

2019 Application for Admission: Cross Institutional Study



General Instructions

- This application form is for Australian or New Zealand citizens and Australian permanent residents who wish to apply for Cross Institutional study at UTS.
- Cross Institutional study refers to enrolment in a subject/s for credit towards an award at another Australian tertiary institution in which the student is concurrently enrolled. Applicants must submit:
 - 1) **A letter from the home institution stating:**
 - that the subject/s applied for will be credited towards the home institution award course
 - the current fee liability status at the home institution i.e. Commonwealth Supported or Domestic Full-Fee
 - when the current course was commenced if Commonwealth Supported
 - 2) **An academic transcript of subjects studied to date.**
- In most cases applicants will **not** be advised of the outcome of their application until shortly before session commences.
- Allocation depends on the availability of class spaces after UTS award students have enrolled. It should **not** be assumed that applicants will be successful in their application. **It is highly recommended that applicants also consider alternative options for Cross Institutional studies elsewhere.**
- Successful applicants are offered enrolment for a single session only. All applicants must submit a new application for each session.
- A student cannot enrol in more than 48 credit points of Non Award and Cross Institutional study at UTS. This total will be calculated from any Non Award or Cross Institutional study undertaken from Autumn session 2008 onwards. The maximum load for a session is 26 credit points.
- **Note:** Students are **not** eligible for Cross Institutional study if they:
 - are presently under a period of exclusion from a university
 - have already failed the same subject three times
 - are a non-resident who is the holder of a Temporary Resident Visa or Student Visa, Non-residents should contact UTS: International for advice on (02) 9514 1531.

Subject Availability For Cross Institutional Study

- Applicants may choose individual subjects from courses currently offered by UTS in Autumn, Spring or Summer sessions.
- **Note:** Teaching sessions other than Autumn, Spring and Summer are available to current UTS award students only. Summer Session subjects have very limited spaces.
- Some subjects may have prerequisites that must be met. Consult the appropriate Faculty Handbooks for specific information about each subject. Faculty Handbooks can be accessed via the UTS web site at www.handbook.uts.edu.au
- For information on session, campus and attendance modes for selected subjects contact the UTS Student Centres.

Closing Dates

| Autumn Session (commencing 11 March 2019) | Spring Session (commencing 29 July 2019) | Summer Session (commencing 19 November 2019) |
|--|---|---|
| 30 January 2019 | 28 June 2019 | 25 October 2019 |

Late applications will not be considered

For general enquiries regarding Cross Institutional study at UTS contact the UTS Student Centre:

Email via website: <https://ask.uts.edu.au/>

Phone: 1300 ASK UTS (1300 275 887)

Completing the Application Form

- Complete the application form with a blue or black pen using **block letters**.
- When required, place a tick in the appropriate boxes.

The following instructions relate to the numbered sections of the application form:

Section 2 – Personal Details

If your family name or given names are different from that stated on any documents:

- indicate your previous name(s) in the space provided
- provide proof of name change e.g. Marriage Certificate, Divorce Order, Deed Poll

Section 3 – Session and Subjects

- Indicate the session for which you are applying. Use separate forms for Autumn and Spring subjects
- Indicate which subject(s) you are applying for. Contact the UTS Student Centres for information on session, campus and attendance modes for your selected subjects

Section 5 – Secondary School Studies

- If you have completed Australian Year 12 or Senior High School studies please indicate the year completed, state, name of qualification (e.g. HSC), school name and candidate number (if known). This is for government reporting purposes.

Section 6 – Academic Qualifications

- If you list any academic qualifications at Section 6 you will need to provide an official academic transcript showing the subjects studied, the marks obtained and an explanation of the grading system (Note: unofficial transcripts printed from institution websites will not be accepted).
- If you have completed or been awarded the qualification you will need to provide proof of completion.
- If any of your documents are not in English you must provide an official translation **as well as** the original language documents. For example, documents translated by a professional level translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) are accepted. (See www.naati.com.au for details.)
- Previous UTS students do not need to provide evidence of study undertaken at UTS.

Section 8 – Home Institutional Approval and Confirmation of Fee Liability Status

- You must submit a letter, on home institution letterhead, stating:
 - that the subject/s applied for will be credited towards your home institution award course
 - your current fee liability status at your home institution i.e. Commonwealth Supported or Domestic Full-Fee
 - when you commenced your current course of study if Commonwealth Supported

Note: Your application will not be processed if this letter is not provided.

Certification of Documents

- Documents **cannot** be returned once they are submitted. It is recommended that you submit certified copies, **not** originals.
- Photocopies of electronic transcripts from other institutions will only be accepted when they can be verified as authentic through an online secure portal hosted by the institution (this often involves submitting a link and password to UTS)
- Uncertified photocopies and faxed or scanned documents will not be accepted.
- You **cannot** certify your own documents, even if you belong to one of the categories listed below, and you **cannot** have your documents certified by a person directly related to you.
- Documents can be certified by:
 - The official records department of the institution that originally issued the document(s)
 - The Student Enquiries Office or Admissions Office of an Australian university or TAFE College
 - The university admission centre of any Australian State (e.g. UAC)
 - An Australian overseas diplomatic mission
 - An accountant who is a member of one of the following Australian associations: the Institute of Chartered Accountants in Australia; CPA Australia; the National Institute of Accountants; the Association of Taxation and Management Accountants; Registered Tax Agents
 - An Australian:
 - Justice of the Peace with a registration number
 - bank manager/credit union branch manager
 - barrister, solicitor or patent attorney
 - postal manager
 - principal of a secondary college, high school or primary school
 - police officer
 - defence force officer
 - a health professional registered with the Australian Health Practitioner Regulation Agency (e.g. doctor, pharmacist, optometrist, nurse)
- The person certifying the copies **must** include the following information on the **front** of **every** page to be submitted:
 - the statement '*I, (insert name), certify that this is a true copy of the original document sighted by me*'
 - signature
 - occupation (and official stamp or seal of their organisation if available)
 - telephone number
 - date
 - a JP must also indicate their **registration number** and the Australian state in which they are registered (contact details are optional for JPs)

Cross Institutional Fees

- Cross Institutional students are enrolled in either a Commonwealth Supported Place (CSP) or a Domestic Fee Paying Place (DFEE) depending on the type of place you hold at your Home institution, and the subjects you select at UTS.
- If you are enrolled in a Commonwealth Supported Place (CSP) you may be eligible for HECS-HELP.
- If you are enrolled in a Domestic Fee-Paying Place (DFEE) you may be eligible for FEE-HELP.
- To be eligible for HECS-HELP or FEE-HELP you must meet the citizenship and residency requirements. For further information visit: <https://www.studyassist.gov.au/help-loans-and-csps/fee-help>

For additional information on tuition fees visit the UTS website:

www.uts.edu.au/current-students/managing-your-course/fees-and-payment/domestic-student-tuition-fees/cross

You must access your own e-Invoice online via My Student Admin – available 2 working days after you enrol into subjects.

Please note the following dates are applicable for making upfront payments:

- Autumn session: 29 March 2019
- Spring session: 12 August 2019
- Summer Session 29 November 2019

Failure to pay by the due date may incur a Late Payment Fee.

Cross Institutional students are also liable for a **Student Services and Amenities Fee (SSAF)**, which is charged each session. Unfortunately, you will not be eligible to defer this fee at UTS (your Host Institution) and must pay upfront by the advertised due date.

Lodging Your Application

- Check that all relevant sections have been completed.
- Check that the form is signed and dated.
- Ensure that all copies of official documents have been certified.
- Do not enclose your application in binding
- Do not include examples of your work unless specifically asked to.
- Please remove these instruction pages from the application form.

Lodge your application **by mail** to:

Direct Admissions
UTS Student Administration Unit
PO Box 123
BROADWAY NSW 2007

OR

Lodge your application **in person** at a UTS Student Centre as listed below:

Broadway Campus - Building 10

Level 2
235 Jones Street
ULTIMO

Haymarket Campus - Building 5

Block C, Level 1
Cnr Quay Street and Ultimo Road
HAYMARKET

For information on UTS Student Centre opening hours see:

www.uts.edu.au/current-students/contacts/general-contacts

Further enquiries

For more information about Cross Institutional study at UTS contact the UTS Student Centre:

Email via website: : <https://ask.uts.edu.au/>

Phone: 1300 ASK UTS (1300 275 887)

Website: www.uts.edu.au

Application Acknowledgement

If you wish receipt of your application to be acknowledged please complete the details below and attach this page to the **front** of your application



Acknowledgement of Application

Office Use Only

Name: _____

Address: _____

Date of receipt at
Student Administration Unit

Note: You must advise UTS in writing, or via email, if you:


- **change your address after lodging your application**
- **wish to change your nominated preferences**
- **decide to withdraw your application**

Contact details:

Postal address: Direct Admissions
Student Administration Unit
UTS
PO Box 123
BROADWAY NSW 2007

Email via website: <https://ask.uts.edu.au/>

Phone: 1300 ASK UTS (1300 275 887)

| Date received | | <h1>2019 Application for Admission:</h1>  <h1>Cross Institutional Study</h1> | | | | |
|---|--------------------|---|---|--|--|---------------------|
| Date received in Admissions | | | | | | |
| | | <ul style="list-style-type: none"> • Cross Institutional study refers to enrolment in a subject or subjects for credit towards an award at another Australian tertiary institution in which the student is concurrently enrolled. • You must read the instructions before completing the details below • Please detach the instructions before you submit your application | | | | |
| 1. PREVIOUS ENROLMENT | | | | | | |
| CHESSN - SAU Use Only | | If you have applied to UTS before please state your application number: | UTS Student Number | | | |
| 2. PERSONAL DETAILS | | | | | | |
| Surname or Family Name | | First Given Name | | | | |
| Other Given Name/s | | Maiden Name or Previous Family Name | | | | |
| Title (Mr/Ms etc) | Gender (M, F or X) | Date of Birth (dd/mm/yy) | | | | |
| Number and Street | | | | | | |
| Suburb | | State | Postcode | | | |
| Mobile | | Home Phone | Work Phone | | | |
| Email | | | | | | |
| 3. SESSION AND SUBJECTS | | | | | | |
| Please indicate the session for which you are applying. Use separate forms for each session. Available sessions are: Autumn, Spring and Summer. NB. Summer Session will have very limited places available. | | | Session | | | |
| Please list the subject/s for which you are applying (check with faculties for available attendance modes*) | | | UTS USE ONLY | | | |
| UTS Subject No. | Subject Name | UG or PG Subject | Attendance* (Tick One) | Code/Fee Type/ Cr Pts | Decision of Faculty Nominee: Tick Yes/No AND Sign and Date | |
| | | () UG () PG | () Internal () Distance () Block | | () Yes () No | Signature: Date: |
| | | () UG () PG | () Internal () Distance () Block | | () Yes () No | Signature: Date: |
| | | () UG () PG | () Internal () Distance () Block | | () Yes () No | Signature: Date: |
| SAU USE ONLY | | UTS Cr Pts Attempted (from Autumn 2006) | | FACULTY USE: (Basis For Admission/Comments) | | |
| () Academic Transcript | | | | | | |
| () Home Institution Approval | | | | | | |
| () Proof of Fee Liability Status at Home Institution | | Is application complete? | | BFA 2 | Decision | |
| () Other | | () Yes () No | | | () OF () RJ Date letter sent: | |

| 4. CITIZENSHIP/RESIDENCY | | | | | Office Use Only |
|---|---|--|--|-------------------------|--------------------------|
| Part A Citizenship/Residency Status | | | | | Cit/Res Status |
| i) Are you an Australian Citizen? | | () Yes - Go to question (vi) () No - Go to question (ii) | | | 1 |
| ii) Are you a New Zealand Citizen? | | () Yes - Go to question (vi) () No - Go to question (iii) | | | 2 |
| iii) Are you a Permanent Resident of Australia? | | () Yes - Please indicate the date permanent residency was granted, then go to question (iv) | | Date (dd/mm/yy) | 3 8 |
| iv) Is your visa a permanent humanitarian visa? | | () Yes - Go to question (v) () No - Go to question (v) | | | Date |
| Note: If you did not answer 'Yes' to any of the questions above (i, ii, iii or iv) you must apply as an International applicant on a different application form. Contact UTS: International on (02) 9514 1531 for details. | | | | | |
| v) Did you meet residency requirements for citizenship more than a year ago? | | () Yes - Go to question (vi) () No - Go to question (vi) | | | Y N |
| vi) Are you residing inside Australia during your studies? | | () Yes - Go to Part B () No - Go to Part B | | | Y N |
| Part B Country of Birth | | | | | |
| vii) If you were not born in Australia and you are now residing in Australia, in what year did you enter Australia ? | | | | Year of entry | Year |
| viii) Please state your country of birth | | Country | | | C Code |
| ix) Please indicate the main language spoken in your home | | Language | | | L Code |
| x) Are you of Australian Aboriginal descent? | | () Yes () No | | | N A T B |
| xi) Are you of Torres Strait Islander descent? | | () Yes () No | | | |
| 5. SECONDARY SCHOOL STUDIES | | | | | Secondary School Studies |
| Have you completed Australian Year 12 or Senior School studies ? () Yes – please give details below () No – Go to Section 6 | | | | | |
| Year eg 1987 | Name of Qualification e.g. HSC | School Name | Candidate No. (if known) | State e.g. NSW | |
| | | | | | School Code |
| 6. ACADEMIC QUALIFICATIONS | | | | | Tertiary Studies |
| Are you currently enrolled and/or have you previously been enrolled at an Australian or overseas University, CAE, Institute of Higher Education, TAFE College, or equivalent ? () Yes – please give details below and provide documentary evidence () No – Go to Section 7 | | | | | HLP |
| Years From/To | Institution Attended and Student No. (if known) | Title of Course or Qualification | Completed, Discontinued or Being Attempted | Language of Instruction | Year |
| | | | | | Institution Code |
| | | | | | Institution Code |
| | | | | | Institution Code |
| 7. EXCLUSION FROM PRIOR UTS STUDY | | | | | |
| Have you been excluded from study at UTS ? () Yes - Please give details below () No - Go to Section 8 | | | | | |
| UTS Course | | | Last Period of Attendance (Year & Session) | | |
| | | | | | |

8. HOME INSTITUTION APPROVAL AND FEE LIABILITY STATUS

You must submit a letter, on home institution letterhead, stating:

- that the subject/s applied for will be credited towards your home institution award course
- your current fee liability status at your home institution i.e. Commonwealth Supported or Domestic Full-Fee
- when you commenced your current course of study if Commonwealth Supported

Note: Your application will not be processed if this letter is not provided.

Emailed, faxed or uncertified photocopies of this letter will not be accepted.

9. EMPLOYMENT DETAILS

Are you currently employed (including self employment)? () Yes – Please give details () No – Go to the next question

Employer's Name

Position Name

Employer's Address

Phone

Fax

10. PROFESSIONAL QUALIFICATIONS

Do you want any professional qualifications taken into account in the assessment of your application (e.g. CPE, Institution of Engineers, etc)? () Yes – Please give details () No – Go to the next question

| Qualification | Institution/Professional Body | Years of Membership or Date Obtained |
|---------------|-------------------------------|--------------------------------------|
| | | |

11. OTHER INFORMATION

Do you have any other relevant information not included above, such as supporting references, short courses, continuing professional education etc., which you wish to be considered? If so, please give details in the form of a supporting statement and/or attach the relevant documents to this application form.

12. Applicant Declaration Authority and Privacy Notice - all applicants must complete this section

- **All the information and supporting documents provided with this Application are true and correct and I will inform UTS immediately of any changes to the information I have given.**
- **I understand that all documents submitted with this application become the property of UTS**
- **I understand that UTS reserves the right to vary or reverse any decision on the basis of untrue, misleading or incomplete information.**

Signature

Date

Privacy notice for all applicants

UTS is collecting your personal information, including relevant certified documents and details of previous study, to allow the university to consider and process your application to study at UTS.

Information collected will be used to verify the details you have provided and obtain your results and other relevant information relating to your previous studies. If you have studied at UTS previously, existing information held by UTS relating to your previous studies may also be used.

UTS will also be using information for quality improvement and planning processes, which may include tracking student progression from application to graduations.

UTS may disclose personal information relating to applicants to the Department of Education and Training, or its successor, for the purpose of managing Commonwealth supported places, generating as required Commonwealth student identifiers, or in relation to other data collections as the Department may lawfully require from UTS from time-to-time.

If you are an international applicant, information collected may also be disclosed to the Australian Government and designated agencies and authorities where required for compliance with legislation, including the Education Services for Overseas Students Act 2000 (Cth). If you are registering via an Agent, information may be disclosed to your Agent on your behalf.

If you are a sponsored student, information, including your academic progress, results, attendance or financial standing, will be disclosed to your sponsor, your embassy, cultural mission or any third party appointed by your sponsor, your embassy and/or cultural mission.

If the university has reasonable grounds to believe information provided by you is deliberately incomplete, untrue, fraudulent, or incorrect in any way, the university may disclose this fact and other related information to relevant third parties, including educational institutions that information is claimed to have originated from, or other party's applications have been lodged with. Fraudulent applications may also be referred to the Police.

Applicants who are successful will be required to sign the Student Declaration at enrolment. This includes additional privacy information which will also cover information collected during this application process once an applicant commences as a student of UTS.

UTS will not disclose information collected as part of this application process further to this privacy notice or the subsequent Student Declaration, without consent, unless required or permitted by law.

Records relating to applications will be retained in line with the university's records management policy.

You can access information held about you and your application at any time through the application portal. Otherwise, any request you may have to access, correct, delete if lawful, transfer your information, or withdraw your application or consent should be referred to: for postgraduate coursework applicants (student.records@uts.edu.au); or for higher degree research HDR applicants (GRS@uts.edu.au). Note that if you withdraw consent to use this information, UTS may not be able to process your application.

For further information about privacy at UTS or making privacy related complaints, refer to Privacy at UTS.