

**Please read the instructions provided on the last page**

**Student ID number**

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(If you are a current or former Murdoch student please complete)

**Title** ..... **Surname** .....

**Given Names** .....

**Gender** (M or F) ..... **Date of Birth** ...../...../.....

**Previous Name** .....

(If applicable. Note if any of your academic transcripts contain a different name, you are required to provide a **certified copy** of proof of name change – photocopies are not acceptable)

**Email** .....

**1. Postal Address**

**Street** .....

**Suburb** .....

**State/Country** ..... **Post Code** .....

**Home Phone** ..... **Work Phone** .....

**Facsimile** ..... **Mobile** .....

**2. Are you a Full Fee Paying International Student?**

Yes  No

**3. At your home institution are you eligible to pay HECS?**

Yes  No

If **Yes**, do you pay differential HECS at your home institution?

Yes  No

**Office Use Only**

Rec Date  Callista Input

Admission Process Category

Course Code  Location  Mode  Type

Basis for Adm  Funding Source  Fee Cat

Unit Code	Semester	Location	Class	Pre-req's
<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"/>	<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"/>	<input type="text"/>	<input type="text"/>

**Documentation Checklist (tick)**

Name Changed	<input type="checkbox"/> Y	<input type="checkbox"/> N
Proof Supplied	<input type="checkbox"/> Y	<input type="checkbox"/> N
Name change certified	<input type="checkbox"/> Y	<input type="checkbox"/> N
Citizenship	<input type="checkbox"/> Aust	<input type="checkbox"/> PR
Personal Statement	<input type="checkbox"/> Y	<input type="checkbox"/> N
Transcript supplied	<input type="checkbox"/> Y	<input type="checkbox"/> N
Transcript certified	<input type="checkbox"/> Y	<input type="checkbox"/> N
Degree Award proof	<input type="checkbox"/> Y	<input type="checkbox"/> N
Degree Award certified	<input type="checkbox"/> Y	<input type="checkbox"/> N

Assessor's Comments



Assessed By

Offer/Non-Offer entered by  Date

You must notify the host and home universities immediately of any change of address.

**4. Do you wish to commence your studies in Summer School?**

Refer to the instructions and guidelines on the back page regarding units which can be undertaken in Summer School and the **earlier closing date** for applications which commence in Summer School.

Yes  No

**Note** – this form does not constitute an enrolment form unless you are using it to apply for cross enrolment to Murdoch University. Otherwise you will be advised by the Admissions Office at the host university of enrolment procedures.



## 5. Enter the name of the university at which you wish to study (host university)

If you have studied at this host university before, enter your student number

<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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## 6. Enter the name of your home university

What is your student number at your home university

(if it is other than Murdoch University)?

<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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## 7. Unit Details

Unit Code	Teaching Period	Campus/ Location	Internal/ External	Unit Title	Credit Points	Office Use Only	
						Application Approved	Application Not Approved

To be completed by an authorised person at your home institution

The unit(s) nominated above have been approved for credit towards the student's degree at the home institution.

Signature of authorised officer of home institution

Date

...../...../.....

University Stamp

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

Yes  No

## 9. If you answered 'Yes' to Question 8, please indicate the area(s) of impairment

Hearing  Learning  
 Mobility  Vision  
 Medical  Other .....

## 10. If you answered 'Yes' to Question 8, would you like to receive advice on support services, equipment and facilities which may assist you?

Yes  No

## 11. If you are admitted to an external unit, do you want your telephone number to be made available to other external students?

Yes  No

## 12. Personal Statement

You are required to provide a statement of no more than 500 words in support of your application. The statement should explain why you need to undertake this unit/these units at a university other than your home institution.

## 13. Final Checklist

Use this checklist to ensure that you have completed ALL the steps necessary for your application. You may not be considered if your application is incomplete.

- Tick if you have completed ALL relevant sections of this application form
- Tick if you have included certified photocopies of ALL relevant documentation
- Tick if you have had your application to cross enrol approved by your home institution
- Tick if you have provided a personal statement
- Tick if you have completed the Statistical Details section of this form (the next page)
- Tick if you have signed the Declaration

## 14. Declaration

Please note that there are considerable penalties for making a false declaration by providing misleading or untrue information to the University.

I declare that the information supplied in this application and the accompanying documentation supporting it are correct and complete. I acknowledge that the provision of incorrect information or documentation relating to my application may result in withdrawal of any offer of a place and, if admitted to the University, cancellation of my enrolment.

Signature

...../...../.....

Date

## 15. Statistical Details

- If you are made an offer your enrolment cannot be completed without these statistical details
- These details are required by the Commonwealth Department of Education, Science and Training
- Please tick the boxes and provide answers for each of the following questions

### 1. Are you of Aboriginal or Torres Strait Islander Descent?

Tick as appropriate

		Office Use Only
Not of Aboriginal or Torres Strait Islander Descent	<input type="checkbox"/>	2
Of Aboriginal Descent	<input type="checkbox"/>	3
Of Torres Strait Islander Descent	<input type="checkbox"/>	4
Of Aboriginal & Torres Strait Islander Descent	<input type="checkbox"/>	5

### 2. What is your citizen status during the year?

Tick as appropriate

		Office Use Only
Australian Citizen (inc Dual Citizenship)	<input type="checkbox"/>	1
New Zealand Citizen/Diplomat/Consular (excl Aust Citizen)	<input type="checkbox"/>	2
Permanent Resident	<input type="checkbox"/>	3
Temp Entry Permit & Semester Residence in Australia	<input type="checkbox"/>	4
Other	<input type="checkbox"/>	5

### 3. What is your Permanent Residency Status?

Tick and enter date permanent residency was first granted

		Date	Office Use Only
Not a Permanent Resident	<input type="checkbox"/>	...../...../.....	0
Residing in Australia for the year or overseas as a requirement of the course	<input type="checkbox"/>	...../...../.....	1
Residing outside of Australia for the year but not because of a requirement of the course	<input type="checkbox"/>	...../...../.....	2
On the 1 <sup>st</sup> day of enrolment you will have had permanent resident status for 1 year	<input type="checkbox"/>	...../...../.....	3

### 4. In what country is your permanent home residence?

If Australia, enter postcode, if overseas enter name of country

Australia ..... Other Country .....

### 5. In what country do you reside during the semester?

If Australia, enter postcode, if overseas enter name of country

Australia ..... Other Country .....

### 6. In what Country were you born?

Australia  Other Name of Country ..... Year of Arrival .....

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

Yes  No Indicate the main non-English language spoken at home .....

### 8. Are you a non-overseas, school leaver who is applying for an undergraduate course?

No  Yes Enter your permanent home residence postcode .....

### 9. What education have you completed or commenced prior to this course?

#### Postgraduate course of any type

- Never Commenced  
 Commenced but not all requirements completed  
 Completed all requirements for the award  
 Last year of enrolment

#### University or College Diploma or Associate Diploma

- Never Commenced  
 Commenced but not all requirements completed  
 Completed all requirements for the award  
 Last year of enrolment

#### Bachelor's Degree

- Never Commenced  
 Commenced but not all requirements completed  
 Completed all requirements for the award  
 Last year of enrolment

#### TAFE Diploma or Associate Diploma

- Never Commenced  
 Commenced but not all requirements completed  
 Completed all requirements for the award  
 Last year of enrolment

PTO.

#### TAFE Award course other than Dip or Associate Dip

- Never Commenced  
 Commenced but not all requirements completed  
 Completed all requirements for the award  
 Last year of enrolment

#### Final year of secondary education at school or secondary college

- Did not do final year  
 Did final year  
 Last year of enrolment

#### Final year of secondary education at another institution

- Did not do final year  
 Did final year  
 Last year of enrolment

#### Other qualification or certificate of attainment or competence

- Did not do final year  
 Did final year  
 Last year of enrolment

If you have undertaken prior undergraduate studies please provide the name of the institution at which you studied

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## Application Form Instructions

### Who should use this form

- You should use this form if you wish to study unit(s) at another institution (the host university) for credit towards your degree at the institution at which you are currently enrolled (the home institution).
- Curtin students wishing to undertake units for credit transfer must obtain approval from the Enrolment Officer in the Academic Registrar's Office. Approval from a Department or School Head is not acceptable.
- Full details of all units offered are to be found in current university handbooks, available for reference in universities or public libraries.
- A number of units have pre-requisites which may be met by the units you have already done at your home institution. It is therefore important that you provide an up to date academic record.
- Applicants should be aware that quotas apply to many units and there is no guarantee that enrolment will be available in the unit(s) of your choice. It is therefore advisable to return this form together with supporting documentation as soon as possible.
- You may only be admitted to a maximum of **four units** for the academic year (that is **two units per semester**)
- Full fee paying international students enrolled at Australian universities are welcome to apply to enrol for credit transfer to their home institution.

### Information for Murdoch University Students

- Murdoch students wishing to undertake unit(s) for credit transfer must obtain approval from their Divisional Executive Officer.
- Murdoch students who are cross enrolling at another institution must observe the following procedure: when you have received confirmation of your cross enrolment from the host institution, please provide a copy of this confirmation to the Office of Student Services so that the unit(s) in which you are cross enrolling will be recorded on your Murdoch University student record.
- Murdoch students please note: results in units at other universities are normally recorded as an Ungraded Pass or Fail on the Murdoch transcript, due to the wide variance in grading systems used by different universities. The exception to this is where the unit is a required unit and is taken at a university which uses the same grading system as Murdoch.

### Summer School

The School of Education offers some units in Summer mode. For details on these units please contact the School of Education on (08) 9360 2676 or via email [education@murdoch.edu.au](mailto:education@murdoch.edu.au).

Note, if you wish to cross enrol with one of these units you **must** tick the Yes box for Section 4 and you **must** submit your application by 31 October.

### Completing the Application Form

All applicants please complete all of the numbered sections. This application form must be completed by you and then approved by the appropriate Department/Faculty/School of the institution you are enrolled in, confirming the unit(s) you wish to

undertake will be credited towards your degree/qualification at that institution. Your application will not be considered unless formally approved by your home institution.

### Documentation to be attached with the application form

Please note – **only originals or certified copies are acceptable**. Copies of documentation are acceptable if certified by:

- the issuing institution;
- a Justice of the Peace;
- a Commissioner of Declarations
- Murdoch University's Prospective Students Centre

#### 1. Academic Transcript and Degree Award

Original or certified copy of academic transcript(s) detailing results of the studies you have attempted plus original or certified copy of degree award confirming completion of qualification(s). Applicants who are Murdoch University graduates do not need to provide this.

#### 2. Proof of Name Change

If you have changed your name since you were awarded the qualification on which this application is based, you must provide an original or certified copy of proof of name change.

#### 3. Personal Statement

The personal statement should justify why you need to undertake this unit at a university other than your home institution. You will not be permitted to enrol in a unit at the host university which is similar to one available at your home institution.

#### 4. Certified copy of proof of your HECS/Fee status at your home institution.

If you are a HECS based student and you do not provide a certified copy of your latest HECS notice from your home institution you will be charged the differential rate of HECS.

### Tuition Fees/HECS

You are required to fulfil your obligations to the host university for the unit(s) in which you enrol. Information will be provided with enrolment materials when you have been accepted to undertake the cross institutional enrolment.

### Closing dates for application

- 31 October for commencing with a Summer School unit
- Last Friday in December for External Units if you are commencing in Semester 1
- Last Friday in January for Internal Units if you are commencing in Semester 1
- Last Friday in May for External Units if you are commencing in Semester 2
- Last Friday in June for Internal units if you are commencing in Semester 2

If you are applying for units at Murdoch University, post or submit your application to:

**Prospective Students Centre  
Murdoch University  
South Street  
MURDOCH WA 6150**