STUDENT ADMINISTRATION

THE UNIVERSITY *of* ADELAIDE

Cross-Institutional Students - Incoming
Application for Admission & Enrolment

This form is for students from another tertiary institution in Australia 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. If approved, you will receive a University of Adelaide Welcome Email containing your student ID number and instructions on how to activate your student account via https://www.adelaide.edu.au/orientation/getting-started/#online-setup.

After you activate your account, follow the steps in EnrolMe (http://enrolme.adelaide.edu.au/). You will be able to complete an enrolment checklist comprising personal, educational and financial details required by the government and our institution. Then you will be able to enrol online into your approved course(s) in Access Adelaide.

SECTION 1: PERSONAL DATA

Courtesy title:		Gender: Male ☐ Female ☐ X: Indeterminate/Intersex/ Unspecified ☐	
Family Name:		**Other Names:**	
Country of Birth:		**Date of Birth:** (DD/MM/YYYY)	

Residency Status:

Australian Citizen ☐	Permanent Resident ☐	International Temporary Resident ☐
New Zealand Citizen ☐	Permanent Humanitarian Visa (PHV) Holder ☐	If yes, what is your visa type (eg student, business) _____

Home Address:

No / Street:			
Suburb/Town:		State/ Country:	Post Code:

Mailing Address:

No / Street:			
Suburb/Town:		State/ Country:	Post Code:

*International onshore students MUST provide an International Home address and an Australian Mailing Address *

Email Address:	

Telephone:	Home:	Work:	Mobile:

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

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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

Fees				
Are you an international fee paying or sponsored student?	☐ Yes	☐ No	For further information on fees, read the general rules and conditions on this form.
Are you Commonwealth supported for this award at your home institution?	☐ Yes	☐ No	
Are you a domestic fee paying student?	☐ Yes	☐ No	

Certification statement

I declare that the information provided by me is complete and correct to the best of my knowledge.

Signature: Date:

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

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/

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 of Adelaide ID number via a Welcome Email, logon to https://www.adelaide.edu.au/orientation/getting-started/#online-setup to activate your student account. Follow the steps at EnrolMe, the student portal, at http://enrolme.adelaide.edu.au/ 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.

HOME INSTITUTION
The following sections must be completed by an authorised member of staff at your Home Institution.

Institution where currently enrolled:

List equivalent courses at home institution below:	Year commenced:	
	Level	**Units**
Is the student Commonwealth supported for this award at their home institution?	Yes*	No
*Is the student a grandfathered student for this award at their home institution, for the purpose of fees?	Yes	No

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:

HOST INSTITUTION
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.

If this student is Commonwealth supported, I confirm studentfinance@adelaide.edu.au has been notified.

Academic area:

Name (print):	Position:
Signature:	Date:

International Students only below

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.

CRICOS Provider Number 00123M