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 of Queensland including those relating to late fees and academic progress. For clarification of these rules, please consult The University of Queensland website [www.uq.edu.au](http://www.uq.edu.au).

Course information is also available at this website.

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 sent username and password details for online enrolment via mySI-net.

2 APPLICATION AND ENROLMENT

A cross-institutional application and HECS form (undergraduates only) must be submitted and approved before students can enrol electronically using mySI-net ([http://my.uq.edu.au](http://my.uq.edu.au)). All students will be advised by the relevant faculty of the outcome of their application. Please consult the Enrolment Guide.

1 Complete a cross-institutional application and HECS form (undergraduates only).

   Please ensure all sections, including stamp of the home institution on the HECS Status form and the Payment Options Declaration form, are completed.

2 Provide documentary evidence of tertiary study.

   Your application cannot be considered without your academic history. Please 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 Bld (61)
   • Ipswich – Level 3 Building 1
   • Gatton – Level 1 NW Briton Annex

   or by post to:

   Student Centre
   The University of Queensland
   Brisbane Q 4072

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

   Due dates:  Semester 1: 6 February  Semester 2: 14 July  Summer: 30 October

4 After enrolment is granted, enrol by the due date.

   You can obtain enrolment information from the Enrolment Guide on mySI-net at The University of Queensland website [www.uq.edu.au](http://www.uq.edu.au), or the Student Centre on any campus. All students are required to enrol online via mySI-net.

5 Pay fees by the relevant due date.

   The Enrolment Guide and The University of Queensland website give details on due dates for enrolment, payment of student services charges, up-front HECS and tuition fees.

6 Obtain your University of Queensland student ID card.

   The Enrolment Guide and The University of Queensland website give details of how and when to obtain your card.
## PERSONAL DETAILS

Name: 
Title: 
Family name: 
Given names: 
Preferred name: 

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

Citizenship: 
- Australian citizen
- New Zealand citizen
- Australian permanent resident

Gender: 
- Female
- Male

Date of Birth: 
Day: ___ Month: ___ Year: ___

Are you an international student? 
- Yes
- No

(Not an Australian citizen, Permanent resident or New Zealand citizen)

## CONTACT DETAILS

Mailing Address: 
Country: 
Street: 
Suburb/Town: 
Postcode: 
State: 
Email(s): 

Telephone: 
Home: 
Work: 
Other: 
Facsimile: 

## PROPOSED COURSES

Enter ALL COURSES for which you seek enrolment at The University of Queensland.

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<tr>
<th>Semester*</th>
<th>Course code</th>
<th>Course title</th>
<th>Approved</th>
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* Enter Semester 1, Semester 2, Year Long or Summer Semester

Please turn over
4 DECLARATION

For cross-institutional applications you must provide the following by the relevant due dates as listed in the Enrolment Guide:

☐ Application for Admission as a Cross-institutional Student
☐ Official certified statement of academic transcript(s) of all tertiary level studies
☐ Cross-institutional HECS Status form (undergraduates only)
☐ HECS Payment Options Declaration form (undergraduates only)

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.

Signature: ____________________________ Date: ________________

5 HOME INSTITUTION ENDORSEMENT

Institution name: ____________________________

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

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

2. Is this student’s program HECS liable? ☐ Yes ☐ No
   or
   Is this student’s program tuition fee liable? ☐ Yes ☐ No

3. Additional comments, if any:
   __________________________________________
   __________________________________________

4. 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: ____________________________

6 FOR FURTHER INFORMATION

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

THE UNIVERSITY OF QUEENSLAND OFFICE USE ONLY

Course prerequisites met? ☐ Yes ☐ No Comments: ____________________________

Approved: ☐ Yes ☐ No

Date: ________________

Dean’s signature (or delegate): ____________________________
This form must be completed by an authorised officer of your home institution and must include the university 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 Bld (61)
- Ipswich – Level 3 Building 1
- Gatton – Level 1 NW Briton Annex

or by post to:

Student Centre
The University of Queensland
Brisbane Q 4072

1. Home institution:

2. Name of student

3. Is the student HECS-liable at the home institution?  
   [ ] Yes  [ ] No

4. If Yes, does the student pay Differential HECS?  
   [ ] Yes  [ ] No

Authorising Officer’s details:

Title:

Name:

Signature:

Date:

Institution’s official stamp/seal: