



THE UNIVERSITY OF
WESTERN AUSTRALIA

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

Student ID

CROSS-INSTITUTIONAL ENROLMENT APPROVAL FOR UWA STUDENTS

Note: This is NOT an enrolment form. If your application is approved by UWA (the Home Institution) you will need to complete the enrolment procedure as determined by the HOST UNIVERSITY and add a unit at UWA in the normal way.

SECTION ONE – PERSONAL DETAILS

Family Name

Given Names

Title Sex DOB

Contact Address

Suburb State Postcode

Home Telephone Work Telephone

SECTION TWO – UWA ENROLMENT

Course in which you are currently enrolled

Commonwealth Supported Domestic Fee-paying student International Student

SECTION THREE – HOST UNIVERSITY

Have you been enrolled at the host university before? No Yes

If yes, write host university student number

PROPOSED UNITS AT HOST UNIVERSITY <i>Normally no more than one full year unit or two semester units allowed</i>				UWA (HOME) EQUIVALENTS	
UNIT CODE	UNIT TITLE	SEM/F Y	CAMPUS	UNIT CODE	CREDIT POINTS

I hereby certify that the information provided on this form is correct and furthermore, I authorise my home institution to request unit results on my behalf:

Signature of Applicant: _____ Date: _____

SECTION FOUR – UWA APPROVAL

The unit/s nominated above have been approved for credit towards the student's degree at the home university.

Signature of Authorised Officer: _____

Name: _____

Date: _____ University Stamp: _____



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WHO SHOULD USE THIS FORM

You should use this form if you wish to study unit(s) at another institution (the host university) for credit towards your currently enrolled course at UWA (the home university).

WHAT TO DO NEXT

You will need to justify why you need to undertake unit(s) at a university other than your home institution and have your application for the nominated unit(s) to be credited towards your current course approved by a designated officer. UWA students must ask their Sub-Dean/Associate Dean or Faculty Academic Adviser to assess the content of and give approval for the proposed unit(s) to be taken at the host university.

Full details of all units offered are to be found in current university handbooks, available for reference in universities or public libraries or university websites.

Once approved by your home university, present this application form to the host university together with the following documents:

- A copy of your most recent academic record
- A copy of your current enrolment record from your home institution

If your application is approved by the host university, you will be provided with the relevant enrolment material which you must complete and return to the host university by the date specified. Your course fee liability for units undertaken will be incurred at the host university.

Applicants should be aware that quotas may apply to many units and there is no guarantee that enrolment will be available in the unit of your choice. It is therefore advisable to lodge this form as soon as possible.

HOME UNIVERSITY EQUIVALENT UNITS

You must enrol at both your home and host institution for the period of any cross-institutional enrolment. Any units being undertaken at a host university must also be represented on your enrolment at your home university with equivalent unit code(s).

Equivalent Units – Home University of UWA

ENRL1001	External Special Unit Level 1	ENRL5005	External Special Unit Level 5
ENRL2002	External Special Unit Level 2	ENRL8008	External Special GSM Unit(s)
ENRL3003	External Special Unit Level 3	ENRL8009	External Special Unit Postgrad.
ENRL4004	External Special Unit Level 4		

Each of these units at UWA can represent more than one unit a semester at the host university.

CHANGING YOUR ENROLMENT

If you need to change your enrolment or withdraw from your study, you must formally notify both universities.

CLOSING DATES

Applications for cross-institutional enrolment, with UWA as the host university, close two weeks before the start of the relevant semester. Refer to www.studentadmin.uwa.edu.au/welcome/enrolment/withdrawal_dates for semester dates. If you are a UWA student, please check the closing date for your application, with the host university.

EXAMINATION RESULTS

It is the responsibility of the student to obtain an official academic transcript from their host institution and provide it to Student Administration (Hackett Hall) for credit towards their degree at UWA. Unofficial documentation will not be accepted by UWA e.g. printouts from the internet or photocopies. Most universities **will not** release examination results to a third party.