

INFORMATION

CROSS-INSTITUTIONAL ADMISSION



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

Brisbane Qld 4072 www.uq.edu.au
CRICOS Provider Number 00025B

Please retain for future reference

1 GENERAL INFORMATION

Cross-institutional students undertake approved courses at The University of Queensland for credit towards their studies at their home institutions. They receive normal instruction, assessment and examination results but are not enrolled in a University of Queensland award program.

Cross-institutional students are subject to the rules of The University including those relating to late fees and academic progress. For clarification of these rules please consult The University of Queensland myAdvisor website www.uq.edu.au/myAdvisor. Course information is also available at www.uq.edu.au/study.

Students are responsible for forwarding their results to their home institutions for the awarding of credit. Official academic transcripts are available at a nominal fee.

If your application is approved you will be advised on enrolment procedures and you will be sent username and password details for online enrolment via mySI-net.

Late applications may be considered. Contact the faculty for information.

For further information see The University of Queensland website www.uq.edu.au or www.uq.edu.au/uqanswers.

Privacy statement

The University of Queensland complies with Australian and Queensland Privacy Laws. Information collect is treated as confidential and is used for administrative or education purposes only and to keep in touch with you after you graduate. To comply with legal and administrative obligations personal information is supplied to government agencies. Personal information will not be disclosed unless you agree or the law requires disclosure. Personal information may be used to prepare statistical information which is then distributed in a form that does not identify anyone.

Disability Support

The University is committed to accessibility in teaching, learning and the physical environment and a number of facilities and services are available. Students with a disability should contact a Disability Advisor the year before they intend to commence studies at UQ. Disability Advisor: www.uq.edu.au/student-services (see Disability program) Phone 07 3365 1704.

2 APPLICATION

A cross-institutional application and *Commonwealth Support and HECS-HELP* form (undergraduate domestic students only) must be submitted and approved before students can enrol online using mySI-net (my.uq.edu.au). All students will be advised by the relevant faculty of the outcome of their application.

1 Complete a cross-institutional admission application and Commonwealth Support and HECS-HELP form (undergraduate domestic students only). Ensure all sections, including the stamp of the home institution on the *HECS-HELP Status* form, are completed. Postgraduate cross-institutional students are not Commonwealth supported and are liable for full fees.

2 Provide documentary evidence of tertiary study.

Your application cannot be considered without your academic history. Attach complete, officially certified statement(s) of academic transcripts of all tertiary-level studies undertaken, except those undertaken at The University of Queensland. Photocopies must be certified by a Justice of the Peace or by the home institution. Examination result slips or copies of degree certificates are **not** acceptable. You should forward results of any studies currently being completed as soon as they are available.

3 Submit your application to a Student Centre.

- St Lucia – Level 1 JD Story Building (61)
 - Ipswich – Level 2 Building 8
 - Gatton – Building 8101A
- or by post to: Student Centre
The University of Queensland
Brisbane Q 4072

If you wish to have original documents returned, you must enclose a request together with a stamped, self-addressed envelope.

Due dates: Semester 1: **31 January** Semester 2: **30 June** Summer Semester: **31 October**

4 This is not an enrolment form. When your application is approved you will be sent written approval, along with information on how to enrol online via the University's online enrolment system, mySI-net.

3 ENROLMENT

1 Enrol by the due date on mySI-net (my.uq.edu.au).

You can obtain enrolment information from the *Enrolment Guide* available online at The University of Queensland website (www.uq.edu.au), via the my.UQ or mySI-net links. All students are required to enrol online via mySI-net. Undergraduate domestic students will be directed to submit an online 'Request for Commonwealth support and HECS-HELP' form before enrolling. If eligible, please provide your Tax File Number, even if electing to pay up-front.

2 Pay fees by the relevant due date.

The *Enrolment Guide* gives details on due dates for enrolment, payment of charges, up-front HECS-HELP (student contribution amount) and tuition fees. Your enrolment is not effective until all fees and charges are paid. If these are not paid by the census date your enrolment may be cancelled.

3 Obtain your University of Queensland student ID card.

APPLICATION

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1 PERSONAL DETAILS

Name:

Title:

Family name:

Given names:

Preferred name:

Gender: Female Male

Date of Birth:

Day:

Month:

Year:

Your University of Queensland student number (if known)
or previous name (if enrolled under another name):

Citizenship: Australian citizen
 New Zealand citizen*
 Australian permanent resident*
 Australian permanent resident
(Humanitarian visa)*

*Please supply certified documentary evidence

Are you an International student? Yes No
(not an Australian citizen, Permanent resident or New Zealand citizen)

2 CONTACT DETAILS

Australian Mailing Address:

Country:

Street name & no:

Suburb/Town:

Postcode:

State:

Email(s):

Telephone:

Home:

Work:

Mobile:

Facsimile:

3 PROPOSED COURSES

Enter **all courses** for which you seek enrolment at The University of Queensland:

Semester*	Year	Course code	Course title

* Enter Semester 1, Semester 2, Year Long or Summer Semester

OFFICE USE ONLY

EMPL ID

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APPL NO

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HECS-HELP STATUS

HOME INSTITUTION

Cross-institutional undergraduate students only. Cross-institutional postgraduate students are not Commonwealth supported and are liable for full fees.



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This form must be completed by an authorised officer of your home institution and must include the institution stamp or seal.

This form, along with your application form, must be submitted to a Student Centre at The University of Queensland:

- St Lucia – Level 1 JD Story Building (61)
- Ipswich – Level 2 Building 8
- Gatton – Building 8101A

or by post to:

Student Centre
The University of Queensland
Brisbane Q 4072

1. Home institution:

2. Name of student

3. Is the student Commonwealth supported at the home institution?

Yes No

4. If Yes, what type of Commonwealth supported student?

2010 or later
 2009
 2008
 pre-2008

Authorising Officer's details:

Title:

Name:

Contact telephone number:

Signature:

Date:

Institution's official stamp/seal:

THE UNIVERSITY OF QUEENSLAND OFFICE USE ONLY

UQ S/N:

UQ Program Code:

HECS or Fees

4 CHECKLIST

To ensure there are no unnecessary delays in processing your application, tick each box when each item has been completed or attached:

Official certified statement of academic transcript(s) of all tertiary level studies

Cross-institutional HECS-HELP Status form (undergraduate domestic students only)

5 DECLARATION

I declare that the information supplied on this form is correct and complete and hereby authorise The University of Queensland to obtain further information where necessary in relation to this application from other instructions directly.

Signature: _____

Date: _____

6 HOME INSTITUTION ENDORSEMENT

Institution name: _____

Title of current program towards which credit will be granted: _____

1. Will the course(s) indicated in Section 3 be available for credit as specified towards the nominated program? Yes No

2. Is this student Commonwealth supported (i.e. in a Commonwealth supported place)? Yes No

or

Is this student's program tuition fee-liable? Yes No

3. Additional comments, if any: _____

5. Authorising Officer's details:

Authorised officer's signature: _____

Authorised officer's name (**please print**): _____

Position: _____

Date: _____

Contact telephone number: _____

Email address: _____

Institution's official stamp/seal: _____

7 FOR FURTHER INFORMATION

See The University of Queensland website: www.uq.edu.au or email: enrolments@admin.uq.edu.au.

Note: This is not an enrolment form. You will be sent details on how to enrol online **via mySI-net** when your application is approved.

THE UNIVERSITY OF QUEENSLAND OFFICE USE ONLY

Course(s): _____

Course prerequisites met? Yes No

Approved: Yes No*(please provide comments)

Dean's (or delegate's) signature: _____

Date: _____

*Comments: _____

Courses(s): _____

Course prerequisites met? Yes No

Approved: Yes No

Dean's (or delegate's) signature: _____

Date: _____

Comments: _____