

## 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.
- Please provide applicable documents from Applicant checklist

### 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**

### Application details

Have you previously applied or been enrolled at Federation University

Yes

No

If yes, please state Federation Student ID number (if known)

### Personal details (please print clearly and use block letters)

Title

Mr

Mrs

Ms

Miss

Other

First name

Middle name/s

Family/Surname

Previous Name (if applicable)

Date of birth

Gender

Male

Female

Other

Country of birth

### Contact information

Mailing address

Town/City

Post Code

Country (if not Australia)

Email

Mobile Phone

Home Phone

### Regional information

Citizenship status

 Australian Citizen \* New Zealand Citizen Permanent Resident of Australia Humanitarian Visa \*\*

Other (please specify)

\* Copy of citizenship certificate to be attached to application if an Australian citizen born overseas.

\*\* Copy of passport and visa to be attached to application.

Please note that your application will not be processed without the required documents.

Are you of Australian Aboriginal or Torres Strait Islander descent?

 No Yes, Aboriginal descent Yes, Torres Strait Islander descent Yes, both Aboriginal and Torres Strait Islander descent

**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 (unis/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:  
 Position:  
 Date:  
 Contact number:

University/Institute

Stamp/Seal

**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,

Please indicate fee type: Commonwealth supported place Domestic Full fee International Full fee

Signature:  
 Position:  
 Date:  
 Contact number:

University/Institute

Stamp/Seal

## 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? Yes or No	Year completed or enrolled	Language of instruction	Country

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

## Privacy

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.

Applicants signature:

Date:

## Form submission

In person: Library at all campuses

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

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