



UniSA

Application for Admission

This form is to be used by prospective UniSA students who wish to apply for Cross-Institutional Study, or prospective/ current UniSA students who wish to apply for a Single Course Enrolments (Assessed/Non-Award) and Single Course Enrolments (Non-Assessed/Audit) at UniSA.

Please complete each section carefully and attach the relevant documents as indicated in the checklist.

This form must be COMPLETE and all documents attached before being submitted to Campus Central.

Forms that ARE NOT complete will be returned and may result in an unsuccessful application due to late submission.

Please indicate type of Application:

- Cross-Institutional Study (Applying to study at UniSA)
- Single Course Enrolments (Assessed/ Non-Award)
- Single Course Enrolments (Non-Assessed/ Audit)

See page 7 & 8 for more information

Student Checklist

Please ensure that you have completed the checklist below **BEFORE** lodging your application at Campus Central. Incomplete applications will NOT be accepted.

Have you:

- Completed the Personal Data Section
- Completed the Statistics Section (sections 1- 5)
- Obtained an Enrolment Authorisation
- Completed the Proxy Enrolment Worksheet
- Attached evidence of TAFE enrolment if you are currently enrolled in a program at TAFE SA
- If appropriate, completed the relevant Commonwealth Assistance Form (available from Campus Central)
- Included your CHESSN (Commonwealth Higher Education Student Support Number), which can be found on the CAN (Commonwealth Assistance Notice) supplied by your home institution. Only applicable to Cross-institutional students or students with prior studies at a tertiary institution.

Student Visa Holders

- Attached a copy of your current COE

Mode of Study

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Undergraduate | <input type="checkbox"/> Postgraduate |
|--|---------------------------------------|

Mode of Attendance

- | | | |
|-----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Internal | <input type="checkbox"/> External | <input type="checkbox"/> Mixed Mode |
|-----------------------------------|-----------------------------------|-------------------------------------|

PERSONAL DATA

Section 1: Personal details	
Student ID (If a previous or current UniSA student)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Title (e.g./Miss/Ms/Mrs/Dr):	
Family/Last name:	
First/ Given name:	
Other/Middle Name:	
Previous Names:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth:	
Permanent Home Address:	<i>Street</i>
	<i>Suburb</i>
	<i>State</i> <input type="text"/> <i>Postcode</i> <input type="text"/>
	<i>Country</i>
Mailing Address:	<i>Street</i>
	<i>Suburb</i>
	<i>State</i> <input type="text"/> <i>Postcode</i> <input type="text"/>
	<i>Country</i>
Telephone	<i>Home</i>
	<i>Mobile</i>
	<i>Fax</i>
Email Address:	

STATISTICS (Part 1)

Section 2: Statistics

1. Are you of Aboriginal or Torres Strait Islander Origin?

Yes No

If yes, please select one of the following:

- Aboriginal
 Torres Strait Islander
 Aboriginal and Torres Strait Islander

2. Citizenship and residence status during this semester (tick one of the five boxes)

- (a) Australian Citizen (including Australian Citizens with Dual citizenship)
(b) New Zealand Citizen
(c) Permanent resident status (excluding New Zealand citizenship) - SEE QUESTIONS BELOW
(d) Temporary entry permit/visa or you are a diplomat or a dependent of a diplomat (except New Zealand) and reside in Australia during the semester
(e) Reside overseas during the semester and are NOT an Australian or New Zealand citizen and you do NOT have permanent resident status

3. Only answer the questions below if you ticked box (c) in the question above

- (a) You were granted permanent resident status before 1996 or commenced your current program before 1996

As of today you have permanent resident status but have not met the residence requirements for Australian citizenship, **OR**, have met the residence requirements within the previous 12 months **AND**

- (b) you are residing in Australia for the semester, or residing outside Australia for the semester as a requirement of the program, **OR**
(c) you are residing outside Australia for the semester but not because of a requirement of the program
(d) As at today you have had permanent resident status for more than 12 months after the date on which the residence requirements for Australian citizenship status were met.

Day Month Year

Day, Month and Year permanent residence was granted

/ /

4. Only provide the information below if you ticked box (d) or (e) in question 2 above

Country of citizenship _____

5. In what country is your permanent home address?

- Australia
 Other

If you answered 'Australia' please provide the postcode for the address of your permanent home residence _____

If you answered 'Other' please provide the name of the country _____

6. In what country were you born?

- Australia
 Other, please specify _____

Year you first arrived in Australia? _____

7. Do you speak a language other than English at your permanent home residence?

- No, English only
 Yes

If you answered 'Yes' please provide non-English language that is spoken most often _____

Disability/Impairment Details

8. Do you have a disability, impairment or long-term medical condition, which may affect your studies?

- Yes No

If yes, please indicate the area(s) of impairment:

- Hearing Learning Mobility Vision Medical Other

If yes, would you like to receive advice on support services, equipment, and facilities that may assist you?

- Yes No

Statistics (continued)

EDUCATION

All Questions must be answered

9. POST-GRADUATE program of any type (Higher Doctorate, PhD, Master's Preliminary or Qualifying, PG Certificate etc):

- (a) Never Commenced
(b) Commenced but not all requirements completed
(c) Completed all the requirements for the award

If you answered (b) or (c), please provide:

Start Year _____ End Year _____

10. Bachelor's DEGREE:

- (a) Never Commenced
(b) Commenced but not all requirements completed
(c) Completed all the requirements for the award

If you answered (b) or (c), please provide:

Start Year _____ End Year _____

11. DIPLOMA, ASSOCIATE DIPLOMA or ASSOCIATE DEGREE done at a CAE, University, Teacher's College, Institute of Technology, Institute of Advanced Education or Institute of Tertiary Education:

- (a) Never Commenced
(b) Commenced but not all requirements completed
(c) Completed all the requirements for the award

If you answered (b) or (c), please provide:

Start Year _____ End Year _____

12. DIPLOMA, ASSOCIATE DIPLOMA or ASSOCIATE DEGREE done at TAFE (Technical & Further Education) College or other VET Institution:

- (a) Never Commenced
(b) Commenced but not all requirements completed
(c) Completed all the requirements for the award

If you answered (b) or (c), please provide:

Start Year _____ End Year _____

13. TAFE AWARD Course other than the above, done at a TAFE College, CAE, Institute of Technology, Institute of Advanced Education, Institute of Tertiary Education, or other VET institution (do not count Secondary Education courses, or Hobby/Recreational/Leisure or Personal Enrichment courses):

- (a) Never Commenced
(b) Commenced but not all requirements completed
(c) Completed all the requirements for the award

If you answered (b) or (c), please provide:

The last year you were enrolled in that course _____

14. FINAL YEAR OF SECONDARY EDUCATION at a High School, Technical High School, Secondary School or College:

- (a) Did not do final year
(b) Did final year

If you answered (b), please provide:

The year in which you completed the final year of secondary education _____

15. FINAL YEAR OF SECONDARY EDUCATION at another institution:

- (a) Did not do such a course
(b) Did such a course

If you answered (b), please provide:

The year in which you completed the final year of secondary education _____

16. OTHER QUALIFICATION or certificate of attainment or competence

- (a) Do not have
(b) Do have

If you answered (b), please provide:

The year the requirements for the qualification or certification were completed _____

Statistics (Continued)

HIGHEST EDUCATION OF PARENTS

The Department of Education, Employment and Workplace relation have made it a legislative requirement that universities collect data from all students regarding the highest educational attainment of their parents/guardians.

Parent or guardian 1 and parent or guardian 2 are the people that you choose to identify in these roles.

**17. PARENT/GUARDIAN 1: Highest Educational Attainment
(this can be any parent or guardian that you nominate)**

- (a) Postgraduate Qualification (eg. Postgraduate Diploma, Masters, PhD)
- (b) Bachelor Degree
- (c) Other post school qualification (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- (d) Completed Year 12 schooling or equivalent
- (e) Completed Year 10 schooling, continued at school, but didn't complete Year 12 schooling
- (f) Completed Year 10 schooling or equivalent
- (g) Did not complete Year 10 schooling or equivalent
- (h) Don't know
- (i) I do not wish to provide this information

18. PARENT/GUARDIAN 1: Gender (this is the same parent or guardian nominated in 17). If you tick box (i) in question 17 above you do not need to complete this question.

- (a) Male
- (b) Female

**19. PARENT/GUARDIAN 2: Highest educational Attainment
(this can be any parent or guardian that you nominate except the parent/guardian in 17)**

- (a) Postgraduate Qualification (eg. Postgraduate Diploma, Masters, PhD)
- (b) Bachelor Degree
- (c) Other post school qualification (e.g. degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)
- (d) Completed Year 12 schooling or equivalent
- (e) Completed Year 10 schooling, continued at school, but didn't complete Year 12 schooling
- (f) Completed Year 10 schooling or equivalent
- (g) Did not complete Year 10 schooling or equivalent
- (h) Don't know
- (i) I do not wish to provide this information

20. PARENT/GUARDIAN 2: Gender (this is the same parent or guardian nominated in 19). If you tick box (i) in question 19 above you do not need to complete this question.

- (a) Male
- (b) Female

Section 3: Enrolment PROXY ENROLMENT WORKSHEET

Course		Description	Study Period	Class Type	Class No
Area	Cat No				
BIOL	2017	Biochemistry F ²⁰¹⁷ Example	1	Lecture	3274

Area	Cat No	Description	Study Period	Class Type	Class No
Course Coordinator Name			Extension		
Course Coordinator Signature			Date	___ / ___ / ___	

Area	Cat No	Description	Study Period	Class Type	Class No
Course Coordinator Name			Extension		
Course Coordinator Signature			Date	___ / ___ / ___	

Area	Cat No	Description	Study Period	Class Type	Class No
Course Coordinator Name			Extension		
Course Coordinator Signature			Date	___ / ___ / ___	

Area	Cat No	Description	Study Period	Class Type	Class No
Course Coordinator Name			Extension		
Course Coordinator Signature			Date	___ / ___ / ___	

Section 4: Home University to Complete (Only Cross Institutional students need to have this section completed)			
Equivalent Course/Subjects/Topics			
No	Code/Level		Points
1			
2			
3			
4			
<input type="checkbox"/> Fee Paying	<input type="checkbox"/> Commonwealth Supported	CHESSN _____	If you are a student visa holder please attach a copy of your current Confirmation of Enrolment (CoE)
Authority from Home University (to be completed by Program Director)			
This student is authorised to study the courses/subjects/topics listed above for credit towards the award of:			
			at the point value(s) indicated above.
Signature		Date	___ / ___ / ___
Name (print)			
Position			

Section 5: Submission
Part A: Closing Dates
You are encouraged to submit this two weeks prior to the first week of study to facilitate your access to materials and services. Applications cannot be processed after the second teaching week of the study period.
Part B: Fees
<p>Non-Award Students</p> <ul style="list-style-type: none"> • May not enrol in courses worth more than 9 units in any study period; and • May not normally complete courses totalling more than one quarter of the total units for any program <p>Tuition Fees</p> <ul style="list-style-type: none"> • Tuition fees are set by each Division and are available at: http://www.unisa.edu.au/future/fees/nonaward.asp • Fees for full fee-paying overseas students, are available on request • For further information contact Student Finance on 08 8302 1112 <p>Audit Student Fees</p> <ul style="list-style-type: none"> • Audit Students are not required to complete a Commonwealth Assistance Form. • Students will be required to pay a tuition fee as determined by the Division. Details regarding payment will accompany the letter of offer/acceptance. • For further information contact Student Finance on 08 8302 1112 <p>Cross-Institutional Fees</p> <ul style="list-style-type: none"> • Fees for cross-institutional enrolments are based on students' fee paying status at their home institution. If a student is Commonwealth supported at their home institution they will be Commonwealth supported for their cross-institutional enrolment. If a student is fee paying at their home institution they will be fee paying for their cross-institutional enrolment. • Students may be required to provide evidence of their fee paying status at their home institution when applying for admission to cross- institutional study. • For further information contact Student Finance on 08 8302 1112.

Part C: Enrolment Authorisation/Declaration
(Please read carefully)

I AGREE TO BE RESPONSIBLE FOR:

- Providing a hard copy of my Commonwealth Assistance Form (CAF) with this application – form available from Campus Central - City East, City West, Magill, Mawson Lakes & Whyalla campuses.
- Withdrawing by the relevant census date for deletion of a course from my record – form available at www.unisa.edu.au/student/forms/adddropclasses.pdf
- Reading both my student email and announcements on myUniSA student portal on a regular basis (at least weekly) as the University's primary method of communication
- Familiarising myself with and abiding by University statutes, by-laws and policies and all rules that have been made by or with the authority of the University, as listed at www.unisa.edu.au/policies/policies/
- Paying University invoices in full by the due date specified. I understand that I will not be permitted to enrol or graduate if I fail to do so

I AUTHORISE THE UNIVERSITY TO:

- Provide electronic notices of my enrolment liability, including the Commonwealth Assistance Notice
- Provide my name and mailing address to UniLife, who offer a broad range of services and amenities, outlined at www.unilife.edu.au/
- Release my personal and academic information in accordance with the Confidentiality of Student's Personal Information policy at www.unisa.edu.au/policies/policies/academic/A46.asp
- To test any work submitted by me, using text comparison software, for instances of plagiarism. I understand this will involve the University or its contractor copying my work and storing it on a database to be used in future test work submitted by others, as described at www.unisanet.unisa.edu.au/learningconnection/student/studying/integrity.asp

I hereby state that information I provide to the University is true and accurate and I understand that the University will take appropriate action if this information is subsequently found incomplete, misleading or false.

Student Signature:	Date:
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OFFICE USE ONLY

Campus Central

<input type="checkbox"/> Appropriate form with all sections complete (follow student checklist p7)	
<input type="checkbox"/> Authorisation from UniSA and Home University	
<input type="checkbox"/> Proxy Enrolment form stating which classes they wish to be enrolled	
<input type="checkbox"/> CAN from home University	
<input type="checkbox"/> CAF form with all sections completed especially TAX file number and payment option <ul style="list-style-type: none"> • Red CAF – post 2005 • Blue CAF – PELS • No CAF – postgraduate students paying up front, Audit students and Non-Award students 	
<input type="checkbox"/> Check student does not have previous UniSA ID number	
<input type="checkbox"/> Send hardcopy CAF form to Student Finance (add processed to front and sign/date)	
<input type="checkbox"/> Send student confirmation <ul style="list-style-type: none"> • Admission letter • Class timetable • Student copy of CAF • Invoice 	
<input type="checkbox"/> (For Student Visa Holders) – email copy of student confirmation letter and current COE to Quality and Compliance Team, UI	
<input type="checkbox"/> File in lever arch file by surname	
Date received:	Date processed:
Received by:	Processed by:

LODGING YOUR APPLICATION

Please lodge or post the completed forms at the Campus Central at which your course is located. You will receive confirmation of enrolment in writing.

***Please ensure that you have completed the checklist on page 1 before lodging your application at Campus Central. Incomplete applications will NOT be accepted.**

In person

City East

Campus Central
Level 3
Playford Building

Mawson Lakes

Campus Central
Ground Floor
A Building

City West

Campus Central
Ground Floor
Yungondi Building

Mount Gambier

Regional Centre Office
Wireless Road
Mount Gambier SA 5290

Magill

Campus Central
Level 1
B Block

Whyalla

Campus Central
Ground Floor
Main Building

By post

University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5000

By fax

City East (08) 8302 2466
City West (08) 8302 0590
Magill (08) 8302 4090
Mawson Lakes (08) 8302 3550
Mount Gambier (08) 8302 6190
& Whyalla