

# GUIDELINES FOR INCOMING CROSS INSTITUTIONAL APPLICATIONS FOR ADMISSION AND ENROLMENT



## Incoming Cross Institutional Admission and Enrolment

If you are currently enrolled in a course at another university you may apply to study particular units at UTAS to satisfy part of the academic requirements of your course on a cross institutional basis.

To be considered for admission you must complete and sign the Cross Institutional Application for Enrolment form and submit it along with certified copies of **all** supporting documents required to the Student Centre Private Bag 45, Hobart 7001. If your application is incomplete or incorrect it will not be considered.

All applicants will be notified of the outcome of their application. If you are successful a 'Password Advice' document will be mailed to. More information about the UTAS online services including web mail and the eStudentCentre is available at:- <http://www.firstyear.utas.edu.au/onlineservices.html>

## Completing the Application Form

- **Personal details**

Where you submit certified copies of documents with a different name to that used in your application you must provide proof of any name change (eg Marriage Certificate, or Deed Poll).

- **Citizenship details**

A student's eligibility for Commonwealth support under the Higher Education Support Act 2003 is determined by their citizenship status. Accordingly, it is necessary to verify the citizenship status of students born overseas and to confirm their eligibility for the various forms of Commonwealth support available.

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

- **Disabilities**

All information gathered regarding disabilities remains confidential. Requests for advice about support services, equipment and facilities will be forwarded to the Disability Liaison Officer for follow up contact. For more information on the Disability services available please go to the UTAS web page at: <http://www.studentservices.utas.edu.au/disability/> .

- **Enrolment Details**

Details of the correct unit of study codes and titles are available on the UTAS web page <http://courses.utas.edu.au/> . There is an on-line tour available which will help you to use the on-line course and unit handbook in order to select the units to enrol in for your cross institutional studies. Contact details for the Faculty offering the units you wish to be enrolled are available on the UTAS web page at:- [http://www.studentcentre.utas.edu.au/enrolments/forms\\_files/AdvisorsLeaflet.pdf](http://www.studentcentre.utas.edu.au/enrolments/forms_files/AdvisorsLeaflet.pdf) .

It is your responsibility to determine whether the units you wish to study at UTAS have prerequisite units that you must have previously completed to be eligible to study your chosen unit. A transcript of your results to show that you have met these prerequisites will be required.

You must provide certified copies of academic transcripts evidencing prior study where necessary, for example if there are pre-requisites for any units you wish to enrol in. If these transcripts include international qualifications then you must provide a certified copy of the full academic transcript in the original language and evidence of completion (if applicable), and full official English translations of these documents where the original language in this documents was not English.

You will also need to detail the year and semester you wish to enrol in, whether you will be attending on campus (A) or studying by distance (D) and what UTAS study centre/campus you wish to study at. The campus designations are 'W' for the Cradle Coast campus, 'H' for Hobart and 'L' for Launceston.

### Home Institution Requirements

**Home Institution** - this is the university at which the award for your course will be conferred. For advice on submitting your application for enrolment as a cross institutional student consult with the Faculty/School Administrator at your home institution.

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**Host Institution** - UTAS is the host institution at which cross institutional enrolment in units is sought.

If you are a Commonwealth Supported student you will need to complete a Request for Commonwealth Support form (CAF) and attach it to your application for cross institutional enrolment. Your enrolment cannot be finalised unless you complete and sign this form.

You will need to obtain permission from your home institution before submitting this form with UTAS. This may be in the form of either:

- a letter of approval to study at UTAS that must include details of the name of your course, the name of your home institution, your fee category; and the name, title and signature of the approving officer, **or**
- the home institution staff must complete the 'Approval from Home Institution' section of the application form.

**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 student contribution status. The application and guidelines are available at:- [http://www.studentcentre.utas.edu.au/fees/forms\\_files/ApplicationGuidelinesForAssessmentContributionStatus.pdf](http://www.studentcentre.utas.edu.au/fees/forms_files/ApplicationGuidelinesForAssessmentContributionStatus.pdf).

- **Managing your enrolment**

The UTAS enrolment process will be ongoing for the duration of your studies and involves the management of your personal details as well as your course and unit selection. It will be your responsibility to ensure your enrolment is correct. Most aspects of your enrolment will be managed through the eStudentCentre, the UTAS online student administration portal for students. The access for enrolments is located at:- <http://www.studentcentre.utas.edu.au/enrolments/index.html>.

Managing your enrolment includes withdrawing from courses and units of study should you decide to do so. You will need to access the 'Manage Enrolment' area in the eStudentCentre and follow the steps required to officially withdraw. [http://www.studentcentre.utas.edu.au/enrolments/new\\_students/variation\\_new.html](http://www.studentcentre.utas.edu.au/enrolments/new_students/variation_new.html)

## Submitting the Application Form

To submit this application form:

- ▶ complete all sections on the application form
- ▶ attach certified copies of all required documents, including academic transcripts
- ▶ attach your Request for Commonwealth Support form (if you are a domestic student)
- ▶ obtain authorisation from your home institution either:
  - in the form of a letter of approval, **or**
  - an authorised person completes the 'Approval from Home Institution' section of the application form
- ▶ contact UTAS Faculty staff and consult with them for key dates and enrolment requirements, and
- ▶ return your application and all supporting documentation to the address detailed on the form.

It will be your responsibility to relay your academic results to your home institution to confirm your credit/status for the units of study undertaken at UTAS. Your home institution may however, have the authority to request these results directly from UTAS.