

When to use this form

This form should be used to apply for admission to Non-Award (6094)/Cross-Institutional (6036) Enrolment at the University of New South Wales at the Australian Defence Force Academy (UNSW Canberra at ADFA).

Non-award enrolment refers to all enrolments in courses or a sequence of courses which do not lead to or count towards a formal award (e.g. degree or diploma) of the University of New South Wales. Non-award study at UNSW Canberra is only available at the postgraduate level.

Non-award enrolments fall into two categories, voluntary and cross-institutional.

A voluntary course enrolment is where the student enrolls in a postgraduate course either out of interest, or to develop professional competence in an area of specialisation. A cross-institutional enrolment is where the student enrolls in a course another Australian tertiary institution to be credited towards the UNSW Canberra award.

Deadlines and How to Apply

Closing Dates for applications to commence Non-Award or Cross-Institutional Enrolment at UNSW are available at [Important Dates](#). Please refer to the Application Deadlines for Postgraduate Study.

Please submit this form to sas@adfa.edu.au.

All applicants must sign complete Section 1-8 and sign the declaration in Section 6. Unsigned/incomplete applications will not be processed.

Non-award enrolment in a UNSW Canberra course, taken either voluntarily or cross institutionally, will need to be approved by the relevant UNSW Canberra School.

What Courses are Available?

All Postgraduate Coursework courses are available for non-award study. See the [UNSW Canberra Handbook](#) for further information.

Fees

Tuition fees are charged according to the classification of the course. View further [fee information](#).

Defence military and civilian personnel may be eligible to apply for Defence Funding.

Application for Admission at UNSW Canberra

Non-Award and Cross-Institutional Enrolment

Never Stand Still

UNSW Canberra

1. PERSONAL DETAILS

Have you applied to UNSW before? ☐ Yes ☐ No If Yes, what is your Student ID No.?

Family Name Given Name

Date of Birth (dd/mm/yyyy) Sex: ☐ M ☐ F Email

Mailing Address Post code

Phone: Work Home Mob

Australian Citizen ☐ New Zealand Citizen* ☐ Australian Permanent Resident* ☐ Country of Citizenship

Holder of a current student visa ☐ If holder of a current student visa, list expiry date:

* You MUST attach a copy of your Passport and/or Birth Certificate as detailed in Checklist Items below.

Have you previously been a uniformed member of the ADF? ☐ Yes ☐ No Do you have a criminal record? ☐ Yes ☐ No

2. PRIOR STUDY

Institution	Qualifications held of being completed	Date or Expected Date of Completion

3. CURRENT ENROLMENT

If you are enrolling as a cross-institutional student, please name the institution and program towards which the course/s will count:

Institution	Degree Name	Date or Expected Date of Completion

I am enrolled as a: ☐ Defence Funded Student ☐ Commonwealth Supported Student ☐ Fee Paying Student

NB: If a cross-institutional student, this application will not be processed without the written confirmation of your home institution stating that the course/s will be credited towards award requirements. Please supply this confirmation as soon as possible to ensure your application is not delayed.

4. UNSW ENROLMENT DETAILS

Non-Award or Cross-Institutional Enrolment

UNSW Course Code	UNSW Course Name	Semester of Enrolment

5. ENGLISH LANGUAGE PROFICIENCY

All applicants, whether domestic or international, for admission to any UNSW program delivered either in Australia or overseas, who do not have an assessable qualification undertaken and assessed in English, must provide evidence that their English language ability meets the minimum requirements for admission. Please see www.unsw.edu.au/elp for further details.

6. CHECK LIST

YOUR APPLICATION CANNOT BE CONSIDERED UNLESS ALL REQUESTED DOCUMENTS ARE ATTACHED .

I have included with this application form

☐ **Academic Transcripts**

Copies of previous tertiary studies (awards gained, marks and grades). If not in English official translations into English plus certified copies of the original language document will be required.

☐ **Proof of completion** (if applicable)

Copy of proof of completion of prior study.

☐ **Proof of English proficiency** (if applicable)

Certified copy of English tests if required.

☐ **Australian and New Zealand Citizens and Australian Permanent Residents – Passport Information**

Please supply a copy of your Australian or New Zealand Passport or Birth Certificate. For Permanent Residents please provide pages in your passport showing your visa label and personal details.

☐ **Curriculum Vitae**

Please provide a copy of your most up-to-date Curriculum Vitae.

Home Institution Approval (if applicable)

If enrolling cross-institutionally, please provide written confirmation of your home institution stating that the course/s will be credited towards award requirements.

7. PRIVACY NOTIFICATION

The information you provide on this application form is “personal information” as defined by the Privacy and Personal Information Act 1998 (NSW) [the Act]. It is collected and held by UNSW in order to process your application, admission and enrolment; to send you information regarding UNSW or third party courses or other university matters determined to be of potential interest to you; for administrative and statistical purposes; and (if this application isn’t accepted) to process your application in relation to other courses offered by UNSW or related parties that may be of interest of you. We may disclose your information to others inside and outside NSW, including our related entities such as UNSW Global Pty Ltd, for the same purposes, and you consent to such bodies (including UNSW Global) acting upon your information and communicating with you regarding such courses, up to and including making offers in relation to those courses. You have the right of access to, and alteration of, the information concerning yourself in accordance with the Act and UNSW Privacy Management Plan. UNSW will not disclose your personal information without your consent and without due cause, except as authorised by law. You have the right to refuse this consent, but if the consent is not given your application may not be processed. By signing this document you accept these conditions.

8. DECLARATION AND CONSENT

I declare that the information declared on this form is complete and correct. I authorise the University to obtain information from any educational institution previously or currently attended by me. If any information supplied by me is considered to be untrue, incomplete or misleading in any respect, I understand the University may take such action as it believes necessary including the disclosure of the information to any person or body the University considers has a legitimate interest in receiving it and I consent to such disclosure. I understand the University reserves the right to vary or reverse any decision made on the basis of untrue, incomplete or misleading information. I have made this application having had access to sufficient information regarding UNSW programs, courses, fees, costs, facilities and services. I understand the University reserves the right to make alterations to any matter offered in its publications without notice and that this agreement does not remove my right to take further action under the Australian consumer protection laws.

Name

Signature

Date

****Unsigned applications will not be processed****

Send your complete application to:

Student Administrative Services
UNSW Canberra
sas@adfa.edu.au
Phone: 02 5114 5000