

APPLICATION FOR CROSS-INSTITUTIONAL STUDY AT UniSC



Instructions for applicants

- This form is for use by domestic applicants seeking to undertake individual courses at the University of the Sunshine Coast for advanced standing / credit towards an award program at another Commonwealth-funded tertiary institution.
- **If you are an International Student**, please do not use this form. **Contact UniSC International:** Tel: +61 7 5430 2843 or Email: study@usc.edu.au
- Use BLOCK LETTERS and check the boxes
- If you experience any issues accessing our forms, please contact [Student Central](#) for further assistance.
- In order to add a digital signature to this form, please download the form and complete it using [Adobe Reader](#).

1.0 PRIOR CONTACT WITH UniSC

Have you previously applied for, or undertaken a program at UniSC?

No Yes – if Yes, year of last enrolment: _____

Provide UniSC student ID number (if known):

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2.0 PERSONAL DETAILS

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

3.0 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:	Country:

Telephone and email details

Mobile number:	Home phone number:
Email address:	

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4.0 PERSONAL STATISTICS

▶ 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
 Possess a temporary entry permit
 Possess a pacific engagement visa

▶ If not born in Australia, what year did you arrive in Australia? _____

1. Yes No

2. If English is not your first language, what other language do you speak at home? _____

Disability support and services

USC 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 Services Officer on +61 7 5430 1226 or email disabilitysupport@usc.edu.au.

5.0 ENGLISH LANGUAGE PROFICIENCY

All applicants must meet [English Language Requirements](http://usc.edu.au/englishrequirements) (usc.edu.au/englishrequirements). If you have sat an English language proficiency test, please supply a copy of the test results with your application.

6.0 PROPOSED STUDY PERIOD, LOCATION AND ENROLMENT DETAILS

NOTE: Separate applications must be submitted if you want to study in more than one study period.

▶ Proposed semester/session/trimester of commencement:

Semester _____ or Session _____ or Trimester _____, 20____ (Year)

▶ Which location are you intending to study at?

Sunshine Coast Gympie Fraser Coast Caboolture Moreton Bay Online

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

NOTE: Ensure that the course you wish to take is offered in the study period in which you plan to enrol.

Course code	Course title

7.0 ENTRY QUALIFICATIONS

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

► Secondary Education (e.g. high school)

- Did you complete Year 12 or equivalent? Yes No
- What was the last year you were enrolled in secondary education? _____
- What was your highest year level when you left school? _____

► Post secondary studies (e.g. TAFE, university)

- Please list all your previous and current post-secondary studies

Name of Award / Qualification	Institution	Did you complete?		Year completed or last year enrolled	Language of instruction	Country
		Yes	No			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			

► Documentary Evidence

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

- A copy of an **official statement of your academic record** for tertiary studies undertaken to date.

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

PRIVACY STATEMENT

The University of the Sunshine Coast 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 [Information Management Framework - Governing Policy](https://www.usc.edu.au/privacy) at [usc.edu.au/privacy](https://www.usc.edu.au/privacy)

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8.0 DECLARATION

I agree to obey the policies, guidelines and rules of the University of the Sunshine Coast as far as they may apply to me. I declare that the information supplied herein is true and complete. I authorise the University to obtain official records from any other educational institution previously attended by me, and acknowledge that the University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. Where necessary, QualSearch will be engaged to access this academic information. I understand that the University of the Sunshine Coast is not responsible if any educational body/institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken. If any information is discovered to be untrue or misleading in any respect I understand that the University may collect, store and disclose this information to Universities Australia and Universities Australia member institutions and any other relevant authority.

Applicant signature: _____

Date: DD / MM / YYYY

9.0 HOME INSTITUTION APPROVAL

Applications will **NOT** be considered until approval from your home institution has been supplied. **Applicants for Cross-institutional study at University of the Sunshine Coast must ensure that their home institution completes this section.**

CONFIRMATION OF STUDENT CONTRIBUTION RATE

To be completed by the Fees Officer or equivalent

I confirm that this student is currently enrolled as a Commonwealth supported student Yes No

If yes, please indicate if this student is a:

- Pre-2010 Commonwealth supported student Yes No
- Other: _____

Signature – Fee officer: _____

Date: _____

Name and position: _____

Contact phone number: _____

University / Institute Stamp / Seal

APPROVAL OF COURSES (SUBJECTS) - To be completed by the Dean / Course Coordinator / Course Adviser or equivalent Authorised Officer

Approval is given for this student to undertake the following courses at University of the Sunshine Coast. Upon completion of these courses, such courses will be credited towards the student's program at the home institution. Please list each approved course (subject) below.

Course (subject) code	Course (subject) name	Year and study period

Signature – authorised officer: _____

Date: _____

Name and position: _____

Contact phone number: _____

University / Institute Stamp / Seal

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10.0 APPLICANT CHECKLIST

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

- Completed **all relevant** sections
- Your home institution has **completed Section 9 Home Institution Approval** in this document
- Attached copy of **official statement of your academic record** for tertiary studies undertaken to date (see Section 7, Documentary Evidence in page 3 for requirements)
- If not an Australian Citizen, attached **evidence of your citizenship/visa**
- Attached a copy of your **English language test results** (If applicable)
- Attached a copy of evidence of your **Change of Name** (If applicable)
- Signed the **Declaration**

LODGEMENT AND ENQUIRIES

Lodgement:

Email: information@usc.edu.au

Enquiries:

In person: Student Central, located on any UniSC campus

Email: information@usc.edu.au

Tel: +61 7 5430 2890