



**UNSW**  
CANBERRA

# APPLICATION FOR CROSS INSTITUTIONAL ENROLMENT

## WHEN TO USE THIS FORM

This form is to be used when applying to enrol in a course/s at another University and have it count towards a UNSW Degree Program.

## SUBMISSION AND ASSESSMENT PROCESS

1. Identify an appropriate Australian University and the relevant course/s you wish to undertake. The School may be able to provide advice on appropriate options. The student is responsible for confirming the enrolment procedure and deadlines at the host University, and for obtaining, completing and submitting a copy of the host University's Cross-Institutional Application for Admission form (sometimes called an Application for Non-Award Studies)
2. Complete the UNSW Canberra Cross-Institutional application and submit to Student Administrative Services (SAS) at [sas@adfa.edu.au](mailto:sas@adfa.edu.au) or lodge in person at least three weeks prior to the published deadline at the other University. SAS is located at Building 111 on Northcott Drive, Campbell ACT. The application must be accompanied by a Course Outline/s (including the aims and objectives, contact hours, texts and references, and assessment). Please allow three weeks for processing noting that incomplete applications will not be processed
3. If you are a Defence Undergraduate Student, you will be required to seek approval from your Commanding Officer (CO) prior to submission to SAS; the CO is the approving authority for Defence sponsorship for cross institutional study. Students must provide a SAS approved Degree Structure, a copy of their proposed timetable and the cost of the host university tuition fees for the CO's consideration; please contact SAS for a Degree Structure assessment. If the cross-institutional study is self-funded, then the student does not need the CO's approval, but is to engage with SAS and is to inform their DO
4. Upon receipt of the completed application, SAS will forward the application to the relevant School for assessment. If approved and the application is in accordance with the relevant UNSW Policy, SAS will advise the student of the outcome via an Approval Letter that the student should include with their application to the host University
5. **Once the course/s has been completed, the student is responsible for obtaining an Official Academic Transcript from the host University and submitting this evidence to SAS so that credit for the course can be granted towards the UNSW Canberra program**

## POLICY

- Students undertaking cross-institutional enrolment are required to undertake the administrative requirements of the host University themselves. The student is responsible for the payment of their own tuition fees if not receiving sponsorship from Defence
- Students undertaking cross-institutional enrolment may not vary their enrolment (other than by withdrawing from an approved course) at the host University without prior written approval from SAS
- Results from courses undertaken at the host University are not part of the calculation for the student's Weighted Average Mark (WAM) and an ungraded result will appear on the UNSW Academic Transcript



PERSONAL DETAILS

First Name:	Surname:	Student ID:
UNSW Canberra Program Code and Name:		

DETAILS AND COURSE/S OF HOST UNIVERSITY:

Name of University:			
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Course Code	Course Title	Session/Year	Units of Credit

Reason for study (If applying for a Language Course please also outline prior Language Study):
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If applying for a Language Course, do you intend for it to be approved as a: <input type="checkbox"/> Major <input type="checkbox"/> Additional Course
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STUDENT DECLARATION

I understand that I will responsible for any associated fees at the host University and for all administrative functions associated with my enrolment. I understand that by enrolling in courses at another University my enrolment and graduation processing at UNSW Canberra may be delayed due to the other university’s processing time frames.

Is this your final year in the degree?      Yes      No

If Yes, you must submit your Official Transcript showing your official grades from the host university no later than two weeks prior to the UNSW Canberra Graduation Ceremony. If you do not do this you will not be eligible to graduate in your final year.

Please submit your application for Cross Institutional Enrolment to [sas@adfa.edu.au](mailto:sas@adfa.edu.au) for assessment.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DEFENCE UNDERGRADUATE STUDENTS ONLY**

Defence Undergraduate Students must gain approval from their Commanding Officer. Prior to seeking this approval please contact SAS for a Degree Structure assessment.

ADFA Commanding Officer:	Signature:	Date:
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