BE COMPLETED BY AUTHORISED TERTIARY INSTITUTION OFFICER

1. What type of fee does the student pay at their home institution?

| | | | | | |
|---|--------------------------|-----------------------|--------------------------|----------------------|--------------------------|
| Commonwealth supported student – differential | <input type="checkbox"/> | Undergrad. Fee-Paying | <input type="checkbox"/> | Postgrad. Fee-Paying | <input type="checkbox"/> |
| Commonwealth supported student – pre-2005 | <input type="checkbox"/> | International | <input type="checkbox"/> | Research | <input type="checkbox"/> |
| Commonwealth supported student – 2005 onwards | <input type="checkbox"/> | Non-Award | <input type="checkbox"/> | Other _____ | <input type="checkbox"/> |

Signature of Finance Officer _____ Name: _____
 Date: _____ Phone Number: _____

2. Approval is given for study for the following units at UWA – UNITS MUST BE LISTED INDIVIDUALLY (attach separate pages if required)

3. Reason/s for not approving unit/s or conditions of approval

UPON COMPLETION, THESE UNITS WILL BE CREDITED TOWARDS THE APPLICANT'S PROGRAM AT OUR TERTIARY INSTITUTION.

| | | |
|---|----------------------|---------------|
| University/Institute/College/Stamp/Seal | Signature: | Name: |
| | Designation: | Phone number: |
| | Name of Institution: | |

SECTION C THE UNIVERSITY OF WESTERN AUSTRALIA FACULTY OFFICE USE ONLY

| | | |
|-----------------------------------|---------------------------------------|--|
| Approved <input type="checkbox"/> | Not Approved <input type="checkbox"/> | Forward completed form to Student Administration |
|-----------------------------------|---------------------------------------|--|

Comments:

| | | |
|---------------------------------------|-------|-------|
| Signature of Course Advisor/Sub-Dean: | Name: | Date: |
| Signature of Course Advisor/Sub-Dean: | Name: | Date: |

Unsuccessful applicant letter attached for CPU

UWA INTERNATIONAL CENTRE USE ONLY

Application form sent to International Centre Date _____

1. Refer to International Finance Officer

- UWA Course (for basis of fee calculation):
- Fees:

Signature of Finance Officer _____ Date: _____

2. Refer to Study Abroad Adviser

- Issue Student Number _____
- Letter of Offer
- Acceptance Received
- Fees Received

Signature of Study Abroad Adviser: _____ Date: _____

Application Form returned to Student Administration Date _____

CROSS INSTITUTIONAL APPLICATION FORM - CHECKLIST

Have you:

- Advised whether you were previously enrolled at UWA and if so, given your student number and year last attended
- Entered your name and contact details, including your email address (if applicable) – applicants should refer to Item 12 “Electronic Communication” when completing this section
- Completed the personal statistical details
- Completed the admission statistical details
- Entered your educational history for all tertiary studies taken
- Completed the secondary education details
- Entered your employment experience
- Entered your unit details, including unit title, unit code, semester and campus
- Obtained approval from your home institution
- Signed the Commonwealth Assistance information clause (if applicable)
- Signed the personal declaration
- Attached all original or certified copies of supporting documentation (including academic transcripts and proof of citizenship/residency status)

PLEASE POST YOUR COMPLETED APPLICATION AND ACCOMPANYING DOCUMENTATION TO THE ADDRESS SHOWN ON THE TOP LEFT HAND CORNER OF THE FRONT PAGE OF THIS APPLICATION FORM.

FURTHER INFORMATION ON COURSES AND STUDY AT UWA

Further information on student services at UWA together with comprehensive information relating to enrolment, examinations, fees and charges and other relevant policies and procedures can be found at <http://www.studentadmin.uwa.edu.au> and <http://www.admissions.uwa.edu.au> .