



Begin to experience the University of Canberra in your final semester

Registration of interest in articulating into a course at University of Canberra

This form is to be used by students currently enrolled in their final semester of studies in a course at the Canberra Institute of Technology (CIT) to register their interest in articulating into a course at the University of Canberra. By registering this intention students will be given access to University of Canberra services, such as the University library. This form is NOT an application for admission. When applying for admission to the University, students must submit an application for admission to the Universities Admissions Centre (UAC).

Once completed this form should be submitted to your Faculty Management Unit at CIT for enrolment verification. The FMU will forward the completed form to the University of Canberra for processing.

The University of Canberra will contact you when your details have been entered on to the University's systems. You will then be contacted and asked to come to the University's Student Centre to pay the \$25 access fee and obtain an ID Card and network password.

Personal Details

Please indicate your CIT Student ID number

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Office use only
UC Student ID

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Family Name

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Given Names

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Title

--

Date of Birth (DD/MM/YYYY)

--	--	--

Mailing Address

Street

--

Town

State

--	--

Country

Postcode

--	--

Telephone (bh)

--

Telephone (ah)

--

Mobile

--

email:

--

Gender (Please Circle)

M

F

CIT Program Details

Program Code

Program Name

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Intended UC Course for articulation

Course Name

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I have read the Privacy Statement and the Declaration on the back of this form and agree with all the conditions

Applicant's Signature

Date

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Verification of enrolment (to be completed by the CIT Faculty Management Unit OR relevant Head of Department)

Student is currently enrolled in the final semester subjects of the above program;

The above course has an articulation arrangement with University of Canberra (see Pathways website: www.canberra.edu.au/cit-pathways)

Staff member who verified this form: Name.....Position:.....Phone:.....

Signature..... Date.....

Please fax completed form to (02) 6201 2112

Privacy Statement

The University of Canberra is subject to the provisions of the Commonwealth *Privacy Act 1988* and you are entitled to protection of your privacy. This means that any information the University collects about you, including personal details, academic progress details, and personal welfare information, is treated by the University according to strict guidelines. Access to your information is restricted to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests. After you leave the University, the University may approach you to seek financial or other support.

Other than in accordance with any legal or academic obligation, the University will not disclose personal information about you. This means that we do not release any information we hold about you, including your address, or your results, even to close relatives, without your permission.

The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirements for normal operation of the University.

They include the following:

- We inform Centrelink of your enrolment details if you are receiving payments;
- We release statistical information to the Department of Education, Science and Training (DEST) as noted on your Government Statistics form;
- We disclose the personal information you have given in this application to DEST. DEST will collect and store this information for use in connection with the Higher Education Information Management System (HEIMS) for the purpose of allocating a Commonwealth Higher Education Student Support Number (CHESSN) to you;
- We tell the Australian Taxation Office (ATO) about your HELP liabilities;
- When your award is conferred, your name will be published in the record of proceedings for the conferring of awards;
- We may publish your examination results and the award of a prize or scholarship;
- Your data may be included in aggregate socio-economic data by the university for planning purposes;
- If you are an overseas student or permanent resident we give the Department of Immigration and Multicultural Affairs (DIMA), the Australian Agency for International Development (AUSAID) and DEST certain information which we are required to release;

- If you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for the enforcement of the criminal law; and
- If you apply to transfer to another tertiary institution we may release to that institution or a tertiary admission centre information about your academic progress at this University.

A further explanation of precisely what information may be passed to these Government bodies or agencies can be obtained by contacting Student Services.

Phone: 1300 301 727 (Australia)
+61 (0)2 6201 2601 (International)

Email: student.centre@canberra.edu.au

Declaration

I am aware that submission of an incomplete application may delay or eliminate consideration of my application. I declare that all the information I have provided, to the best of my understanding and belief, is complete and correct.

I understand that the giving of false or misleading information may lead to the refusal of my application or cancellation of enrolment. I give permission to the University to obtain official records from any educational institution attended by me. As detailed in the Privacy Statement, I authorise the University to supply any relevant official records to government bodies.

I understand that information supplied by me to the University of Canberra may be made available to Australian Commonwealth and State Government agencies in accordance with the University's obligations under the ESOS Act 2000 and the national code, available from www.dest.gov.au. These obligations include the requirement to advise the appropriate Commonwealth Department of changes to my enrolment and any breach of my student visa conditions relating to my attendance or academic progress.

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 the Australian Vice-Chancellors Committee, any of its member institutions, the Australasian Conference of Tertiary Admissions Centres, and any other relevant examining authority.

I authorise University of Canberra to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary QualSearch will be engaged to access this academic information. I understand that University of Canberra is not responsible if any educational body / institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.