

Incoming Cross Institutional Application for Admission & Enrolment



This form is for students from another university wishing to study a unit cross institutionally. This form must be fully completed, signed and dated. Evidence of 'Home Institution' enrolment, student contribution status, a 'Request for Commonwealth Support and HECS-HELP' form or 'FEE-HELP' form (if applicable), and certified copies of citizenship documents (if required) MUST be attached to this application.

NB: This application will not be processed without these requirements and you will not be able to attend classes.

UTAS ID _____
(If previously enrolled at UTAS)

Personal Details

Title..... Given Name/s..... Surname/Family Name.....
Former Name/s..... Date of Birth Gender M/F

Home Address (International students must provide an overseas address)

No and Street Suburb Postcode
State Country

Mailing Address (International students must provide an Australian address)

No and Street Suburb Postcode
State Country

Home University Details

Name the other Institution(s) that you are enrolled at: and
the course(s) you are enrolled in:
Home Institution ID: Email Address:

Citizenship Details (Tick only one box ✓)

- ❖ Australian Citizenship
- ❖ New Zealand Citizenship
- ❖ Australian Permanent Visa
- ❖ Australian Permanent Humanitarian Visa
- ❖ International Student

Note: If you were born overseas you must attach a certified copy of your visa documents, citizenship certificate, or passport, whichever is applicable.

Country of Birth Year of Arrival in Australia
Date Permanent Visa granted (if applicable) Language spoken at home
(optional) Are you Aboriginal Yes No **OR** Torres Strait Islander Yes No

Disabilities (please ✓)

Do you have a disability, impairment or long term medical condition that may affect your studies? Yes No
Would you like to receive advice on support services, equipment and facilities that may assist you?..... Yes No
If you have a disability, impairment or long term medical condition, please indicate area of impairment

Hearing Learning Physical Mobility Vision Medical Mental Health Other

Emergency Contact Details

Name
Residential Street
Suburb State Postcode
Telephone (BH or Mobile) Telephone (AH)

Enrolment Details (Details of the correct unit titles and codes needed to complete this section are available at the UTAS web page <http://courses.utas.edu.au/>)

Unit Code	Unit Title	Year	Semester	Attendance	Study Centre	Faculty Approval
				A = On campus	Cradle Coast = W	
				D = Distance	Hobart = H	
					Launceston = L	

Signature Date

Highest Educational Qualification

Year From	Year To	Name of Institution	Title of Award	Student Number	Completed Y or N

Have you previously been, or are you liable for exclusion from any institution? Yes No
 If yes, then provide details of the exclusion including an explanation of the circumstances.

Home Institution Requirements

Approval from Home Institution (Student to complete)

You **must** include the following documentation with your application:

ATTACHED : (please ✓)

- Relevant Commonwealth Assistance Form (domestic students only) Yes No
- Letter of Approval to study at the University of Tasmania that includes Course name, Home Institution name, Fee Category, Name, Title and signature of approving officer or completed approval (see below) Yes No N/A
- OR** • The Home Institution must complete the authority detailed below Yes No N/A

Note: If you are eligible for Commonwealth support as a pre 2008 student as well as from 2009 you will need to apply to be assessed for this status. The application and guidelines are available at:-
http://www.studentcentre.utas.edu.au/fees/forms_files/ApplicationGuidelinesForAssessmentContributionStatus.pdf

If pre-requisites exist for the units you wish to study you must attach certified evidence of meeting these pre-requisites.
 • Have you attached proof of pre-requisite requirements? Yes No - there are no pre-requisites

Home Institution Staff to complete (please ✓)

This student is eligible at home institution for a Commonwealth Supported Place Yes No

If yes, is the student: • pre 2008 Yes No • 2008 Yes No • from 2009 Yes No

Approval is given for this student to undertake the listed units at University of Tasmania and will receive credit upon successful completion of the unit.

Name (please print) Position Title

Signature Date Authorised

University Stamp

Overall Enrolment Approved By: (To be completed by authorised staff at the UTAS Faculty offering the units you wish to enrol in.)

Name (please print) Position Title

Signature Date Authorised

Application Closing Dates	
For commencement in Summer School (Semester 3)	By arrangement with the Faculty/School
For commencement in Semester 1 (<i>late applications may be accepted at the discretion of the Faculty</i>)	25 January
For commencement in Winter School (Semester 4)	By arrangement with the Faculty/School
For commencement in Semester 2 (<i>late applications may be accepted at the discretion of the Faculty</i>)	10 June
For commencement in Spring School (Semester 5)	By arrangement with the Faculty/School

Student Declaration and Signature

Please read this declaration carefully:

The University of Tasmania collects, stores and uses information that is required to administer student progress and the provision of other services to enrolled students. For detailed information please refer to the [University of Tasmania Privacy Policy](#).

I understand that I

- am responsible for ensuring my enrolment is correct for the duration of the academic year;
- am responsible for the payment of all fees relevant to my course of study at the University of Tasmania within the specified deadlines;
- will receive information and notices in relation to my course of study or general information concerning my enrolment via the eStudentCentre, that it is my responsibility to check via eStudentCentre and my University email account, and the University may contact me on occasion via other contact details provided by me;
- am required to abide by the Ordinances and Rules of the University of Tasmania and the conditions of use of the University's Information Technology facilities and I accept responsibility to obtain the relevant documents;
- consent to the provision of details of my student record to other institutions involved in the delivery of my course of study and as required by law to certain government departments and statutory bodies; and
- declare that to the best of my knowledge the information given in this form is complete and true

Signature **Date**

Please return this form to the: **Student Centre**
Private Bag 45
Hobart Tas 7001

UTAS STAFF USE ONLY (please ✓)	
Student Contribution Status:	
• Pre 2008	• 2008
• From 2009	• Pre 2008 and from 2009*
▶ eCAF/CAF received	Yes No
▶ Citizenship documents received and scanned	Yes No
Processed by:	Date Authorised
Comments	
.....	
* If the student is eligible for Commonwealth support as a pre 2008 student as well as from 2009 they will need to apply to be assessed for this status. The application and guidelines are available at:- http://www.studentcentre.utas.edu.au/fees/forms_files/ApplicationGuidelinesForAssessmentContributionStatus.pdf	