



**UWA STUDENTS –  
APPLICATION FOR  
CROSS-INSTITUTIONAL  
ENROLMENT**

Submit this form to your Student Advising Office at UWA with unit outlines from your Host Institution and a brief statement explaining why you wish to undertake cross-institutional study.

Note: This is NOT an enrolment form. If your application is approved by UWA you will need to complete the standard enrolment procedure at UWA and your HOST UNIVERSITY.

**SECTION ONE – PERSONAL DETAILS**

Family Name			
Given Names			
Date of Birth		Telephone	

**SECTION TWO – UWA ENROLMENT**

Course in which you are currently enrolled

International Student  Domestic student

**SECTION THREE – HOST UNIVERSITY**

Have you been enrolled at the host university before? Yes  No

If Yes, write Host University student number

Are the units you are taking online or through external study? Yes  No

PROPOSED UNITS AT HOST UNIVERSITY <small>Normally no more than two semester units (or one full year unit) allowed</small>			STAFF USE ONLY UWA EQUIVALENT INFORMATION <small>To be completed by Student Advising Office</small>			
UNIT CODE	UNIT TITLE	TEACH PERIOD	UWA TEACHING PERIOD	UNIT CODE	ENRL CODE	CREDIT POINTS

I acknowledge that it is my responsibility to:

- Ensure that my contact details on studentConnect are correct and up to date.
- Obtain an official academic transcript from my Host University and submit it to my Student Advising Office, on completion of my unit/s.
- Inform UWA of any changes to my enrolment at my Host University changes by the census date.
- Be aware that if this is my final semester I may not be able to graduate at the next end-of-semester graduation ceremony (July and December). I must be able to provide UWA with their official formal academic record with finalised grades by the 'Course Requirements Completed' deadline advised by UWA Graduations.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION FOUR – UWA APPROVAL**

The unit/s nominated above have been approved for credit towards the student's degree at UWA.

Signature of Student Advising Office: \_\_\_\_\_

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

Date: \_\_\_\_\_ University Stamp: \_\_\_\_\_



### WHO SHOULD USE THIS FORM?

UWA students who wish to enrol in units at another institution for credit towards their degree at UWA.

### WHAT TO DO NEXT

1. Submit your completed application form to your Student Advising Office.
2. Attach unit outlines from your Host University.
3. Explain in writing why you need to undertake unit/s at another University.

Your Student Advising Office will assess unit content and notify you of the outcome of your application via your UWA student email account.

Full details of units offered at other institutions are normally published in their current handbook; available via university websites or libraries. Contact your Host University directly for more information.

### ENROL AT YOUR HOST UNIVERSITY

If your application is approved by UWA you need to:

1. Present a **copy** of this application form to your Host University.
2. Attach your most recent academic record from UWA.
3. Attach your current enrolment statement from UWA and any other documents required..
4. Follow the enrolment procedures at the Host University by the specified deadlines.

Your fee liability for units will be incurred at your **Host University**.

### UWA EQUIVALENT UNITS

You must enrol at both UWA and your Host Institution for the period of your cross-institutional enrolment. Units undertaken at a Host University are represented on your UWA enrolment with equivalent 'place-marker' unit code(s). These generic 'place-marker' unit codes are:

- Used to indicate your enrolment at UWA
- Worth zero 'enrolled credit points' at UWA
- Do not contribute to your UWA Equivalent Full-time Study Load (EFTSL)
- Do not incur fees at UWA
- Can represent more than one unit per semester at your Host University.

### Equivalent Units – UWA

ENRL1001	External Special Unit/s Level 1	ENRL5005	External Special Unit/s Level 5
ENRL2002	External Special Unit/s Level 2	ENRL5008	External Special PG Bus Unit/s
ENRL3003	External Special Unit/s Level 3	ENRL5009	External Special Unit/s Postgrad
ENRL4004	External Special Unit/s Level 4		

Your Student Advising Office will advise you of the correct unit code/s in which to enrol at UWA.

### ENROL AT UWA

To enrol in ENRL units:

1. Complete a hard copy Change of Enrolment form (available from your Student Advising Office).
2. Submit the Change of Enrolment form to your Student Advising Office.

### CHANGING YOUR ENROLMENT

To change your enrolment or withdraw from your unit/s, you must formally notify both universities and follow the relevant withdrawal processes before the census date for the enrolled teaching period.

### UNIT RESULTS

It is your responsibility to:

1. Obtain an official Academic Transcript from your Host Institution
2. Submit your transcript to your Student Advising Office at UWA in a timely manner, to request credit towards your UWA degree.

Unofficial documentation will not be accepted by UWA e.g. printouts from the internet, eRecords or photocopies. Most universities **will not** release results to a third party.

'Achieved credit points' will be allocated to your ENRL units when your results are assessed by your Student Advising Office.