

# Incoming Cross Institutional Application for Admission and Enrolment



CRICOS Provider Code 00586B

This form is for students from another university wishing to study a unit cross institutionally.

This form must be fully completed, signed and dated. Evidence of "Home Institution" enrolment, student contribution status, a "Request for Commonwealth Support and HECS-HELP" form or "FEE-HELP" form (if applicable) and certified copies of citizenship documents (if required) MUST be attached to this application. Note: We are unable to accept a "SA HELP" form with this application.

**NB:** This application will not be processed without these requirements and you will not be able to attend classes.

**UTAS ID Number**

(if previously enrolled at UTAS)

## Personal Detail

Title Given names Last Name  
Gender Male Female Previous Name Date of Birth

## Home Address (International students must provide an overseas address and Australian address)

Address  
Suburb State Postcode Country  
Phone (home) Phone (mobile) Phone (work)  
Perferred Email (Essential)

## Current University Details

Current Institution (s) that you are enrolled at  
Current course(s) you are enrolled in  
Current student ID EmailAddress

## Citizenship Details

What is your citizenship status? Date of permanent status  
Country of birth if not Australia Date of entry to Australia  
Language spoken at home Are you of Aboriginal or Torres Strait Islander descent?  
*If you were born outside of Australia, your enrolment will not be valid without certified copies of your citizenship or visa documents.  
You must provide certified copies of your citizenship or visa documents if you were born outside Australia.*

## Disability Details

Do you have a disability, impairment and/or long term health condition that may affect your studies?  
If yes, please indicate the area (s) Hearing Learning Mobility Vision Medical Other  
Would you like to receive advice about support services, equipment and facilities that may assist you?

## Emergency Contact Details

Name  
Address  
Suburb State Postcode Country  
Phone (home) Phone (mobile) Phone (work)  
Email

**Enrolment Details** (Details of the correct unit titles and codes needed to complete this section are available at the UTAS web page <http://www.utas.edu.au/courses>)

Unit Code	Unit Title - Enter a unit of study	Year	Study Period	Attendance	Campus
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**Highest Educational Qualification**

Year From	Year To	Name of Institution	Title of Award	Student Number	Completed
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Have you previously been, or are you liable for exclusion from any institution? Yes No

If yes, then provide details of the exclusion including an explanation of the circumstances.

**Education Level of your Parents or Guardians**

These questions are about the highest level of education completed by your parents or guardians and is a requirement of The Australian Government Department of Education and Training. It is not used by the University of Tasmania. 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.

(Select one from each list below)

What is the highest level of education completed by:

Parent/guardian 1 Male Female

Parent/guardian 2 Male Female

**Current Institution Requirements**

**Approval from Current Institution** (Student to complete)

(Select one from each list below)

You **must** include the following documentation with your application:

Letter of Approval to study at the University of Tasmania that includes course name, Current Institution name, Fee Category, Name, Title and signature of approving officer or completed approval (see below)	Yes	No
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**OR** The Current Institution must complete the authority detailed below Yes No

Note: if you are eligible for Commonwealth support as a pre 2010 student as well as from 2010 onwards, you will need to apply to be assessed for this status. The application and guidelines are available at: <http://www.utas.edu.au/fees/fees-and-charges/what-to-pay/domestic>

If pre-requisites exist for the units you wish to study you must attach certified evidence of meeting these pre-requisites.

Have you attached proof of pre-requisite requirements?	Yes	No	There are no pre-requisites
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**Current Institution Staff to complete**

This student is eligible at Current Institution for a Commonwealth Support Place	Yes	No
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If yes, is the student pre 2010 2010 onwards

Approval is given for this student to undertake the listed units at University of Tasmania and will receive credit upon successful completion of the unit.

Name (please print) Position Title

Signature Date Authorised

Email Phone (work)

**University Stamp**

## Application Closing Dates

For commencement in Summer School (Semester 3)	By arrangement with the Faculty/School
For commencement in Semester 1 (late applications may be accepted at the discretion of the Faculty)	25 January
For commencement in Winter School (Semester 4)	By arrangement with the Faculty/School
For commencement in Semester 2 (late applications may be accepted at the discretion of the Faculty)	10 June
For commencement in Spring School (Semester 5)	By arrangement with the Faculty/School

## Student Declaration and Signature

**Please read this declaration carefully.**

**The University of Tasmania collects, stores and uses personal information, including student images, for the purposes of:**

- administration of the student's enrolment and progress in their study;
- the provision of other services to the student by the University; and
- to comply with the Higher Education Support Act 2003, the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

**All information and images are:**

- collected and stored on a secure server;
- only accessed by University staff for the purposes for which they have been collected; and
- will only be used or disclosed in accordance with the University of Tasmania Privacy Policy at [www.utas.edu.au/policy](http://www.utas.edu.au/policy).

**I understand that:**

- I have the right to access my personal information held by the University in accordance with the Right to Information Act 2009 (Tas);
- I understand that I may make a Right to Information request to access my information and I am able to do so by following the information provided here [www.utas.edu.au/legal-services/right-to-information-act](http://www.utas.edu.au/legal-services/right-to-information-act)
- It is my responsibility to ensure that my enrolment is correct by the census date;
- I agree to pay all fees, levies and charges within the specified timelines;

**In relation to my enrolment I acknowledge that:**

- It is my responsibility to ensure that my enrolment is correct by the census date.
- I must have engaged in my units of study (as described in the Unit Outline, for example through attendance, submission of assessments, accessing of unit content, use of systems, etc.) to the satisfaction of the Dean by the semester census date, in order to illustrate reasonable endeavours to pass my units and ultimately succeed in the course in which I am enrolled. I must also continue to engage beyond the census date. If I do not display satisfactory commitment in either regard, the University reserves the right to cancel my enrolment;
- I acknowledge that I can withdraw from my unit without financial penalty up to the census date, and can withdraw with financial penalty but without academic penalty up until the end of week 7, or equivalent for non-standard semesters;
- I acknowledge that the University is obliged by law to provide enrolment information to the Australian Government. This may affect Centrelink and other Government payments;
- For international students, a failure to engage will result in reporting to the Government and impact visa compliance;
- I must enrol by the published enrolment closing date for a semester;
- I will receive information and notices in relation to my course of study or general information via my University e-mail account;
- I am required to abide by the University Ordinances, Rules, Policies and procedures;
- I am aware of the conditions under which I can use the University's Information Technology facilities and I accept responsibility to obtain and read the relevant documents;
- I understand that the email service may be delivered using cloud services from another provider (e.g. Microsoft) with data centre hosted overseas.
- I consent to UTAS disclosing my personal information to a person or body external to UTAS where:
  - Disclosure is required or permitted by law to fulfil reporting requirements to Commonwealth/and or state departments, or statutory bodies, including Centrelink.
  - Disclosure is made necessary for reasons associated with my enrolment at UTAS, and including:
    - For the purposes of other institutions involved in the delivery of my course of study,
    - For the purposes of providing me with careers advice, services and development, which will benefit me as a student,
    - For the purposes of disclosure to external organisations such as professional bodies, if the disclosure is necessary in order for me to undertake learning in a workplace,
    - For the purposes of providing information to third parties contracted to administer surveys of students and graduates on behalf of the University For the purposes of being part of the UTAS Alumni database upon graduation to foster alumni relations,
    - For the purposes of being part of the UTAS Advancement Office database to engage with and support the university in the future, and,
    - Any other circumstances in accordance with the UTAS Privacy Policy at [www.utas.edu.au/policy](http://www.utas.edu.au/policy)
- I authorise UTAS to obtain official records from any educational institution I have attended to enable my application to be considered. Where necessary QualSearch will be engaged to access this academic information. I understand that UTAS is not responsible if any educational body/institution does not supply these records.
- I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken; and
- I have read and agree to the [University of Tasmania Information and Communication Technology Policy \(PDF 187KB\)](#).

By submitting this form I acknowledge I have read and understood the University's Privacy Policy and I declare to the best of my knowledge and belief the information given in this form is correct and complete.

Signature

Date

**Please return this form to the relevant Faculty. You can search an email address from the following link:**

<http://www.utas.edu.au/first-year/enrolment-advice>

Which Course code should the student be admitted to?

Course liability category

Student Contribution Status:

**Pre Census:** Faculty Officer has advised student to completed eCAF

Yes

No

online **Post Census:** paper CAF supplied

Yes

No

Citizenship documents received and scanned

Yes

No

Name (please print)

Position Title

Signature

Date Authorised

Comments

\* If the student is eligible for Commonwealth support as a pre 2010 student as well as from 2010 onwards, they will need to apply to be assessed for this status. The application and guidelines are available at:- <http://www.utas.edu.au/fees/fees-and-charges/what-to-pay/domestic>