1 GENERAL INFORMATION

- Non-award students undertake approved courses at The University of Queensland for personal or professional development. They receive normal instruction, assessment and examination results but are not enrolled in a University of Queensland award program.
- If you wish to undertake approved courses at The University of Queensland for credit towards study at another institution, complete the Cross-Institutional Application Form.
- Non-award students are subject to the rules of The University of Queensland including those relating to late fees and academic progress. For clarification of these rules, consult The University of Queensland myAdvisor website www.uq.edu.au/myAdvisor. Course information is also available at www.uq.edu.au/study.
- International students undertaking non-award studies must meet the University’s minimum English language proficiency requirements.
- On completion of the course, students may obtain an official academic transcript for a fee.
- Applications must be submitted by – Semester 1: 31 January; Semester 2: 30 June; Summer Semester: 31 October.
- Late applications may be considered.
- Depending upon the reason for undertaking the study, students may be permitted to study up to a maximum of four courses (i.e., 8 units) per semester with a limit of eight courses (i.e., 16 units) in total being undertaken as short-term study.

Privacy statement
The information on this form is collected for the primary purpose of assessing your application for enrolment in a non-award program. Other purposes of collection include the creation of a student record and statistical analyses. To comply with legal and administrative obligations, personal information is supplied to relevant government agencies. Personal information may also be disclosed to the education institutions you have attended or your employer(s) to make an informed decision about the application or matters that concern your enrolment at The University of Queensland. Otherwise the information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy at: http://www.uq.edu.au/hupp/index.html?page=24999.

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

An application for non-award enrolment must be submitted and approved before you can enrol electronically using mySI-net (http://my.uq.edu.au). To apply you will need to:

1 Complete this non-award application form.
   Ensure all sections are completed. Incomplete applications may not be processed.

2 Provide documentary evidence of tertiary study or relevant work experience.
   Your application cannot be considered without this information. Attach complete, officially certified statement(s) of academic transcripts of all tertiary-level studies undertaken, except those undertaken at The University of Queensland, as well as documentary evidence of English language proficiency. 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.

3 Submit your application to a Student Centre.
   - St Lucia – Level 1 JD Story Building (61) or by post to: Student Centre
   - Ipswich – Level 2 Building 8 The University of Queensland
   - Gatton – Building 8101A Brisbane Q 4072
   If you wish to have original documents returned, 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 mySI-net.

3 ENROLMENT

1 Enrol by the due date on mySI-net (http://my.uq.edu.au).
   You can obtain enrolment information from the Starting at UQ website: www.uq.edu.au/startingatuq/, or from the Student Centre on any campus. All students are required to enrol online via the my.UQ or mySI-net links. Pay fees by the relevant due date.

2. The Starting at UQ website (link above) gives details on due dates for enrolment and payment of 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 will be cancelled.

3 Obtain your University of Queensland student ID card.
   The Starting at UQ website (link above) gives details of how and when to obtain your student ID card.
APPLICATION NON-AWARD PROGRAM

Note: this is not an enrolment form. When your application is approved you will be sent written approval, along with information on how to apply via the University’s online enrolment system, mySI-net.

1 PERSONAL DETAILS

Name: ____________________________

Title: ____________________________

Family name: ______________________

Given names: ______________________

Preferred name: ____________________

Gender: Male □ Female □ Other □

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)

If Yes, please ensure Section 3 is completed.

2 CONTACT DETAILS

Mailing Address:

Country: __________________________

Street name & no: ____________________

Suburb/Town: ________________________

Postcode: _______ State: ____________

Email(s):

Telephone:

Home: ______________________________

Work: ______________________________

Mobile: ____________________________

Facsimile: __________________________

3 ENGLISH LANGUAGE PROFICIENCY

Proficiency in the English language is a requirement for admission to all programs at The University of Queensland.

For acceptable proof of English proficiency see www.uq.edu.au/hupp/?page=25467.

A Have you undertaken a TOEFL or academic IELTS test in the last two years? □ No □ Yes □

For direct reporting of TOEFL results, UQ’s TOEFL Code is 0987. Note: institutional test results, photocopies or certified copies of TOEFL results are insufficient for entry.

B Provide details of how you meet UQ’s English proficiency requirements:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

C Is documentary evidence attached? □ No □ Yes □

OFFICE USE ONLY

EMPL ID ____________ APPL NO ____________
4 **PROPOSED COURSES**

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

<table>
<thead>
<tr>
<th>Semester*</th>
<th>Year</th>
<th>Attendance (e.g. Internal, External)</th>
<th>Campus (e.g. St Lucia)</th>
<th>Course Code</th>
<th>Course Title</th>
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* Enter Semester 1, Semester 2, Year Long or Summer Semester. See [www.uq.edu.au/statingatug](http://www.uq.edu.au/statingatug) for Academic Calendar dates.

5 **REASONS FOR UNDERTAKING NON-AWARD STUDIES**

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6 **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 institutions directly.

Signature: ____________________________

Date: ____________________________

7 **FOR FURTHER INFORMATION**


**Note:** This is not an enrolment form. You will be sent details on how to enrol online via [my SI-net](http://www.uq.edu.au/my-sinet) when your application is approved.

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THE UNIVERSITY OF QUEENSLAND OFFICE USE ONLY

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Course prerequisites met? [ ] Yes [ ] No

Approved: [ ] Yes [ ] No

English language proficiency: [ ] Yes [ ] No

Permission listed? [ ] Yes [ ] No

Academic Advisor’s signature: ____________________________

Date: ____________________________

Dean’s (or delegate’s) Signature: ____________________________

Date: ____________________________

Comments: ____________________________

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