

# APPLICATION FORM FOR LOCAL NON AWARD VOLUNTARY OR CROSS INSTITUTIONAL STUDENTS



THE UNIVERSITY OF  
NEW SOUTH WALES

CRICOS PROVIDER CODE 00098G

## 1. Personal Details

Have you applied to UNSW before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, what is your Student ID Number? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Family Name:		Date of Birth (dd/mm/yyyy): / /	
Given name(s):		Sex: <input type="checkbox"/> M or <input type="checkbox"/> F	
Mailing Address:			
Email:			
Phone Work: ( )		Home: ( )	Mobile:
<input type="checkbox"/> Australian Citizen		<input type="checkbox"/> New Zealand Citizen:	
<input type="checkbox"/> Australian Permanent Resident		Country of Citizenship: _____	

## 2. Application Details

Are you applying for voluntary or cross-institutional non-award enrolment? <input type="checkbox"/> Voluntary <input type="checkbox"/> Cross-institutional	
If cross-institutional, name the institution and program towards which the course/s will count.	
Program: _____	Institution: _____
I am enrolled as a: <input type="checkbox"/> Commonwealth Supported Student <input type="checkbox"/> Local Fee Paying Student	
(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).	
<input type="checkbox"/> Confirmation Attached	
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 or Diplomas held or being completed	Completed? Yes or No	Years of Study	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. English Language Proficiency

1. English is my first language		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. I have undertaken studies in which the language of instruction was English <i>Please give details and supply documentation</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. I have sat for an English Language Test (TOEFL, IELTS, CULT) within the past two years		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Test Name:	Test Date:	Test Score:	(Attach <b>original</b> documentation)
4. I will be <input type="checkbox"/> Sitting for a test	<input type="checkbox"/> Receiving my results from a test		
Test Name:	Test Date:		

## 6. Check List

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

### A. I have included with this application form

**Official Academic Transcripts**

Original or certified copies of **ALL** previous tertiary studies (awards gained, marks and grades). If not in English official translations into English plus certified copies of the original language document will be required. Please note: Exam/Result notices and web statements are not acceptable.

**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**

An original or certified 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) - In order to verify your status as a Commonwealth Supported Student and determine your pre or post 2005 eligibility status, you are required to submit evidence of your prior HECS debt (pre-2005) or Student Contribution charge (post 2005). Acceptable evidence includes: an original or certified copy of a current Fee Statement or Confirmation letter from your home institution confirming your pre or post 2005 CSS fee status or a Notice of Liability from your home institution.

Please note: ATO HECS Liability Notices and Commonwealth Assistance Notices are not acceptable.

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 The University of New South Wales or complete the credit card authorisation for payment section below. Payable per application.

#### WHAT IS A CERTIFIED COPY?

A certified copy is a copy of any documentation that has been witnessed as a true copy of the original document. **UNSW accepts copies of documents that have been certified by:** public notary, staff of Australian diplomatic missions, Justice of the Peace (must bear the official stamp and registration number), IDP Education Australia staff, administration of institution which issued the document, authorised representatives of UNSW, UNSW offshore office staff.

## 7. Privacy Notification

The University of New South Wales (UNSW) acknowledges and respects the privacy of individuals. The information you have provided in your application form is 'personal information' as defined by the Privacy and Personal Information Act, 1998 (NSW) [The Act].

The information you provide is collected and held by UNSW for administrative and statistical purposes in order to assess your application for admission and to send you information about UNSW activities that may be of interest to you. You have the right of access to, and alteration of, the information concerning yourself in accordance with the Act and the UNSW Privacy Management Plan. UNSW will not disclose your personal information without your consent and without due cause, except as required by law. You have the right to refuse this consent, but if the consent is not given, your acceptance may not be processed. Express consent to disclosure is given below. I understand that I am subject to UNSW rules of misconduct and that an adverse finding may be disclosed to my home institution, and I consent to such disclosure.

## 8. Declaration and Consent

I declare that the information submitted in my application is correct and complete. 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.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*Unsigned applications will not be processed.\*\***

## 9. 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

SUMMER SEMESTER: 10 December

FEBRUARY/MARCH SEMESTER (S1): 10 February

WINTER SEMESTER: 10 June

JULY SEMESTER (S2): 10 July

OR when intake quotas have been reached, whichever is the earlier.

Late applications may be considered where quotas have not been reached. However, the University does not guarantee applications can be processed in time for the requested start date.

Applications received after the commencement of semester will **NOT** be processed. Semester

commencement dates can be found at the website <https://my.unsw.edu.au/student/resources/AcademicCalendar.html>

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

#### Postal Address:

Admissions Office (Non Award)  
UNSW Sydney NSW 2052  
Australia  
Facsimile: +61 2 9662 4241  
Phone: +61 2 9385 3228