



UniSA

# Application for Admission

Indicate type of Application

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

Please see pages 6 and 7 for further information

## Mode of Study

- Undergraduate  Postgraduate

## Mode of Attendance

- Internal  External  Mixed Mode

## PERSONAL DATA

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"/>
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## Bio/Demographical Data

<b>Title (eg Mr, Ms, Dr etc)</b>			
<b>Family / Last Name</b>			
<b>First / Given Name</b>			
<b>Other / Middle Name</b>			
<b>Previous Names</b>			
<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
<b>Date of Birth</b>	____ / ____ / ____		
<b>Permanent Home Address</b>	<i>Street</i>		
	<i>Suburb</i>		
	<i>State</i>	<i>Postcode</i>	
	<i>Country</i>		
<b>Mailing Address</b>	<i>Street</i>		
	<i>Suburb</i>		
	<i>State</i>	<i>Postcode</i>	
	<i>Country</i>		
<b>Telephone</b>	<i>Home</i>		
	<i>Mobile</i>		
	<i>Fax</i>		
<b>Email Address</b>			

# STATISTICS (Part 1)

## 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 (b) in the questions 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 and year permanent residence was granted

	Day	Month	Year
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## 4. 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 \_\_\_\_\_

## 5. In what country were you born?

- Australia  
 Other, please specify \_\_\_\_\_

Year you first arrived in Australia? \_\_\_\_\_

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

- No, English only  
 Yes (tick box below)  
 Other

If you answered yes, please tick a box:

- Italian       Greek       Cantonese       Mandarin       Vietnamese       Arabic

If you answered 'Other', please provide non-English language that is spoken most often: \_\_\_\_\_

## Disability/Impairment Details

### 7. 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 (Part 2)

## EDUCATION

All questions must be answered

**8. 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 2 or 3, please provide:

Start Year \_\_\_\_\_ End Year \_\_\_\_\_

**9. Bachelor's DEGREE:**

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

If you answered 2 or 3, please provide:

Start Year \_\_\_\_\_ End Year \_\_\_\_\_

**10. 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 2 or 3, please provide:

Start Year \_\_\_\_\_ End Year \_\_\_\_\_

**11. DIPLOMA, ASSOCIATE DIPLOMA or ASSOCIATE DEGREE done at TAFE (Technical & Further Education) College or Technical College:**

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

If you answered 2 or 3, please provide:

Start Year \_\_\_\_\_

**12. TAFE AWARD Course other than the above, done at a TAFE College, CAE, Institute of Technology, Institute of Advanced Education or Institute of Tertiary Education (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 2 or 3, please provide:

The last year you were enrolled in that course \_\_\_\_\_

**13. 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 2, please provide:

The year in which you completed the final year of secondary education \_\_\_\_\_

**14. FINAL YEAR OF SECONDARY EDUCATION at another institution:**

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

If you answered 2, please provide:

The year in which you completed the final year of secondary education \_\_\_\_\_

**15. OTHER QUALIFICATION or certificate of attainment or competence**

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

If you answered 2, please provide:

The year the requirements for the qualification or certification were completed \_\_\_\_\_

# PROXY ENROLMENT WORKSHEET

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

**Example**

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

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

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

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

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"/> Commonwealth Supported		<input type="checkbox"/> Fee Paying	
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			

## PERSONAL DATA 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](http://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/](http://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 the University of South Australia Students Association (Inc), who offer a broad range of services and amenities, funded through the Student Amenities Fees (SAF) and outlined at [www.unilife.edu.au/](http://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](http://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 <http://www.unisa.edu.au/tu/students/study/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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## Closing Dates

You are encouraged to submit this two weeks prior to the first teaching week of study to facilitate your access to materials and services. Applications cannot be processed after the second teaching week of the study period.

## Lodgement

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.

## Checklist

Have you:

- Completed the Personal Data Section
- Completed the Statistics Section
- Obtained the 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)
- Attached documentation from home institution confirming pre-2005 HECS status (not applicable to students who commenced study in or after 2005)

## Campus Central Office locations

<p><b>City East</b> Campus Central Level 3 -Playford Building North Terrace, Adelaide</p> <p>Telephone (08) 8302 2511 Fax (08) 8302 2466 Email <a href="mailto:campuscentral.cityeast@unisa.edu.au">campuscentral.cityeast@unisa.edu.au</a></p>	<p><b>City East</b> Campus Central GPO Box 2471 Adelaide SA 5001</p>
<p><b>City West</b> Campus Central Ground Floor -Yungondi Building North Terrace, Adelaide</p> <p>Telephone (08) 8302 0511 Fax (08) 8302 0590 Email <a href="mailto:campuscentral.citywest@unisa.edu.au">campuscentral.citywest@unisa.edu.au</a></p>	<p><b>City West</b> Campus Central GPO Box 2471 Adelaide SA 5001</p>
<p><b>Magill</b> Campus Central Level 1 - B Block St Bernards Road, Magill</p> <p>Telephone (08) 8302 4511 Fax (08) 8302 4090 Email <a href="mailto:campuscentral.magill@unisa.edu.au">campuscentral.magill@unisa.edu.au</a></p>	<p><b>Magill</b> Campus Central GPO Box 2471 Adelaide SA 5001</p>
<p><b>Mawson Lakes</b> Campus Central Ground Floor 'A' Building Mawson Lakes Bld, Mawson Lakes</p> <p>Telephone (08) 8302 3511 Fax (08) 8302 3550 Email <a href="mailto:campuscentral.mawsonlakes@unisa.edu.au">campuscentral.mawsonlakes@unisa.edu.au</a></p>	<p><b>Mawson Lakes</b> Campus Central GPO Box 2471 Adelaide SA 5001</p>
<p><b>Whyalla</b> Campus Central Ground Floor Main Building, North Nicholson Avenue, Whyalla</p> <p>Telephone (08) 8647 6161 Fax (08) 8647 6082 Email <a href="mailto:campuscentral.whyalla@unisa.edu.au">campuscentral.whyalla@unisa.edu.au</a></p>	<p><b>Whyalla</b> Campus Central GPO Box 2471 Adelaide SA 5001</p>



## UniSA

### NON-AWARD STUDENTS

- 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

### TUITION FEES

- 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 (please contact Student Finance for further information)
- For further information contact Student Finance on 08 8302 1112

### AUDIT STUDENT FEES

- 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

### CROSS-INSTITUTIONAL FEES

- 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.

Campus Central Use Only		Date	Staff signature
<input type="checkbox"/>	Appropriate form with all sections complete (follow student checklist on form)		
<input type="checkbox"/>	Authorisation from UNISA and Home University		
<input type="checkbox"/>	Proxy enrolment form stating which class numbers they wish to be enrolled		
<input type="checkbox"/>	Evidence of pre 2005 liability if appropriate (CAN from home Uni)		
<input type="checkbox"/>	CAF form with all sections completed especially TAX File number and Payment Option <ul style="list-style-type: none"> <li>• Green CAF – pre 2005</li> <li>• Red CAF – post 2005</li> <li>• Blue CAF – PELS</li> <li>• NO CAF – Postgraduate students paying up front, Audit students and Non Award students</li> </ul>		
<input type="checkbox"/>	Check student does not have a previous UniSA ID number		
<input type="checkbox"/>	Add comment in Medici (Proof of Pre-2005 HECS sighted)		
<input type="checkbox"/>	Send hardcopy CAF form to Student Finance (add <b>processed</b> to front & sign/date)		
<input type="checkbox"/>	Send student conformation letter include: <ul style="list-style-type: none"> <li>• ID number</li> <li>• username</li> <li>• email address</li> <li>• password instructions</li> <li>• program code</li> <li>• class timetable</li> </ul>		
<input type="checkbox"/>	File in lever arch file by Surname		