

Application for Admission: Non Award Voluntary or Cross Institutional Domestic Students

Never Stand Still

Future Students, Admissions and Scholarships

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

* You MUST attach a certified copy of your Australian Permanent Residency visa or New Zealand passport information.

2. APPLICATION DETAILS

Are you applying for voluntary or cross-institutional non-award enrolment? Voluntary Cross-institutional

If cross-institutional, name the institution and program towards which the course/s will count –

Program Institution

I am enrolled as a: Commonwealth Supported Student (up-front or deferred) Domestic Fee Paying Student

Home Institution Approval Attached (**Note that this application will not be accepted without the written confirmation of your home institution that the course/s will be credited towards award requirements**).

If voluntary, why do you wish to enrol as a non-award student?

3. COURSE/S APPLIED FOR

	UNSW Course Code	Semester (eg Summer, S1, S2)	Course Name
1			
2			
3			
4			
5			
6			

4. TERTIARY STUDIES

Institution and country	Degrees and Diplomas held or being completed	Completed? Yes or No	Years of Study eg. 1998-2002	Year of graduation

Are you currently enrolled at a tertiary institution? Yes No If Yes, where?

Have you previously been, or are you liable for exclusion from any tertiary institution? Yes No

5. DETAILS OF PROFESSIONAL EXPERIENCE

Applicants for admission to courses having a professional experience requirement must attach a Curriculum Vitae or Resume which details their experience including name of employer, dates of service and nature of duties or position occupied.

6. 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.

7. CHECK LIST

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

A. I have included with this application form –

Official Academic Transcripts

Copies of ALL previous tertiary studies (awards gained, marks and grades). If not in English official translations into English plus copies of the original language document will be required. See www.unsw.edu.au/document-certification – Please note: Exam/Result notices and web statements are not acceptable.

CV /Resume

Applicants for admission to courses having a professional experience requirement must attach a Curriculum Vitae or Resume which details their experience including name of employer, dates of service and nature of duties or position occupied.

Australian Permanent Residents and New Zealand Citizens

A certified copy of your passport page showing personal details and if applicable your Australian Permanent Residency visa.

Late Application Fee

Applications submitted after the closing dates are liable for a \$100 late application fee. Please note: Non Award voluntary applicants must pay this in addition to the \$50 application fee.

B. If you are applying to study as a Cross Institutional student, you must provide the following in addition to the checklist items listed in 'A' –

Home Institution Approval

A copy of your home institution's written confirmation that the course/s applied for will be credited towards your degree.

Home Institution Fee Liability Status

Commonwealth Supported Students (CSS) - The Cross Institutional Enrolment Confirmation of Fee Status form completed by your home institution.

Tuition Fee paying students - no fee documentation required at the time of application.

C. If you are applying to study as a Non Award voluntary student, you must provide the following in addition to the checklist items listed in 'A' –

Application Fee

The application fee (non-refundable) of \$50 payable by bank draft/bank cheque/cheque in Australian dollars made out to UNSW Australia or complete the credit card authorisation for payment section below. Payable per application.

8. 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 to 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.

9. 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****

10. PAYMENT (please tick one box)

If you require a receipt please enclose a stamped, self-addressed envelope.

I am applying for Voluntary Non-Award enrolment. I enclose payment of \$50.00 **OR**

I am applying for Voluntary Non-Award enrolment. I acknowledge that my application will be received after the closing date and enclose payment for the application fee and the late application fee totalling \$150.00. I acknowledge that applications received after the commencement of semester will not be processed **OR**

I am applying for Cross-Institutional enrolment. I acknowledge that my application will be received after the closing date and enclose payment of \$100.00. I acknowledge that applications received after the commencement of semester will not be processed.

Please debit my credit card Bankcard Mastercard Visa

Expiry Date / Name of Cardholder:

Signature of cardholder:

Application Deadlines

A listing of the University's closing dates for Non Award and Cross Institutional applications can be found at www.unsw.edu.au/futurestudents/nonaward

Send your complete application and application fee (if applicable) to:

Admissions Office (Non Award)
UNSW Australia, UNSW Sydney NSW 2052 Australia
<http://enquiry.unsw.edu.au>
Phone: +61 2 9385 3656

SECTION 1: PERSONAL AND HOME PROVIDER DETAILS

Family Name	<input type="text"/>	Given Name	<input type="text"/>
UNSW Student ID (if known):	<input type="text"/>	Date of Birth (dd/mm/yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Telephone	(<input type="text"/>) <input type="text"/>	Email	<input type="text"/>
Home Institution Name	<input type="text"/>		
Name of Program towards which credit will be granted	<input type="text"/>		

SECTION 2: STUDENT LIABILITY STATUS DETAILS

HOME INSTITUTION TO COMPLETE

Is the student Commonwealth Supported?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the student classified as a Post 2010 Commonwealth Supported student for units in education and nursing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If the student is not Commonwealth Supported, are they eligible for FEE-HELP Assistance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Authorised Officer's Name	<input type="text"/>	Title	<input type="text"/>
	<i>(Please print)</i>		
Contact Telephone	<input type="text"/>	Date	<input type="text"/>
University Stamp	<input type="text"/>		