

## Cross-Institutional Students - Incoming Application for Admission & Enrolment

This form is for students who wish to enrol into courses at The University of Adelaide (the host institution) for credit towards studies at their home institution. Authorisation must be obtained before you can enrol. Approved students will be given a University of Adelaide student id number, with instructions to logon to <https://www.adelaide.edu.au/orientation/getting-started/#online-setup> to activate your student account, follow the steps at STUi, the student portal at <https://stui.adelaide.edu.au/#/landing> and enrol online into Access Adelaide.

SECTION 1: PERSONAL DATA					
Courtesy title:		Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> X: Indeterminate/Intersex/ Unspecified <input type="checkbox"/>		
Family Name:		Other Names:			
Country of Birth:		Date of Birth: (DD/MM/YYYY)	_ _ / _ _ / _ _ _ _		
Residency Status: [Citizenship]	Australia <input type="checkbox"/> New Zealand <input type="checkbox"/>	Permanent Resident <input type="checkbox"/> Permanent Humanitarian Visa (PHV) <input type="checkbox"/>	International Temporary Resident <input type="checkbox"/> If yes, what is your visa type (eg student, business) _____		
Home Address:	No / Street:		State/ Country:	Post Code:	
Mailing Address:	No / Street:		State/ Country:	Post Code:	
<i>*International onshore students MUST provide an International Home address and an Australian Mailing Address *</i>					
Email Address:					
Telephone:	Home:	Work:	Mobile:		

Have you previously studied at The University of Adelaide? No  Yes  If yes, provide Student ID:

### SECTION 2: COURSE ENROLMENT DETAILS

The information you require to complete this section of the form is available on the University's Course Planner at <http://access.adelaide.edu.au/courses/search.asp>. You can search to view the course description, subject area, catalogue number, the class number for components you must attend, the timetable and the fee applicable to that course. Not all courses are available as Non-Award so check the section 'Available for Non-Award Study' in the course entry before completing this application.

Indicate if your program is (tick only one box): Undergraduate:  OR Postgraduate:

#### COURSES

You will be required to enrol online into your approved courses. However if approval is granted after the last day to add online for students, complete the online enrolment checklist then advise the Faculty who will enrol on your behalf.

Sem/ Term	Subject Area	Catalogue Number	Course Name	Class Component	Class Number	Course Start Date	Units

Home Institution		
Institution where currently enrolled:	Year commenced:	
List equivalent courses at home institution below:	Level	Units

Fees		
Are you an international fee paying or sponsored student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	For further information on fees, read the general rules and conditions on back of form.
Are you Commonwealth supported for this award at your home institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a domestic fee paying student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

This section must be completed by an authorised member of staff at your Home Institution.	
This student is authorised to study the course/s listed above for credit towards the award of _____ to the value of _____ units.	
Name (print):	Position:
Signature:	Date:

This section must be completed by an authorised member of staff at The University of Adelaide	
This student is authorised to study the course/s listed on this form.	
Name (print):	Position:
Signature:	Date:

Declaration – All Students
<p>I have read and understood the general rules and conditions set out on the back of this form.</p> <p>I agree to abide by the Statutes, Regulations, Rules and Policies, the <a href="#">Student Charter</a> and other such conditions as may be stipulated by the University from time to time.</p> <p>I agree that my personal information will be collected, used, stored and disclosed in accordance with the University's <a href="#">Privacy Policy and Management Plan</a> that contains the <a href="#">Student Privacy Statement</a>.</p> <p>I understand that the University is required to release details of my enrolment and other student information (including academic performance) to Commonwealth and State Government departments and agencies such as Department of Jobs and Small Business, Department of Education and Training, Department of Home Affairs, Australian Taxation Office (ATO), Centrelink and Department of Foreign Affairs and Trade (DFAT).</p> <p>If I am an international student studying in Australia, I understand that these reports may have implications for my student visa.</p> <p>I agree that the University may disclose my enrolment and other information to third parties contracted to provide access to the University's online learning materials, for the purpose of allowing access to these materials.</p> <p>I understand that if any of the information provided by me is subsequently found to be incomplete, incorrect or misleading, the University may elect to terminate my enrolment from a date to be determined by the University, or deem my enrolment to be void from the date of enrolment without any liability on the part of the University. The University is not obliged to reimburse any costs and expenses I have paid or incurred as a consequence of my enrolment.</p> <p>I understand that communication from the University will predominantly be electronic and be sent to my campus email address which I am required to check regularly.</p> <p>I agree that enrolment is my responsibility and all enrolments must be finalised by the relevant census date in each study period. I will incur fees and liability for any courses in which I am enrolled at the census date.</p> <p>I understand that the University has a commitment to creating a Safer Campus Community and that safety on campus is everyone's responsibility. I agree to contribute to an inclusive, respectful and fair environment for all University community members whilst engaging in University-related activities.</p>
Signature: _____ Date: _____

## SECTION 3: STATISTICAL INFORMATION (you must complete this section)

The information you provide below is required by the Commonwealth Government. The University undertakes to provide the information to the Commonwealth Government as statistical data only and will not provide information that identifies individual students.

1. Are you of Aboriginal or Torres Strait Islander origin?  Yes  No

If yes, please select one of the following:

- Aboriginal  
 Torres Strait Islander  
 Aboriginal and Torres Strait Islander

2. Citizenship and residence status during this semester (tick only one box)

- (1)  Australian Citizen  
(2)  New Zealand Citizen  
(3)  Permanent resident status (excluding New Zealand citizenship).  
(4)  Temporary entry permit/visa or you are a diplomat or dependant of a diplomat (except New Zealand) and reside in Australia during the semester  
(5)  Reside overseas during the semester and are NOT an Australian or New Zealand citizen and you do NOT have permanent resident status  
Country of Citizenship: \_\_\_\_\_

Day, month and year permanent residence was granted

	Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. In what country is your PERMANENT home address?

- Australia  
 Other

If you answered 'Australia' please provide the postcode for the address of your permanent home residence: \_\_\_\_\_

If you answered 'Other' please provide the name of the country: \_\_\_\_\_

4. In what country were you born?

- Australia

Overseas Country Name of Country: \_\_\_\_\_ Year of first arrival in Australia:

5. Do you speak a language other than English at your permanent home residence?  Yes  No

If you answered yes, please tick a box:  Italian  Greek  Cantonese  Mandarin  Vietnamese  Arabic  Other

Please specify other language: \_\_\_\_\_

6. This question is for domestic students only. If you are enrolling at University for the first time and have completed Year 12 in the last year

Enter the postcode of your permanent home residence in your last year of secondary studies:

Enter the suburb or town or locality of your permanent home residence in your last year of secondary studies: \_\_\_\_\_

7. What education had you completed before your current program? All questions must be answered.

Post-Graduate Program of any type (Higher Doctorate, PhD, Master's Preliminary or Qualifying, PG Certificate):

- (1)  Never commenced  
(2)  Commenced but not all requirements completed  
(3)  Completed all requirements for the award

If you answered 2 or 3, please provide: Last year of enrolment:

Bachelor Degree at any institution:

- (1)  Never commenced  
(2)  Commenced but not all requirements completed  
(3)  Completed all requirements for the award

If you answered 2 or 3, please provide: Last year of enrolment:

Advanced Diploma, Diploma or Associate Diploma at CAE, University, Teacher's College, Institute of Technology, Advanced Education or Tertiary Education – (Non Vocational education & Training (VET) Sub-Degree Program):

- (1)  Never commenced  
(2)  Commenced but not all requirements completed  
(3)  Completed all requirements for the award

If you answered 2 or 3, please provide: Last year of enrolment:

**Advanced Diploma, Diploma or Associate Diploma studied at Technical & Further Education (TAFE) or Technical College (Vocational Education (VET) Award Program):**

- (1)  Never commenced  
 (2)  Commenced but not all requirements completed  
 (3)  Completed all requirements for the award

If you answered 2 or 3, please provide:

Last year of enrolment:

**Final Year of Secondary Education at a High School, or TAFE:**

- (1)  Never commenced  
 (2)  Completed

If you answered 2, please provide:

The year in which you completed the final year of secondary education:

**Other qualification:**

- (1)  Never commenced  
 (2)  Completed

If you answered 2, please provide:

The year the requirements for the qualification or certification were completed:

**8. What is the education level of your parents or guardians?**

These questions are about the highest level of education **completed** by your parents or guardians.

Please answer about the people (up to two) who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.

**Parent/Guardian 1:**

- Male       Female       No parent/guardian

**What is the highest level of education completed by your parent/guardian 1? (tick one):**

- (1)  Postgraduate qualification (eg Graduate Diploma, Masters degree, PhD)  
 (2)  Bachelor Degree  
 (3)  Other post-school qualification (eg Associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)  
 (4)  Completed Year 12 schooling\*  
 (5)  Completed Year 10 schooling\*, continued at school, but didn't complete Year 12 schooling\*  
 (6)  Completed Year 10 schooling\*  
 (7)  Didn't complete Year 10 schooling\*  
 (8)  Don't know

\* or equivalent

**Parent/Guardian 2:**

- Male       Female       No parent/guardian

**What is the highest level of education completed by your parent/guardian 2? (tick one):**

- (1)  Postgraduate qualification (eg graduate diploma, masters degree, PhD)  
 (2)  Bachelor Degree  
 (3)  Other post-school qualification (eg associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)  
 (4)  Completed Year 12 schooling\*  
 (5)  Completed Year 10 schooling\*, continued at school, but didn't complete Year 12 schooling\*  
 (6)  Completed Year 10 schooling\*  
 (7)  Didn't complete Year 10 schooling\*  
 (8)  Don't know

\* or equivalent

**SECTION 4: EMERGENCY CONTACT**

<b>Full Name:</b>			<b>Relationship:</b>
<b>Residential Address:</b>			
<b>Telephone Contact:</b>	Home:	Work:	Mobile:

**SECTION 5: LIBRARY SERVICES**

Do you give permission for your name to be disclosed to a reader who wishes urgently to consult a book that you have on loan from the library?

- Yes       No

**SECTION 6: EXTERNAL STUDENTS ONLY**

Do you give permission for your name to be released to another external student?  Yes       No

## SECTION 7: DISABILITY SUPPORT SERVICES (optional)

Please note information provided by you will be treated with the utmost confidentiality. This information helps us support you. To access support available from the Disability Service go to [www.adelaide.edu.au/disability/](http://www.adelaide.edu.au/disability/).

Question 1: Do you have a disability, impairment or long-term medical condition, which may affect your studies?

Yes       No

Question 2: If 'yes' to Question 1, please indicate the area(s) of impairment:

Hearing       Learning       Mobility       Vision       Medical       Other

Question 3: If 'yes' to Question 1, would you like to receive advice on support services, equipment, and facilities that may assist you?

Yes       No

Please note: Your application cannot be processed unless all sections of this form have been completed correctly and signed.

### OFFICE USE ONLY

Academic Area:

Date:

Staff member:

### International Students only

Proof of English Proficiency documents attached or originals sighted.

Date:

Initials:

VISA sighted  Yes  No

Type:

Date:

Initials:

*There is no legal requirement to sight the visa of an international non-award applicant. It is the responsibility of the student to ensure that they meet the requirements of their particular visa. It is a requirement of the University's Admissions Policy that international non-award applicants meet the English language proficiency required for entry to the relevant academic program.*

# GENERAL RULES AND CONDITIONS

*Please read this information carefully.*

## Cross-Institutional Students

Students enrolled in a program of study at a higher education institution who want to count courses offered at other universities towards the award at their home institution, may be admitted to such courses as cross-institutional students.

## Home Institution

The university at which the award will be conferred is referred to as the home institution. For advice on submitting your application for enrolment as a cross-institutional student, consult your Faculty administrator at your home institution.

## Host University

The University of Adelaide is the "host" university at which enrolment in courses is being sought. You will need to obtain permission from your home institution before lodging this form with the University of Adelaide.

## Quotas

Quotas that form part of normal selection processes to award programs do not apply. However, the University of Adelaide may not admit cross-institutional students in cases where insufficient places are available for its own students.

## Conditions of Admission

Cross-institutional students are subject to the same Statutes, Regulations, Rules and Policies and Student Charter as apply to students enrolled in an award course at the University of Adelaide. These Statutes, Regulations, Rules and Policies and Student Charter relate to attendance at classes, performance or work, discipline, conduct and progress and are to be found in the University's publications.

If a cross-institutional student is subsequently admitted to a program leading to an award at the University of Adelaide, courses passed while enrolled on a cross-institutional basis may only be counted towards an award if specifically approved by the relevant Faculty or School.

## Invoices and Commonwealth Assistance Notices

All invoices and Commonwealth Assistance Notices are generated electronically through Access Adelaide. Emails are sent to University of Adelaide student campus email accounts advising when an invoice/notice is available.

## Fee Status

- If you are a Commonwealth Supported student you must complete a Request for Commonwealth Support and HECS-HELP section when you enrol online. This includes students who are New Zealand Citizens and Permanent Residents who are eligible to enrol as Commonwealth Supported students.
- Domestic fee paying students may be eligible to apply for FEE-HELP assistance by completing the Request for FEE-HELP Assistance section when you enrol online.
- If you hold a Commonwealth Supported place at your home institution, please be aware you may still be considered a domestic fee paying student at the University of Adelaide.
- International students will be liable for international tuition fees.

## Withdrawal

If you wish to withdraw from your cross-institutional course, you must drop the course online at Access Adelaide before the relevant census date. Failure to do so will incur charges and possible system generated result eg Withdraw Fail. Information on census dates for courses in teaching sessions, as well as Withdraw No Fail dates and other critical dates is available at [www.adelaide.edu.au/student/dates/](http://www.adelaide.edu.au/student/dates/)

## TO LODGE THIS FORM:

1. Indicate the course(s) you wish to study at The University of Adelaide and enter the details in Section 2.
2. Obtain authorisation from your home institution by having the form signed by an authorised person from your home institution.  
*Note: Flinders University students require a Confirmation of Enrolment from Flinders Enrolments Services.*
3. Obtain authorisation from The University of Adelaide by having the form signed by the appropriate authorised person at the host institution.
4. Make sure you complete all sections of the form and retain a copy of the signed form for your personal records.
5. When authority to enrol has been granted and you have received your University ID number and password from The University of Adelaide, logon to <https://www.adelaide.edu.au/orientation/getting-started/#online-setup> to activate your student account, follow the steps at STUi, the student portal, at <https://stui.adelaide.edu.au/#/landing> to provide and select relevant information including HECS or FEE-Help, and enrol into your course(s). Refer to University webpages and Faculty/School staff about enrolment dates, assessment and procedures.
6. It is your responsibility to relay results to your home institution to confirm your credit/status for those course(s). Your home institution, however, has the authority to request these results from The University of Adelaide.