APPLICATION FOR UNSW STUDENT TO STUDY AS A CROSS INSTITUTIONAL STUDENT AT ANOTHER INSTITUTION

Never Stand Still

Enquiries: Please direct any queries to your Program Authority

WHEN TO USE THIS FORM

This form is to be used to request permission to undertake study at another institution and for this study to be counted towards your current degree program at UNSW

Information you should know:

- Applications will only be considered if your Academic Standing level is Good
- You must seek approval from your Program Authority BEFORE enrolling at another institution
- There is no charge for this application
- Be aware that some Faculties will only approve cross institutional studies in exceptional circumstances
- In addition to seeking approval from UNSW via this form, you must also submit a formal cross institutional application to the institution with which you would like to study. Be aware that acceptance is not guaranteed
- It is your responsibility to provide UNSW with official confirmation of your result(s) from the other institution, in order that appropriate transfer credit can be recorded on your UNSW student record

INSTRUCTIONS

1. You should complete this form and submit it to your Program Authority, together with a copy of the Course outline for all the course (s) you are intending to undertake at the other institution
2. Your Program Authority will assess your application and confirm to you in writing, if your application has been approved.
3. Also your program authority will inform you which of the courses you are applying for, will be counted towards your UNSW degree program if you successfully complete them

STUDENT DETAILS

Student ID Number:	Family Name:
Program Code:	Given Name(s):
Program Name:	Signature:

OTHER INSTITUTION DETAILS

Institution Name:

Proposed Semester of Enrolment:

Year: UNSW Semester 1: Y / N UNSW Semester 2: Y / N Other: _____

Will you be concurrently enrolled at UNSW? Y / N

Please note: If you are not concurrently enrolled during Semester 1 or Semester 2 at UNSW, you must apply for Program Leave from UNSW for this period.

If you have already completed your enrolment at UNSW and your application for Cross Institutional Study is approved, it is your responsibility to drop your enrolment at UNSW by the census date. Failure to drop your enrolment prior to the census date will result in you being financially liable for your enrolment.

COURSE DETAILS

Other Institution		To Transfer as UNSW Course			School/Faculty Approval	
Course (Subject) Code	Course (Subject) Name	UNSW Course Code *ESSENTIAL*	UNSW Course Name	No of Credits	Course Authority Name	Signature (initials)

REASON

Please provide a detailed explanation of why you are applying to study at another institution:

PROGRAM AUTHORITY APPROVAL

Signature:
Name:
Date: