

# Application for Cross-Institutional Study (Incoming)

## INSTRUCTIONS FOR APPLICANTS

- This form is for use by domestic and international applicants who wish to undertake studies at Federation University ('Host University') for the purpose of receiving credit/advanced standing towards their studies in an award program at another Commonwealth-funded tertiary institution ('Home University').
- Use **BLOCK LETTERS** and tick  boxes.

## 1. PRIOR CONTACT WITH FEDERATION UNIVERSITY

Have you previously applied for or undertaken a program at Federation University?

No                      Yes    If Yes, what was your year of last enrolment: \_\_\_\_\_

Federation University/UB student ID number (if known)

## 2. PERSONAL DETAILS

Title: Mr    Mrs    Ms Miss    Other _____	Surname/family name:	First given name:	Second given name:
Has your name changed since you last studied? No    Yes If Yes, provide documentary evidence and your previous name:	Previous family name:	Previous given name:	
Date of birth:    DD / MM / YYYY	Country of birth:	Gender: Male    Female    Other	

## 3. CONTACT DETAILS

### Mailing address

Number and street / PO Box:		
Town or Suburb:	State:	Postcode:

### Permanent residential address    **As above**

Number and street:		
Town or Suburb:	State:	Postcode:

### Telephone and email details

Telephone number:	Mobile phone number:
Email address:	

## 4. PERSONAL STATISTICAL DETAILS

Please tick applicable box:            Aboriginal    Torres Strait Islander    Aboriginal and Torres Strait Islander    Not applicable

What is your residency status in Australia? Tick one of the following:

- Australian Citizen
- New Zealand Citizen (or diplomat or consular representative)
- Possess a permanent resident visa (excluding New Zealand citizens)
- Possess a permanent humanitarian visa

If not born in Australia, what year did you arrive in Australia? \_\_\_\_\_

### Disability support and services

Federation University has staff and services available to assist and support students with a disability. If you would like information about accessing these services please contact the Disability and Learning Access Unit by email [disability@federation.edu.au](mailto:disability@federation.edu.au) or telephone the Berwick, Ballarat or Wimmera Campuses on +61 3 5327 9470 or the Gippsland Campus on +61 3 5122 6425.

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## 5. ENROLMENT DETAILS AND APPROVAL

Is this request through the  collaboration?  Yes  No

If yes, which university?

New England  Central Queensland  Sunshine Coast  Southern Queensland  Southern Cross

Provide details of the course(s) you wish to enrol in:

- Ensure that the course you wish to take is offered in the study period in which you plan to enrol.
- Please indicate the campus at which you wish to undertake your studies, including via online and flexible delivery. Refer to our website for physical campus details: [www.federation.edu.au/about-us/our-campuses](http://www.federation.edu.au/about-us/our-campuses).
- A list of courses (units) offered at Federation University is available at <http://programfinder.federation.edu.au/ProgramFinder/fees/listCourses.jsp>

Course code	Course title	Location	Tutorial class number (Mt Helen classes only)	Semester of Study (Semester/Year)	Approval

## APPROVAL OF COURSES (UNITS/SUBJECTS) FROM HOME INSTITUTION

To be completed by the Dean/Program Co-ordinator/Course Co-ordinator or equivalent Authorised Officer of your home institution.

Approval is given for this student to undertake the above courses at Federation University. These courses will be credited towards the student's program of study at their home institution upon successful completion.

Applicants will **NOT** be considered until approval from your home institution has been supplied

Signature: _____	University/Institute Stamp/Seal
Position: _____	
Date: _____	
Contact Phone Number: _____	

## 6. CONFIRMATION OF STUDENT CONTRIBUTION RATE BY HOME INSTITUTION

Applicants for Cross-Institutional study at Federation University must ensure that their home institution completes this section.

Is this student enrolled in a Commonwealth supported place	Yes	No
If YES, is this student eligible for the pre-2010 Education/Nursing rate	Yes	No
If NO to the above, does this student pay Domestic Full Fees	Yes	No
If NO to ALL of the above, does this student pay International Full Fees	Yes	No

Signature: _____	University/Institute Stamp/Seal
Position: _____	
Date: _____	
Contact Phone Number: _____	

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## 7. ENTRY QUALIFICATIONS

**Note:** Approval is considered on the basis of qualifications presented with your application and availability of places in your chosen course/s.

Name of Award / Qualification	Institution / School	Did you complete?		Year completed or last year enrolled	Language of instruction	Country
		Yes	No			
Bachelor of Science	Federation University	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2014	English	Australia

### DOCUMENTARY EVIDENCE

Please send documentary evidence of your qualifications with this form, specifically:

- An official statement of your academic record for tertiary studies undertaken to date.
- If you are waiting on finalisation of results please forward official results as soon as they are available.

**Note:** This application will **NOT** be considered unless supporting documentation is submitted.

## 8. PRIVACY STATEMENT AND STUDENT DECLARATION

Federation University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Policy at: <http://federation.edu.au/privacy>

I agree to abide by the Legislation, Policies, Procedures, Standards of Conduct and rules of Federation University Australia. I agree to pay all fees and charges applicable to, and arising from, this enrolment. I acknowledge that any false information and/or failure to disclose any relevant information on my application for enrolment and/or incomplete application may result in a withdrawal of any offer, and/or cancellation of enrolment at Federation University Australia, particularly if it relates to my eligibility for government subsidised training. I understand that it is my responsibility to provide all relevant and required documentation and to notify Federation University Australia of any changes to my information (including my contact details). I declare that the information provided to Federation University Australia is to the best of my knowledge true, correct and complete at the time of my enrolment/application. I acknowledge that the University will correspond with me via any of the following means: on official University noticeboards, to my nominated correspondence address and electronically via my University email account. I acknowledge that my photograph may be taken and used by the University for identification and also for other purposes associated with the University's administrative, academic and promotional functions. It is my responsibility to contact the University's Privacy Officer in writing if I wish to have my photograph withheld from University use for any of these purposes. I acknowledge that the University uses the "TurnItIn" process to detect instances of plagiarism and I consent to my work being submitted to TurnItIn during the period of my enrolment at Federation University. I consent to use and disclosure of the information in connection with my enrolment for the purpose and in the circumstances described above. I authorise Federation University Australia to release my results/attendance records for this enrolment to my employer or sponsoring organisation and other education providers in appropriate circumstances.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 9. APPLICANT CHECKLIST

An application can be processed quickly if you have taken the actions listed below:

Completed **all** sections

Your home institution has **completed Section 5 ENROLMENT DETAILS AND APPROVAL** in this document

Attached **copies of documentary evidence** of tertiary studies undertaken to date (see Page 3, Section 7 for requirements)

Your home institution has **completed Section 6 CONFIRMATION OF STUDENT CONTRIBUTION RATE** in this document.

If not an Australian Citizen, attached **evidence of your citizenship and visa** (If applicable)

Attach a certified copy of evidence of your **Change of Name** (if applicable)

Signed the **Declaration**

## 10. FORM SUBMISSION

**In person:** **Student HQ, Berwick Campus**  
Building 903, Level 1

**Student HQ, Camp Street Campus**  
Building C, Level 0

**Student HQ, Gippsland Campus**  
Building 1S, Room 203

**Student HQ, Horsham Campus**  
Building C

**Student HQ, Mt Helen Campus**  
Building T, Ground Floor

**Student HQ, SMB Campus**  
Building D

**Online:** <https://fred.federation.edu.au/>

**By mail:** **Student Admissions**  
Federation University Australia  
PO Box 663  
BALLARAT VIC 3353

## ENQUIRIES

Contact Student HQ, Monday - Friday, 9.00am - 5.00pm, on telephone 1800 FED UNI (1800 333 864)  
or submit an enquiry online: <https://fred.federation.edu.au/>

### FEDERATION UNIVERSITY FACULTY USE ONLY

I have assessed this application and am satisfied that the applicant has sufficient background to undertake the course(s) indicated on this application form.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

### FEDERATION UNIVERSITY STUDENT HQ USE ONLY

Program Code \_\_\_\_\_

Application created, matriculated and term activated

Date: \_\_\_\_\_

Student enrolment processed and eCAF generated

Date: \_\_\_\_\_

Student notified re requirement to complete eCAF

Date: \_\_\_\_\_