



THE UNIVERSITY OF
**WESTERN
AUSTRALIA**

Student Administration, M356
35 Stirling Highway
CRAWLEY
Western Australia 6009
Phone: 08 6488 3235
www.uwa.edu.au/askuwa

UWA Student ID

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**APPLICATION FOR
CROSS- INSTITUTIONAL ADMISSION &
ENROLMENT AT THE UNIVERSITY OF
WESTERN AUSTRALIA**

If you are enrolled at a recognised Australian Tertiary Institution you can apply to enrol cross-institutionally at The University of Western Australia. **This form consists of three sections.** Use the Checklist below to make sure all required fields are complete.

Section A – to be completed by the student

- Personal details:** name; contact details, email address (Questions 1-2)
- Previous study at UWA** (UWA student ID number & last year enrolled) (Question 3)
- Statistical details** (Question 4)
- Educational history** and employment experience (Questions 5-7)
- Unit details** (title, code, teaching period and campus) (Question 8)
- Signed **Commonwealth Assistance clause** (Question 9)
- Signed the **personal declaration** (Question 10)

Section B – to be completed by your Home University

- Home Institution approval.** All questions *must* be completed, including those related to fees.
An approval letter from your Home Institution is not sufficient.

Section C – to be completed by staff at The University of Western Australia.

Documents Accompanying Your Application

- Academic Transcript/s** from your home institution
- Proof of Citizenship/Residency** (Photo page of Passport/Birth Certificate /Citizenship Certificate; eVisa notice, Change of Name/Marriage Certificate (if applicable).
- Commonwealth Assistance Forms** (HECS-HELP or FEE-HELP Form – domestic students only).

Documents must be originals or copies certified by a Justice of the Peace, other authorised certifying authority or UWA staff member. Documents in a language other than English must be accompanied by an official English translation.

Applications received without supporting documentation may experience delays in processing.

Please submit your completed Application Form and supporting documents to UWA Student Administration [www.student.uwa.edu.au/contact#administration.] Late applications may be considered but cannot be guaranteed (a late fee may apply). You will be notified in writing of the outcome of your application.

Refer to the **UWA Handbook** [handbooks.uwa.edu.au] or **Faculty Advisers** [student.uwa.edu.au/learning/advisers] for details of specific entry requirements and unit rules, including pre-requisites.

All qualifications referred to in the minimum entry criteria are Australian Qualifications Framework Awards from the Higher Education Sector or equivalent and from recognised tertiary institutions. UWA will normally assess the equivalence of overseas qualifications in accordance with, but not limited to, NOOSR (National Office of Overseas Skills Recognition) guidelines.

SECTION A – PERSON & UNIT DETAILS (Student to complete)

1. PERSONAL DETAILS

Dr/Mr/Ms/Miss/Mrs etc		Family Name:	
Given Name(s):		Date of Birth:	Sex: M <input type="checkbox"/> F <input type="checkbox"/>
Former Family Name (if applicable)		*Please attach evidence of change of name to application.	
Contact Address			
		Country/Postcode:	
Home Address (if different to Contact Address)			
		Country/Postcode:	
Business Phone:		Home Phone:	
Mobile:		Facsimile:	
Email:			
Emergency Contact Name:			Phone:

2. ARE YOU AN INTERNATIONAL STUDENT?

NO <input type="checkbox"/>	YES <input type="checkbox"/>	Not a Citizen of Australia or New Zealand, or have not been granted Permanent Residency in Australia at the commencement date of your course.
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3. PROPOSED ENROLMENT													
Are you currently enrolled or have you previously enrolled as a student of The University of Western Australia?													
NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	If YES, state UWA student ID: □□□□□□□□□□	Last year attended: □□□□								
Commencing Semester/Trimester/Teaching Period:					FULL-TIME	<input type="checkbox"/>	PART-TIME	<input type="checkbox"/>					
Campus:					YEAR:	□□□□							
4. PERSONAL AND ADMISSION STATISTICAL DETAILS Please attach original or certified copies of documentation verifying your Personal Statistical Details.													
1. Are you of Aboriginal or Torres Strait Islander origin?						YES	<input type="checkbox"/>	NO	<input type="checkbox"/>				
2. What is your Citizenship or Residency Status? <i>Please provide certified copies of relevant documents.</i>													
Australian Citizen	<input type="checkbox"/>	New Zealand Citizen (or Diplomat or Consular Representative)	<input type="checkbox"/>	Possess a Permanent Residency visa (permitted to stay in Australia indefinitely)				<input type="checkbox"/>					
Do you possess a Humanitarian Visa?	<input type="checkbox"/>	Do you possess a Temporary Entry Visa? (or Diplomat or a dependent of a Diplomat)	<input type="checkbox"/>	Other:				<input type="checkbox"/>					
3. In what country were you born?													
4. Year of arrival in Australia (if not born in Australia): □□□□													
5. Do you speak a language other than English at your permanent home residence?						YES	<input type="checkbox"/>	NO	<input type="checkbox"/>				
If YES, please state language(s) spoken													
6. Do you have a disability, impairment or long-term medical condition which may affect your studies? If YES, please tick the area/s of impairment. If NO go to Q7.						YES	<input type="checkbox"/>	NO	<input type="checkbox"/>				
Hearing	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	Vision	<input type="checkbox"/>	Medical	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Other	<input type="checkbox"/>
Would you like to receive advice on support services, equipment and facilities which may assist you?						YES	<input type="checkbox"/>	NO	<input type="checkbox"/>				
7. Entry Qualifications - What is your highest education attainment? (Please mark one box only)													
Completed Higher Education Postgraduate level course							<input type="checkbox"/>						
Completed Higher Education Bachelor level course							<input type="checkbox"/>						
Completed Higher Education sub-degree level course (e.g. diploma)							<input type="checkbox"/>						
Incomplete Higher Education course							<input type="checkbox"/>						
Completed TAFE award course							<input type="checkbox"/>						
Completed final year of secondary education course at school or TAFE							<input type="checkbox"/>						
Completed other qualification or certificate of attainment or competence							<input type="checkbox"/>						
No prior educational attainment							<input type="checkbox"/>						
In what year did you achieve your highest educational attainment?							□□□□						
8. Prior Education Statistical Details Enter: 1 = Never Commenced; 2 = Commenced but not completed; 3 = Completed; and; last year enrolled.													
Postgraduate course	<input type="checkbox"/>	□□□□□□											
Bachelor's Degree course	<input type="checkbox"/>	□□□□□□ Institution & Country:											
Diploma/Assoc Dip (Not TAFE)	<input type="checkbox"/>	□□□□□□											
Diploma/Assoc Dip (TAFE)	<input type="checkbox"/>	□□□□□□											
Other TAFE Award	<input type="checkbox"/>	□□□□□□											
Secondary/other Education (Enter 1 = Never Commenced; 2 = Completed & the last year enrolled)													
Secondary Education (School)	<input type="checkbox"/>	□□□□□□											
Secondary Education (Other)	<input type="checkbox"/>	□□□□□□											
Other Qualification	<input type="checkbox"/>	□□□□□□											

5. TERTIARY EDUCATIONAL HISTORY

You must supply **an original or certified copy of your Academic Record** (including an explanation of results) for all tertiary studies undertaken (except those undertaken at UWA).

Years Undertaken (eg 1991 – 94)	Name of Course/Award (eg BSc)	Institution, Country	Student Number	Course Completed	
				YES	NO

6. SECONDARY EDUCATION

If you attended Year 12 in Australia and have not previously been enrolled at UWA, please provide the following information.

Year 12 Institution	State	TER/ATAR or equivalent	Year 12 attended year

7. EMPLOYMENT EXPERIENCE

Are you requesting admission on the basis of previous employment experience?

NO YES If yes, please provide a copy of your CV.

8. UNIT DETAILS

List all units you wish to enrol in for the academic year. Refer to the UWA Handbook www.handbooks.uwa.edu.au for details.

	Unit Title	Unit Code	Teaching Period	Campus
1				
2				
3				
4				
5				
6				
7				
8				

9. COMMONWEALTH ASSISTANCE

In addition to this signature, applicants requesting Commonwealth Assistance must complete and submit either a Request for *Commonwealth Support & HECS-HELP* Form or a Request for *FEE-HELP* Assistance Form at the time of enrolment (forms are available from UWA Student Administration or your Home Institution).

Refer to www.hesa.uwa.edu.au/home/supported/commencing/hecs-help for further information about Commonwealth support.

I understand that the:

- authority to collect the information on this form is contained in the Higher Education Support Act 2003;
- information is collected for program administration purposes;
- information may be shared for these purposes between the Australian Taxation Office and the Department of Education Science and Training; and
- information may not otherwise be disclosed without my consent unless authorised or required by law.

SIGNATURE: _____ DATE: _____

10. APPLICANT'S PERSONAL DECLARATION (all students must sign this declaration)

I agree to obey the statutes, regulations and rules of The University of Western Australia as far as they may apply to me. I declare that to the best of my knowledge the information supplied herein is correct and complete. I acknowledge that the submission of incorrect or incomplete information may result in the cancellation of my enrolment at any stage, and that this action may be recorded on my student file. I consent to the release of personal data to the Department of Education, Science and Training, Centrelink, the Australian Taxation Office and the Australian Vice-Chancellors' Committee to meet statutory requirements only.

I acknowledge that when I enrol at The University of Western Australia, I am automatically assigned an email address. This address is then used by The University of Western Australia for all official electronic correspondence.

SIGNATURE: _____ DATE: _____

SECTION B – HOME INSTITUTION APPROVAL (Authorised Tertiary Institution Officer to complete)

1. FEE-TYPE - What type of fee does the student pay at their home institution?

<input type="checkbox"/> Current Commonwealth Supported <input type="checkbox"/> Pre - 2010 Commonwealth Supported <input type="checkbox"/> Pre - 2009 Commonwealth Supported <input type="checkbox"/> Pre - 2008 Commonwealth Supported	<input type="checkbox"/> Domestic Full Fee Paying (Postgraduate and Undergraduate) <input type="checkbox"/> International Full Fee Paying <input type="checkbox"/> Non-Award <input type="checkbox"/> Research
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Signature of Finance Officer:

Name:

Date:

Phone Number:

2. UNIT APPROVAL - Approval is given to study the following units at UWA:

3. Reason/s for not approving unit/s or conditions of approval:

4. Upon completion these units will be credited towards the applicant's program at our tertiary institution.

Signature:	Institution stamp/seal
Name:	
Designation:	
Institution:	
Phone number:	

SECTION C – UWA APPROVAL (UWA Faculty staff to complete and return to Student Administration)

Please approve and indicate the course that unit/s are applicable to / taught in. Example: 20500 (Master of Laws).

Unit Code:	Course Code:	Signature:	Name:	Date:
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Comments/Reason:		
Unit Code:	Course Code:	Signature:	Name:	Date:
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Comments/Reason:		
Unit Code:	Course Code:	Signature:	Name:	Date:
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Comments/Reason:		
Unit Code:	Course Code:	Signature:	Name:	Date:
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Comments/Reason::		

UWA GLOBAL LEARNING OFFICE STAFF (FOR INTERNATIONAL STUDENTS ONLY)

1	Application sent to Global Learning Office: Date:
2	Refer to Study Abroad Adviser ➤ <input type="checkbox"/> Issue UWA Student ID Number: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ➤ <input type="checkbox"/> Letter of Offer ➤ <input type="checkbox"/> Acceptance Received ➤ <input type="checkbox"/> Fees Received Signature of Study Abroad Adviser: _____ Date: _____
3	Application returned to Student Administration: Date:
4	UWA Fees ➤ UWA Course (for basis of fee calculation): Fees: _____ Signature of Fees Officer: _____ Date: _____