

Cross-Institutional and Non-Award Admission and Enrolment Form

Please read the instructions below before completing this form.

WHO SHOULD USE THIS FORM?

- Applicants who are applying for admission as a Cross-Institutional or Non-Award student.

INFORMATION FOR APPLICANTS

Thank you for your enquiry about Cross-Institutional and Non-Award study at the University of New England. The following information will assist you in completing this Admission Application and Enrolment Form as well as providing the necessary background information required prior to commencing study.

- If you are applying for admission and enrolment as a **Cross-Institutional** student, and wish to be Commonwealth Supported, you must submit a completed Commonwealth Assistance Form.
- If you are applying for admission and enrolment as a **Non-Award** student, please note that Commonwealth Support is not available, the units are offered on a Full Fee basis only. For information about the cost of studying at UNE, please refer to <http://study.une.edu.au/stufees.php>.
- If you are applying for admission to commence during our **Summer Semester** please refer to <http://www.une.edu.au/for/current-students/course-information/summer-sem.php>.

All applicants should refer to the **Schedule of Units** (<http://www.une.edu.au/courses/2009/units/atoz>) to select units.

DOCUMENT CERTIFICATION

For the purpose of meeting admission requirements UNE will accept correctly certified copies of documentation when certified by one of the following:

- an authorised officer at the Universities Admissions Centre, Queensland Tertiary Admissions Centre, Victorian Tertiary Admissions Centre, South Australian Tertiary Admissions Centre, Tertiary Institution Services Centre (WA);
- a staff member, Student Centre, UNE;
- an Australian appointed Justice of the Peace;
- a police officer in-charge of station, or officer above rank of Sergeant;
- a barrister, solicitor or patent attorney;
- official records department that originally issued the documents.

Certified copies must show the signature of the individual certifying the document with the full name, contact telephone number, organisation and date of certification clearly printed. If certified by a Justice of the Peace their registration number and the state in which they are registered must be clearly printed.

Documentation that has not been certified correctly **will not** be accepted.

IMPORTANT STEPS FOR ADMISSION

- Cross-Institutional Applicants only:
If you have previously been enrolled in any university, TAFE or private educational provider, other than UNE, you **must provide** a correctly certified copy of a complete and **official** transcript of your academic record(s), even if you did not achieve a result. Result slips are not acceptable.
- If you have a record of multiple failures or exclusion at any institution **you must** provide copies of any relevant correspondence from the institution. Attach a statement giving your reasons for your previous failure. Provide a case for your admission to UNE and set out your reasons for believing you are now capable of succeeding at university study.

NOTIFICATION

The Student Centre will send you a written advice about the outcome of your application.

UNIVERSITY OF NEW ENGLAND
ADMISSION APPLICATION & ENROLMENT FORM

Please ensure that you read and understand all information on the previous pages

ID

Admission Code

Level Code

PLEASE PRINT CLEARLY USING BLACK INK

Have you ever enrolled at UNE?

NO

YES

Previous Student ID

Are you applying for admission and enrolment as:

Non-award

Cross-Institutional*

(*Permission from your home university must be attached)

Commencement:

Summer Semester

Semester One

Semester Two

PERSONAL DETAILS

1. Name

Title	Last name	First name	Second name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Address for Correspondence

Former name if name changed	Date of Birth	Age	What is your country of citizenship?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number and Street name		Suburb or Town	
<input type="text"/>		<input type="text"/>	
State or Country		Postcode	
<input type="text"/>		<input type="text"/>	
Home/Mobile telephone number	Work telephone number	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Are you (please tick appropriate box/s):

(i) Aboriginal or Torres Strait Islander

YES NO

(ii) Australian citizen

(iii) Holder of a Permanent resident humanitarian visa

(iv) New Zealand citizen or permanent Australian resident residing in Australia

(v) Have a temporary resident visa, a visitor's visa or a student visa

(vi) Residing outside Australia and are none of the above categories

(If you ticked Yes to either (v) or (vi) please contact the International Precinct: Email: ioadmit@une.edu.au; Ph: (02) 6773 3192; Fax: (02) 6773 3325 for an Overseas Student Application Form.)

3. Disability/Special Needs

Do you have a disability or any special needs which UNE may be able to address? YES NO

If 'Yes', please indicate the area of impairment:

hearing learning mobility vision medical other

4. Examination Centre

At which centre do you wish to sit your examination? (Codes can be found on page 6 of this form)

Enter Examination Centre Code _____

PROPOSED UNIT(S) OF STUDY

All applicants should refer to the Schedule of Units (<http://www.une.edu.au/courses/2009/units/atoz>) to select units.

5. Nominate specific units to study

Unit Code	Teaching Period	Mode of Study	Location	Credit Points
Eg: LS 100	SS	OF	Armidale	6
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does this unit have a residential school? YES NO

If YES, please provide the dates:

Will you be studying at another higher education institution while enrolled at UNE? YES NO

If yes, please give details.

Name of institution	Course name	Student number

You **must** declare to the UNE Student Centre any concurrent candidature now or in the future.

SECONDARY STUDIES OR EQUIVALENT - CURRENT OR PREVIOUS (eg HSC-TPC)

6. List all secondary level qualifications previously gained or now being attempted

Name of qualification	Year	School attended	State/Territory	Full/Part-time

POST-SECONDARY STUDIES INCLUDING ANY ENROLMENT AT UNE (ATTACH SEPARATE LIST IF NECESSARY)

7. List all tertiary courses attempted

Name of institution	Course name	Years attended	Qualifications gained (please attach)

If you have EVER ENROLLED at any university, TAFE or private educational provider, other than UNE, you MUST provide correctly certified copies of academic record(s), even if you did not achieve a result. See **Important Steps for Admission and Document Certification**.

RECORD OF FAILURE OR EXCLUSION

8. Do you have a record of EXCLUSION/FAILURE at any tertiary institution? YES NO

If **yes**, refer to the **Important Steps for Admission** section on page 1 of this form.

GENERAL INFORMATION

9. What is your current occupation?

10. Relevant Employment History

If applying for a course which requires relevant employment history please provide documentary evidence with your application. Refer to the relevant faculty courses guide.

Employer	Position and Duties	From	To	Full/Part-time

PERSONAL STATEMENT

Please provide any further information or statements that will support your application (optional).

STATISTICAL INFORMATION

This information is required by the Australian Government - Please refer to page 6 of this application form for a guide to completing this section.

1. ABORIGINAL/TORRES STRAIT ISLANDER
 Are you of Australian Aboriginal descent? YES NO
 Are you of Torres Strait Islander descent? YES NO

2. CITIZENSHIP/RESIDENCY
 What will be your citizenship/residency status in 2009?

3. What is your permanent residence status?

a. If not born in Australia, indicate the date you arrived in Australia
 b. If you have been granted Australian Permanent Residency, indicate the date this residency was granted and provide documentary evidence

4. What is the Australian postcode or overseas country code for the address of your permanent home residence?

5. What is the Australian postcode or overseas country code for the address of your residence during the year?

6. In which country were you born?

7. If you speak a language other than English at home, what is the main non-English language you speak?

8. Please complete this question if you are under 21 years of age. In your final year of secondary education, what was the Australian suburb/town and postcode of your permanent home residence?

9. Highest Education Attainment prior to this enrolment.

10. What education had you completed or commenced before you first enrolled in this course? Tick one answer per question and include year of last enrolment, if applicable

	Never commenced 1	Commenced but incomplete 2	Completed Requirements 3	Year
a. Postgraduate course of any type <i>e.g Higher Doctorate, PhD, Master's (including preliminary or qualifying), Postgraduate diploma or Postgraduate certificate</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Year"/>
b. Bachelor's degree course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Year"/>
c. Diploma or associate course done at CAE, university, teacher's college, institute of advanced education or institute of tertiary education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Year"/>
d. Diploma or associate course done at a TAFE (Technical and Further Education) college or technical college.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Year"/>
e. A TAFE award course other than the above, done at a TAFE college, technical college, CAE, institute of technology, institute of advanced education or institute of tertiary education. Do not count secondary education courses, or hobby/leisure or personal enrichment courses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Year"/>

	Did not do final year 1	Did final year 2	Year
f. The final year of secondary education at a high school, technical high school, secondary school or college.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Year"/>
g. The final year of secondary education at another institution. <i>(e.g. Technical College)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Year"/>
h. Some other qualification or certificate of attainment or competence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Year"/>

i. Postgraduate students, at which institution did you undertake your undergraduate work?

CROSS INSTITUTIONAL APPLICANTS ONLY - HOME PROVIDER ENDORSEMENT

NOTE: You can either take this to your home university and have them complete this section, or you provide a letter from your home university attached to this application, but it must still address the questions asked below for your application to be processed. Please also remember to attach a certified copy of your academic record from your home university.

Home Provider Name

Title of current program towards which credit will be granted

Will the results in the course(s) indicated on the application be available as credit towards the nominated program?

YES NO

Is the student enrolled in a Commonwealth Supported Place? YES NO

pre 2008? YES NO

pre 2009? YES NO

If NO to both, does the student pay Full Fees? YES NO

Authorised Officer's Name (please print)

Authorised Officer's signature

Position

Date

Contact Number

HOME PROVIDER'S OFFICIAL STAMP:

SUBMITTING YOUR APPLICATION

Complete the appropriate tasks and check boxes applicable to your application prior to submission.

- Have you attached certified photocopies (eg signed by a JP) of official academic transcripts even if you did not achieve a result? (See information under Document Certification.)
- Educationally Disadvantaged—Have you attached the required statement/s labelled confidential?
- Former name—If you have studied under a previous name you must supply documentary evidence such as marriage certificate or deed poll registration. The documentation must show your previous name/s and your current name/s.
- If you are applying as a Cross-Institutional applicant and wish to be commonwealth Supported, ensure that you have also included your Commonwealth Assistance Form. The correct form can be obtained from your home institution.

YOUR APPLICATION CANNOT BE PROCESSED UNLESS ALL CORRECT DOCUMENTATION IS INCLUDED

DECLARATION AND PRIVACY INFORMATION

11. Your statement

I understand that the information requested in this form is being collected to process my admission at the University of New England. This information will be supplied to the Student Centre and the relevant administrative areas. If I am enrolled at the University, this information, together with any statistical or other data collected for admission and enrolment, will be retained for administrative and academic purposes. The supply of this information by me is voluntary. However, if I do not supply all the requested information the University may not be able to process my enrolment. I have the right to access and/or correct any personal information concerning me held by the University, subject to the reasonable convenience of the University.

I understand that the University of New England may disclose personal information that I have given in this application to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information for use in connection with the Higher Education Information Management System. The University may need to verify the accuracy of information supplied and it may exchange data with other institutions for this purpose. The University is required by law to provide certain information to Government agencies, constituent and affiliated bodies of the University, and approved outside agencies may be granted access to relevant information as part of their work in providing services to me as a student.

I also understand that the University will communicate with me electronically and that it is my responsibility to regularly check my UNE email account and that I am required to have access to a computer capable of sending and receiving email, accessing the Internet, and playing CD-ROMs.

I declare that the details I have provided are true and correct. I have read and I understand the information provided to me with this application form and have attached the relevant documentation as required. I undertake to comply with the University of New England Act 1993, the By-Law of the University and the Rules of the University.

.....
Signature

.....
Date

YOU WILL BE INFORMED OF THE RESULT OF YOUR ADMISSION AND ENROLMENT APPLICATION AFTER APPLICATIONS CLOSE

Please forward your completed application and documentation to:
Student Centre
The University of New England NSW 2351

Information regarding closing dates can be found at
<http://www.une.edu.au/studentcentre/admissions.php>

STATISTICAL INFORMATION - EXPLANATION OF CODES

Information on your background, residence etc is required by the Department of Education, Science and Training and the Australian Bureau of Statistics to enable various analyses of higher education to be made. No means of individual identification will be made available to those organisations. All students must complete these sections.

1. Aboriginal/Torres Strait Islander

There are two parts to this question. You should tick 'YES' if you identify as Aboriginal descent and 'YES' if you identify as Torres Strait Islanders descent. You can tick 'YES' in both boxes if both apply. This information is required primarily for the Department of Education, Science and Training (DEST) for its statistical analysis of higher education. In addition, the University has an Aboriginal Resource Unit which provides a range of support services to students of Aboriginal or Torres Strait Islander descent. Further information on the Unit and its services will be sent to all students who tick 'YES' in response to either part in this question.

2. Citizenship/Residency

Applicants without Australian citizenship or permanent resident status must apply for admission on forms supplied by the UNE International Marketing and Pathways and may be considered for enrolment only on a full fee paying basis. Contact the UNE International Marketing and Pathways on +61 2 6773 3192.

Enter the code from the table for your citizenship/residency for 2009.

Code

AUST Australian citizen (including Australian citizens with dual citizenship)

NWZ New Zealand citizens or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian citizenship. (Note: includes any such persons who have Permanent Resident status)

PER Students with Australian Permanent Resident status but excluding those who have New Zealand citizenship

HUM Students with an Australian Permanent Humanitarian visa

TMP Student has a temporary entry permit or is a diplomat or dependant of a diplomat (except New Zealand) and resides in Australia during this semester

OTH Status other than one of the above

3. Enter the Code from the above table for your current permanent residence status

3a. Date of arrival in Australia

This section of the form asks you to give your date of arrival in Australia. If you were born in Australia, go to the next item. If you were not born in Australia, enter the date on which you first arrived in Australia eg 22-AUG-1960.

3b. Date of Permanent Resident Status

If you have been granted Australian Permanent Residency, but not Australian citizenship, enter the date on which this residency was granted eg 14-OCT-1960.

4. Permanent Home Residence Postcode

Enter the Australian postcode for the address of your home residence. If you are residing overseas, or are a non-Australian citizen/permanent resident, enter the country code (see Country of Birth). If the appropriate country is not listed, write the name of that country in the box.

5. Residence Postcode

Enter the Australian postcode for the address of your residence. If you are residing overseas, enter the country code (see Country of Birth). If the appropriate country is not listed, write the name of that country in the box.

6. Country of Birth

Enter the appropriate code for the country in which you were born. If your country of birth is not listed, please write the name of the country in the box instead of the code.

Code	Country	Code	Country	Code	Country
1100	Australia	INDI	India	PORT	Portugal
AUSR	Austria	INDN	Indonesia	ROMA	Romania
BANG	Bangladesh	IRAN	Iran	RUSS	Russia
BELG	Belgium	IRAQ	Iraq	SING	Singapore
BURM	Burma—Myanmar	IREL	Ireland— Republic of	SOLO	Solomon Islands
CAMB	Cambodia	ISRA	Israel	SAFR	South Africa
CANA	Canada	ITAL	Italy	SKOR	South Korea
CHIL	Chile	JAPA	Japan	SPAI	Spain
CHIN	China	LEBA	Labanon	SRI	Sri Lanka
CROA	Croatia	MALY	Malaysia	SWED	Sweden
DENM	Denmark	MALT	Malta	SWIT	Switzerland
EGYP	Egypt	MAUR	Mauritania	TAI	Taiwan
FIJI	Fiji	MYAN	Myanmar-Burma	THAI	Thailand
FINL	Finland	NETH	Netherlands	TONG	Tonga
FRAN	France	NEWZ	New Zealand	TURK	Turkey
GERM	Germany	NORW	Norway	UKRA	Ukraine
GREE	Greece	PAKI	Pakistan	UKNG	United Kingdom
HONG	Hong Kong	PNGU	Papua New Guinea	USAM	United States of America
HUNG	Hungary	PHIL	Philippines	VIET	Vietnam
ICEL	Iceland	POLA	Poland	ZIMB	Zimbabwe