

Cross-institutional study application form

ADM01 V01/17

Cross-institutional enrolment

If you're currently enrolled in a degree at another recognised tertiary institution, you may apply to study units on a cross-institutional basis as part of your current course. You won't be enrolled in a Monash University degree program and won't receive an award on completion of study; however, you can purchase an official transcript of your results.

Contact the teaching faculty before you lodge your application, to establish any additional entry requirements.

Units available

You can select from a wide range of units. Specific unit outlines are available in the [Monash University Handbook](#).

English language requirements

You must satisfy the minimum English language requirements for admission to single units, and provide evidence of meeting these (see **Section F** of this form).

Prerequisites

Where specified in unit outlines, you must provide evidence of meeting prerequisites (see **Section G** of this form).

Off-campus learning

Some units are available by distance education. If you select this mode of study you must indicate your preferred [off-campus exam location](#) in **Section H**.

Lodging your application

In your application, you must provide a **certified** copy of your academic record (transcript) from your home institution. Please see [how to certify documents](#).

All Australian campuses

Submit your application to the faculty you're applying to study with. If you wish to study units in more than one faculty you need to submit a separate application to each faculty.

Sunway campus

Submit your application to the Finance Department, Monash University Sunway campus with RM100 application fee.

Closing dates and faculty information

For closing dates, see [cross-institutional enrolments](#). If you need more information, [contact the managing faculty](#).

Enrolment

Approval is at the discretion of the faculty. Enrolment is determined on a semester-to-semester basis so we can't guarantee enrolment. You'll be advised in writing of the outcome of your application and enrolment details.

Fees

Fees are payable to Monash University for all enrolled units.

Australian campuses

When your fees have been assessed we'll email your Monash account to view your fee statement in the [Web Enrolment System \(WES\)](#)

Sunway campus

When your fees have been assessed you will receive an invoice.

Commonwealth Supported Place (CSP)

If you're enrolled in a CSP at your home institution and the unit you're applying for at Monash is a core requirement of your course, you'll be charged at the CSP rate. This is subject to selection criteria and the availability of places and you'll need to provide confirmation of your CSP place in the form of an approval letter from your home institution. If the unit is an elective, you may be charged at CSP or domestic full fee-paying rate. If you're successful in being offered enrolment in a CSP, you must complete a Request for Commonwealth Support and HECS- HELP form before the census date for the unit.

CSP students and transitional arrangements

If you wish to be considered as a pre-2010 student you must apply to be assessed for transitional eligibility and attach any required documents. See [application for pre-2010 CSP form \(pdf 40kb\)](#).

Further information can be found in [CSP fee changes](#).

Full-fee-paying places

Course fees for fee-paying students are set on an annual basis and vary according to the enrolling faculty. See the [fee calculator](#) for more information.

Privacy statement

The information on this form is collected for the primary purpose of assessing your application for cross-institutional study. Other purposes of collection include communicating with you, co-ordinating, administering and managing your enrolment and de-identified statistical analysis. Personal and unit enrolment information may be disclosed to a relevant tertiary educational institution for verification of your studies and unit enrolment management and administration purposes. If you do not complete all questions on this form it may not be possible for the application information to be assessed by your enrolled faculty. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at: privacyofficer@monash.edu

RECEIVED	
Please retain this copy as proof that your application has been submitted	
Student ID number	<input type="text"/>
Tracking number	<input type="text"/>
Faculty stamp	<input type="text"/>



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Tracking number:

Faculty sent to:

Campus:

Section A Personal details										
Have you ever applied to, or enrolled at, Monash University? <input type="checkbox"/> Yes <input type="checkbox"/> No										
If yes, please state student ID number										
Family name										
Given names										
Gender (F, M or X)		Date of birth								
					Day	Month	Year			
Postal address										
Number/Street										
Suburb/City/ Country										
State				Postcode						
Telephone/mobile										
Email address										
Section B Citizenship status (attach certified proof)										
I am an Australian citizen					<input type="checkbox"/>	If ticked, attach certified proof eg birth certificate, passport etc				
I am a New Zealand citizen					<input type="checkbox"/>	If ticked, attach certified proof				
I am the holder of an Australian Permanent Resident Visa (including humanitarian visa)					<input type="checkbox"/>	If ticked, attach certified proof				
I am on an international visa (eg student, spouse, diplomatic, temporary, bridging)					<input type="checkbox"/>	If ticked, attach certified proof				
I am a Malaysian citizen					<input type="checkbox"/>	If ticked, attach certified proof eg identity card				
Section C Home institution approval (home institution to complete)										
Name and stamp of home institution								Institution stamp		
Name of course										
Fee status at home institution		<input type="checkbox"/> Current CSP <input type="checkbox"/> Pre-10 CSP <input type="checkbox"/> Pre-09 CSP <input type="checkbox"/> Pre-08 CSP		<input type="checkbox"/> Domestic full fee		<input type="checkbox"/> International full fee				
Will the units applied for in Section D be counted towards the above course?		<input type="checkbox"/> Yes		<input type="checkbox"/> No						
Are the units electives or core requirements of the student's course?		<input type="checkbox"/> Core requirement		<input type="checkbox"/> Elective						
Name and position of approving officer										
Email				Telephone						
Signature				Date						

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Section D Monash University unit details

Please list below the units you wish to apply for. Unit offering details including semester and mode of offering are located online at [Monash University Handbook](#).

Unit code	Unit title	Year	Semester	Day/DE Evening	Campus	Office Use Only	
						Approved? Yes/No	Authorised by

Section E Reason for applying for Cross-Institutional enrolment – applicant statement



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Section F English language requirements

Please indicate how you have met the Monash University English requirement. Please refer to *Section 2.1.1 English language requirements for admissions to award courses or units of study* in the [Admission to Coursework Courses and Units of Study Procedures](#).
 You must attach certified evidence of having met these requirements (eg an official transcript of results).
 Some faculties may require a higher level of performance than that indicated below. Applicants are advised to contact the teaching faculty prior to lodgement of application

Have you attached certified proof of having met any existing prerequisites?

Yes No – there are no prerequisite requirements

Section G Prerequisite requirements

Where prerequisite requirements exist for the unit(s) you wish to study, you must attach certified evidence of having met these requirements (eg an official transcript of results).

Have you attached certified proof of having met any existing prerequisites?

Yes No – there are no prerequisite requirements

Section H Off-campus students exam location

Please indicate your preferred [off-campus exam location](#)

Exam location number	
Exam location centre	
Exam location place	

Section I Checklist

Have you attached certified proof of your Citizenship?	<input type="checkbox"/> Yes
Has your home institution completed approval in Section C?	<input type="checkbox"/> Yes
Have you indicated the Monash University unit details you have applied for in Section D?	<input type="checkbox"/> Yes
Have you provided an official transcript of results for the English language requirements?	<input type="checkbox"/> Yes
Have you attached certified evidence for prerequisite requirement for the unit(s) you wish to study?	<input type="checkbox"/> Yes <input type="checkbox"/> No – there are no prerequisite requirements
Applications to Sunway Campus: Have you included the RM100 application fee?	<input type="checkbox"/> Yes



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Applicant's declaration

I declare that the information supplied on this form and the information given in support of my application is correct and complete. I authorise the university to release personal information as per the student privacy collection statement. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application and/or academic transcript may result in the withdrawal of an offer of a place. I authorise the university to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern the student's enrolment. I agree to the transfer to my home institution of all information related to my enrolment in the unit. I agree to abide by the statutes, regulations and policies of the university as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.

Signed

Date

This document must be signed by original hand – electronic signatures will not be accepted by Monash University. Please print and sign the form.

Office use only (faculty/department/school approval)

Offer Conditional offer Reject

Fee type:

CSP Domestic full fee-paying International full fee-paying

Selection officer: _____ Logged Keyed Letter sent

Comments

Processed by:

Date