



UWA STUDENTS – APPLICATION FOR CROSS-INSTITUTIONAL ENROLMENT

Note: This is NOT an enrolment form. If your application is approved by UWA you will need to complete the enrolment procedure at the HOST UNIVERSITY and HOME 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

Telephone

SECTION TWO – UWA ENROLMENT

Home University (UWA) Student ID Number

Course in which you are currently enrolled

International Student Domestic Fee-paying student Commonwealth supported

SECTION THREE – HOST UNIVERSITY

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

If yes, write host university student number

Are the units you are taking online or through external study? No Yes

PROPOSED UNITS AT HOST UNIVERSITY <i>Normally no more than one full year unit or two semester units allowed</i>			UWA EQUIVALENT INFORMATION <i>To be completed by Faculty Student Office</i>			
UNIT CODE	UNIT TITLE	TEACH PERIOD	UWA TEACHING PERIOD	UNIT CODE	ENRL 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 UWA..

Signature of Authorised Officer: _____

Name: _____

Date: _____ University Stamp: _____



WHO SHOULD USE THIS FORM

You should use this form if you are an enrolled UWA Student and wish to study unit(s) at another institution (the Host University) for credit towards your degree at UWA (your Home Institution).

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 the designated officer at your Home University. 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 a **copy** of this application form to the Host University together with the following documents:

- A copy of your most recent academic record from your Home Institution
- 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**.

HOME UNIVERSITY EQUIVALENT UNITS

You must enrol at both your Home Institution 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). The generic unit codes listed below are used to indicate your enrolment at UWA however they are worth 0 credit points, do not contribute to your UWA EFSTL and therefore do not incur fees at UWA.

Once your cross-institutional study has been approved, your Faculty Student Office will advise you of the correct unit code/s to enrol in.

Equivalent Units – Home University of UWA

ENRL1001	External Special Unit/s Level 1	ENRL5005	External Special Unit/s Level 5
ENRL2002	External Special Unit/s Level 2	ENRL5008	External Special PG Bus Unit/s
ENRL3003	External Special Unit/s Level 3	ENRL5009	External Special Unit/s Postgrad.
ENRL4004	External Special Unit/s Level 4		

Credit points will be allocated to the units upon completion and submission of an official Academic Transcript to your Faculty Student Office.

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

To enrol in these units, you need to present a copy of this signed approval form to Student Administration or your Faculty Student Office and complete a hard copy Change of Enrolment form.

CHANGING YOUR ENROLMENT

If you need to change your enrolment or withdraw from your study, you must formally notify both universities before the census date for that teaching period.

EXAMINATION RESULTS

It is the responsibility of the student to obtain an official Academic Transcript from their Host Institution and provide it to their Faculty Student Office 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.