



**Australian  
National  
University**

**Domestic Admissions Office**  
Division of Student Recruitment and Admissions  
ANU Student Central, Building X-005  
Canberra ACT 2601 Australia  
CRICOS Provider Number: 00120C

Email: [domestic.admissions@anu.edu.au](mailto:domestic.admissions@anu.edu.au)  
Phone: +61 2 6125 5594  
Fax: +61 2 6125 0751  
Web: <http://programsandcourses.anu.edu.au/>

## Application for Coursework Admission

### • Important information for applicants •

#### USE OF THE APPLICATION FORM

Use this form if you are an Australian citizen or permanent resident applying for postgraduate admission to The Australian National University (ANU) for:

- Degree/Diploma including
  - **Programs not listed in UAC Guides**
  - **Late applications after UAC closing dates**
- Final Honours Year Transfers
- 4th Year B Mus (Specialist) – new students to ANU

**International students** should contact the Admissions Office on (02) 6125 5594 for information on application procedures.

**All other applicants** should apply for admission through the Universities Admission Centre (UAC) by the date listed in the appropriate guide. UAC Guides are available from newsagencies or from UAC directly. For further information, contact the ANU Domestic Admissions Office.

#### **Final year Honours applicants:**

Visual Arts, Design Arts, Digital Arts, Music and Arts: in addition to this form, please see the Supplementary Honours information and forms at: <http://cass.anu.edu.au/cass-application-admission-honours>

Psychology: in addition to this form, please complete the Supplementary Form:

<http://psychology.anu.edu.au/files/Research%20School%20of%20Psychology%20Supplementary%20Information%20for%20Honours%20in%20Psychology.pdf>

Master of Science Communication Outreach: in addition to this form, please complete the Supplementary Form, located:

<http://cpas.anu.edu.au/study/degree-programs/master-science-communication-outreach>

#### MUSIC, VISUAL ARTS or DIGITAL ARTS STUDENTS

Students applying for a Music, Design Arts, Digital Arts or Visual Arts program must contact the College of Arts and Social Sciences to arrange a selection interview/audition: <http://rsha.anu.edu.au/music-visual-design-digital-arts-admission>

#### COMPLETING THE APPLICATION FORM

- Consult the *Program and Courses* website to select the correct program or course titles and codes. The address is <http://programsandcourses.anu.edu.au>.
- Sign and date the informed consent and declaration.
- Keep a copy of the choice of programs that you enter in Question 6 or 7.
- Attach colour copies of previous qualifications where requested.

#### CLOSING DATES

**\*All applications submitted for coursework degrees or diplomas (late UAC) submitted after 31 January or 7 June (undergraduate) or the advertised application deadline (postgraduate) must include a late application fee of \$150. See [uac.edu.au](http://uac.edu.au) for dates.**

For commencement in Semester 1	Final Honours Year transfer	<b>31 October</b>
	Late undergraduate application – after UAC closing date	<b>31 January</b>
Music, Visual Arts, Design Arts Programs	Undergraduate degree or diploma (after UAC closing date)	<b>29 October</b>
For commencement in Semester 2	Final Honours Year transfer	<b>30 June</b>
	Late undergraduate application – after UAC closing date	<b>7 June</b>

#### APPLICATION LODGEMENT AND ENQUIRIES

Return completed application forms to:

- [Domestic.admissions@anu.edu.au](mailto:Domestic.admissions@anu.edu.au)
- Postal Address: Domestic Admissions Office, ANU Student Central, Building X-005, The Australian National University, Canberra ACT 2601 Australia
- Street Address: Domestic Admissions, ANU Student Central, The Australian National University, Childers St, Acton

For further enquiries, please contact the Admissions Office as listed above.

## THE APPLICATION FORM

Questions 1-6, 9, 10, 12 must be completed by all applicants.

### Question 3 – Personal Details

Failure to provide a day phone, fax or email contact could delay the processing of your application.

- If your previous qualifications were completed in your previous family name, you must provide documentary evidence of the name change ie marriage certificate, birth certificate, passport.

### Question 4 – Residential Status

- Permanent residents of Australia must provide evidence of their date of arrival in Australia.
- Permanent residents of Australia who arrived in Australia before 1 January 1996 and who have not taken out Australian citizenship, and New Zealand citizens, should consult the *Information for Commonwealth Supported Students* (formerly HECS) booklet for payment information.

### Question 5 – Disability

The University provides assistance to students with disabilities and would appreciate knowing a student's needs well in advance of enrolment, particularly those with high support needs such as text in alternate formats. Applicants are strongly advised to contact an ANU Disability Advisor before submitting their applications to ensure that early arrangement for their assistance can be made. For information and advice about the service, phone (02) 6125 5036; Fax (02) 6125 9881; TTY (02) 6125 3008

*The University will restrict access to information provided to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests as a student of this University.*

### Question 6 – Choice of Degree Program

To be completed by all applicants. The program name and code must be entered. Codes for degree programs are listed in the Undergraduate Handbook. Up to three preferences can be recorded. Applicants should note that there are prerequisites for programs in Actuarial Studies, Information Technology, Engineering, Advanced Computing, Software Engineering, Genetics, Biotechnology, Statistics and Medical Science. UAC Codes should not be used in Question 6.

### Question 7 – Proposed Honours Enrolment

Honours applicants must indicate which Department/Centre/Program in which they wish to study. Course Code (if known) and Course name should be completed.

### Question 10 – Special Consideration

Results from all secondary and tertiary qualifications will normally be included in assessment for admission. If you wish to request special consideration of your tertiary qualifications because of failures, you must give a full explanation of the circumstances and provide supporting documentation if appropriate (eg medical certificates).

### Question 12 – Declaration

To be completed by all applicants. Your application will not be considered unless you complete the relevant information and sign and date this part of the form.

## DOCUMENTATION TO ACCOMPANY APPLICATION FORM

Do not send original documents. All copies must be in colour according to the instructions on the enclosed sheet. Do not delay submitting an application if you are waiting for results or other documents – submit your application by the closing date and forward the result or document as soon as it becomes available; otherwise you may be liable for a late application fee.

- Secondary Studies: Applicants who have completed an Australian Year 12 need not provide documentary evidence of results but must indicate where and when studies were undertaken. Please attach documentation for any other secondary qualifications.
- Post-Secondary Studies: Please attach transcripts of academic record and evidence of completion of all post-secondary studies. Previous ANU students should list all studies but need not provide a transcript of ANU programs.

## ABORIGINAL & TORRES STRAIT ISLANDER APPLICANTS

Information about the Indigenous Australian Admission Scheme and student support program is available from the TJABAL Centre. Telephone (02) 6125 3520. Applicants applying for admission through this scheme must also complete a supplementary form available from the TJABAL Centre.

## HONOURS APPLICANTS

Applicants applying for Honours are advised that a formal offer of admission cannot be made until the Admissions Office has received evidence of completion of your previous undergraduate degree. Please note that if you are applying for an Honours Scholarship, applications must be received by 31 October. Further information on scholarships can be obtained by telephone (02) 135 268, email [coursework.scholarships@anu.edu.au](mailto:coursework.scholarships@anu.edu.au) or visit the website at [www.anu.edu.au/study/scholarships-fees](http://www.anu.edu.au/study/scholarships-fees)

## ACKNOWLEDGEMENT OF APPLICATION

Applications will be acknowledged.

- Any change of address must be notified in writing to the Admissions Office.

## RETENTION OF APPLICATION PAPERS

All papers relating to an unsuccessful application or an offer that is not taken up will be destroyed after one year if no further application is received during this period.

## ACCOMMODATION

For all accommodation enquiries, including information on individual residences, fees, financial assistance, disability or special requirements, or local private rentals, contact the University Accommodation Services (UAS), Building 77, Brian Lewis Crescent, Acton, ACT 2601, phone (02) 6125 1100, fax (02) 6125 0737, email [uni.accom@anu.edu.au](mailto:uni.accom@anu.edu.au) or visit the website [www.anu.edu.au/study/accommodation](http://www.anu.edu.au/study/accommodation). You are advised to apply for accommodation immediately. Do not wait until an offer of admission to the University is made, as there is no guarantee that suitable accommodation will be available.



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## Application for Coursework Admission

### QUESTION 1 – CATEGORY OF APPLICATION

I am applying for admission to: *(Tick one category)*

Final Honours Year transfer

Degree/Diploma (Programs not listed in UAC)

Degree/Diploma (late application – after final late UAC closing date) late fees apply

Expected Commencement Date: Semester 1  Semester 2  Year

### QUESTION 2 – PREVIOUS APPLICATIONS

Have you previously applied, or been enrolled at ANU? Yes  No  If Yes,     **U**         
Year University ID

### QUESTION 3 – PERSONAL DETAILS

Family Name: \_\_\_\_\_ Title (eg Ms/Mr): \_\_\_\_\_ Sex: Male  Female

Former Name (if applicable): \_\_\_\_\_ Date of Birth:   /   /    
day month year

Given Names: \_\_\_\_\_

Mailing Address (for regular correspondence):

Street Address/PO Box \_\_\_\_\_

Suburb \_\_\_\_\_ State    Postcode

Telephone: Business Hours ( \_\_\_\_\_ ) \_\_\_\_\_ After Hours ( \_\_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### QUESTION 4 – RESIDENTIAL STATUS

Are you an Australian Citizen? Yes  No  *(If yes, go to Question 5.)*

Do you have permanent resident status in Australia? Yes  No

♦ If yes, are you the holder of a permanent humanitarian visa? Yes  No

Country of Citizenship (if not Australia): \_\_\_\_\_ Date of first arrival in Australia:   /   /    
day month year

### QUESTION 5 – DISABILITY

Do you have a disability? Yes\*  No

\* If yes, do you require support services to enable you to access your studies? Yes  No

### QUESTION 6 – CHOICE OF DEGREE PROGRAM

First Preference		Second Preference		Third Preference	
Degree Program Name	Code	Degree Program Name	Code	Degree Program Name	Code

# Application for Coursework Admission

## QUESTION 7a – PROPOSED HONOURS ENROLMENT

College/Centre/Program	Course Code (if known)	Course Name
	<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"/>	

## QUESTION 7b

Have you submitted an application form for an Honours Scholarship? Yes  No

## QUESTION 8 – REASON FOR LATE APPLICATION (if applicable)


## QUESTION 9 – SECONDARY SCHOOL STUDIES AND/OR SPECIAL TERTIARY ADMISSION SCHEMES

*All attempts at final secondary school examinations and/or special tertiary admissions schemes must be listed.*

School/Venue	State	Examination/Scheme	Year Completed

## QUESTION 10 – CURRENT AND PREVIOUS POST-SECONDARY STUDIES

Are you now or have you ever been enrolled in post-secondary study? (eg university, CAE, TAFE) Yes  No   
*If Yes, provide details. Previous ANU students must list studies at ANU and other institutions.*

Qualification	Institution	Campus/College	Years attended		Completed Yes/No (Y/N)	Student Number
			From (yy)	To (yy)		

Are you sitting examinations at the end of semester? Yes  No

Do you expect to qualify for your degree, diploma or certificate at the end of this semester? Yes  No

If requesting special consideration, provide details of failure/exclusions (including an explanation of the circumstances).

## QUESTION 11 – OTHER ACTIVITIES

*If there has been a break in your studies since leaving school, or since your previous studies, give details of your employment.*

Employer and Address	Type of Work	Part-time or Full-time	Position Held	Employment	
				From (yy)	To (yy)

# Application for Coursework Admission

## QUESTION 12 – DECLARATION AND SIGNATURE (all applicants must complete)

- I certify that I have read the instructions and understood the questions on this form and that the answers are true and correct.
- I authorise the University to audit my application by obtaining official records from any institution I have attended or conducting any other enquiries to otherwise verify documents presented with my application including but not limited to evidence of English language proficiency and referee reports and enquiries to determine whether I have any undeclared study. Accordingly I consent to the University providing my personal information to any relevant third party for these purposes. If requested, I will provide original documents to support my application.
- I acknowledge and accept that the University may vary or cancel any decision made or reject this application on the basis of incorrect, incomplete or fraudulent information provided by me or by my referees.
- I recognise that it is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to the University. Where fraudulent documents are detected, I understand that my application will be rejected or if an offer has been made, it will be withdrawn or if I have already enrolled, my enrolment will be cancelled. Further, if a visa has been issued, the Department of Immigration and Border Protection (DIBP) will be notified. All matters concerning fraudulent documentation may be reported to the relevant Government and statutory authorities.
- If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to any relevant authority which may include the DIBP.
- I understand that ANU may disclose the personal information I have given in this application to the DIBP (International Students only) and the Department of Education and that the Department of Education will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS) or the Provider Registration and International Students Management System (PRISMS). Department of Education may also disclose the information to the Australian Taxation Office (ATO).
- I understand that I am responsible for payment of all tuition fees by the due dates and for my living expenses unless I have been awarded a scholarship or sponsorship which covers these costs. I am able to make appropriate arrangements to fund my studies. I have read and understood the tuition fee refund policy available at [www.anu.edu.au/students/program-administration/costs-fees/fee-refunds](http://www.anu.edu.au/students/program-administration/costs-fees/fee-refunds)
- I understand that international students who are made an offer of admission will be required to provide passport details upon acceptance of offer and that the University may provide information, personal and academic to any authority legally entitled to request it.

Student's Signature:

 /  /   
 day month year

### SAS USE ONLY

Name Delegated College/School Officer:

Signature:

 /  / 

Entered on Student System by (print name):

Signature:

 /  /



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## Documents to Accompany Applications for Admission

**You must submit documentation for each academic qualification you have attempted. All documents must be scanned in colour with no alterations (including the size of documents).**

**For each completed academic qualification, you must provide your testamur and final transcript.**

The preferred method for receipt of documents is below:

*Testamurs (Graduation Certificate):* Scan original document in colour and attach to your application.

*Transcripts:* Transcripts can be scanned in colour and attached to your application or emailed to the Domestic Admissions Office ([domestic.admissions@anu.edu.au](mailto:domestic.admissions@anu.edu.au)). You may also request original transcripts (ONLY) to be sent directly from your institution to the Domestic Admissions Office at ANU, but please note that all documents sent in this way become the property of the ANU and may not be returned to the applicant.

*Letters or supporting statements:* Originals to be sent directly from the issuing body to the Domestic Admissions Office. Letters forwarded via the applicant cannot be accepted.

### Auditing of Documents

The Australian National University does not require certified copies of documents to be provided during the application process. Instead, applications for admission are audited. Information on the audit processes we may undertake are outlined below.

- I authorise the University to audit my application by obtaining official records from any institution I have attended or conducting any other enquiries to otherwise verify documents presented with my application including but not limited to evidence of English language proficiency and referee reports and enquiries to determine whether I have any undeclared study. Accordingly I consent to the University providing my personal information to any relevant third party for these purposes. If requested, I will provide original documents to support my application.
- I acknowledge and accept that the University may vary or cancel any decision made or reject this application on the basis of incorrect, incomplete or fraudulent information provided by me or by my referees.
- I recognise that it is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to the University. Where fraudulent documents are detected, I understand that my application will be rejected or if an offer has been made, it will be withdrawn or if I have already enrolled, my enrolment will be cancelled. Further, if a visa has been issued, the Department of Immigration and Border Protection (DIBP) will be notified. All matters concerning fraudulent documentation may be reported to the relevant Government and statutory authorities.
- If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to any relevant authority which may include the Department of Immigration and Border Protection (DIBP).

Applicant Signature: \_\_\_\_\_

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



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## Translation of Documents

If official qualification documents related to an Application for Admission are not in English, the applicant must supply the following documents (scan and attach to application):

- the original language transcript of studies showing subjects and results
- the original language award certificate
- an English translation of these documents
- a copy of the grading scale

The translation must be from one of the following organisations:

- Community Relations Commission for Multicultural New South Wales
- Interstate office of either the Ethnic Affairs Commission or the Department of Immigration and Border Protective (DIBP)
- Australian diplomatic missions
- A translator accredited by National Accreditation Authority for Translators & Interpreters (NAATI)
- A Government or other recognised translation authority. Please contact the ANU Domestic Admissions Office to determine if the authority is approved to provide translations.

**Copies translated by any other sources will not be accepted. Self-translated documents are not acceptable.**