

# Cross Institutional or Non Award Studies Application Form



UNIVERSITY OF  
CANBERRA  
AUSTRALIA'S CAPITAL UNIVERSITY

Please complete this form if you are a Domestic or International student applying to the University of Canberra (UC).

Please print clearly and tick the relevant boxes. Submission details are found on Page 4.

## PERSONAL DETAILS

Have you previously applied to the University of Canberra (UC)  University of Canberra College (UCC)  or UC Accelerate (UCA)?   
(Please tick relevant box)

If yes, please provide your previous ID (if known)

Preferred Title  Mr  Mrs  Miss  Ms  Dr

Family Name  Gender  Male  Female

Previous Family Name  Date of Birth  DD / MM / YYYY

Given Names (First Names)

## PERSONAL CONTACT DETAILS

### Mailing Address

Address  Telephone (BH)   
 Telephone (AH)   
 Town/Suburb  Mobile   
 State  Postcode  Email

### Residential Address (please complete if different to mailing address)

Address  Telephone (BH)   
 Telephone (AH)   
 Town/Suburb  Mobile   
 State  Postcode  Email

## COURSE PREFERENCE

Please visit the UC website: [www.canberra.edu.au/courses](http://www.canberra.edu.au/courses) for correct course name and codes

Course Code	Course Name	Semester	Year
213AA	Undergraduate Cross Institutional <b>DOMESTIC ONLY</b>		
214AA	Postgraduate Cross Institutional <b>DOMESTIC ONLY</b>		
140AA	Non Award Studies (examinable) <b>DOMESTIC ONLY</b>		
315ZA	Non Award / Cross Institutional Program <b>INTERNATIONAL ONLY</b>		

Have you ever been refused permission to continue your studies at any university? (Tick correct box)

No  Yes, you must document a case to support your application

**GOVERNMENT STATISTICS**

**Are you an Aboriginal or Torres Strait Islander?**

No  Yes, Aboriginal  Yes, Torres Strait Islander  Yes, Aboriginal and Torres Strait Islander

**What is your current citizenship status?**

(1) Australian Citizenship (including Australian citizens with dual citizenship)  
 (2) New Zealand Citizen or a Diplomat or Consular Representative of New Zealand, a member of the staff of such a representative the spouse or dependant of such a representative, excluding those with Australian Citizenship  
 (3) Student with Permanent Residence status but excluding those who have New Zealand Citizenship  
 (8) Humanitarian Visa Holder

If you are an **International Student**, please nominate the type of visa you hold:

Student  Diplomat  Dependant  Other

If you are an **International student with an agent**, please enter your agent's details below:

Address  Telephone (BH)   
 Mobile   
Town/Suburb  Email   
Country  Postcode

**In what country is your residence during the year?**

Australia Postcode  OR  Overseas Country

**In what country were you born? When did you arrive in Australia?**

Born in Australia OR  Overseas Country   
Year of Arrival in Australia

**What language do you speak at home?**

English OR  Other Language

**What was your postcode during Year 12, if completed in Australia?**

Postcode

**If you are commencing a graduate course, name the institution where you completed your undergraduate studies.**

No undergraduate institution Prior undergraduate institution

**Please specify whether or not you have a disability.**

No, I do not have a disability  Yes, please indicate the area of impairment  
 Hearing  Learning  Medical  Mobility  Vision  Psychiatric  
 Other, please specify disability

If you ticked YES to any disability, tick this box if you would like to be contacted by the UC Disabilities Office

## UNIT PREFERENCE

Please list the units you wish to study. Unit information can be found at: [www.canberra.edu.au/courses](http://www.canberra.edu.au/courses)

Unit Code	Unit Name	Semester	Year

## CROSS INSTITUTIONAL STUDENTS ONLY

Please indicate your Student ID number at your Home Institution:

Home Institution name:

Home Institution course name:

### Cross Institutional Home Institution Approval

This form must ONLY be completed for Cross Institutional students applying to study at the University of Canberra. A letter from your Home Institution will be accepted in place of this form.

### Fees at Home Institution

The following must be authorised by a Fees Officer of your Home Institution.

Yes

No

Is this student eligible at his/her Home Institution for HECS-HELP?

Yes

No

If yes, is this student a pre-2008 student?

Yes

No

Fees Officer Name

Fees Officer Signature

Date

DD / MM / YYYY

### Unit authorisation from Home Institution

On successful completion of the unit/s indicated on previous page, credit will be given to the student's academic program.

University Officer Name

Position

University Officer Signature

Date

DD / MM / YYYY

University Stamp

## 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. 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, Employment and Workplace Relations (DEEWR) as noted on your Government Statistics form;
- \* We disclose the personal information you have given in this application to DEEWR. DEEWR 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, unless you request otherwise;
- \* We may publish your examination results and the award of a prize or scholarship, unless you request otherwise;
- \* 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 Citizenship (DIAC), the Australian Agency for International Development (AUSAID) and DEEWR 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 5308 (International)

**Email:** admissions@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 knowledge, 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.dewr.gov.au](http://www.dewr.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 Universities Australia, 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.

## I have read the Privacy Statement and the Declaration above and agree with these conditions

**Student  
Signature**

**Date**

DD / MM / YYYY

*The University reserves the right to change any of the details contained in this document*

If you are a current UC Staff Member or UC College Student please indicate your staff or college ID Number:

Staff / College (Please Circle)

## SEND YOUR APPLICATION TO:

### Admissions Office

University of Canberra  
ACT 2601  
Australia

T 1300 301 727  
F +61 (0)2 6201 5040  
E admissions@canberra.edu.au

Australian Government Higher Education Registered Provider Number:  
University of Canberra (CRICOS) # 00212K  
University of Canberra College (CRICOS) # 01893E