

Application No:

(Office use only)



THE UNIVERSITY OF  
MELBOURNE

Faculty of Medicine, Dentistry & Health Sciences  
School of Population Health

## INCOMING CROSS INSTITUTIONAL APPLICATION FOR STUDENTS FROM OTHER INSTITUTIONS

### Applicants – Please Note:

1. This form is to be completed by students from another Australian university who is seeking permission to include in their course a subject available at The University of Melbourne.
2. Original or certified copies of supporting documentation **MUST** be attached with this application. Failure to provide supporting documentation may delay your application being considered. Examples of supporting documentation include Academic Records for previous studies.
3. ALL FEES WILL BE FULL-FEE, REGARDLESS OF WHETHER YOU ARE A COMMONWEALTH SUPPORTED PLACE (CSP/HECS) STUDENT AT YOUR HOME INSTITUTION.

**Closing Dates:** All application material must be submitted **at least 4 weeks** before the commencement of the **SEMESTER** in which the subject/s is/are taught. If the subject is offered in block mode, all application material must be submitted **at least 4 weeks** before the commencement of the subject.

### Applicant Details (please print clearly)

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Name(s) \_\_\_\_\_

Gender:  Male  Female Date of Birth: Day   Month   Year

Address for Correspondence: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Local Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile)

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

Have you previously studied at the University of Melbourne?  Yes  No

If YES under what name was this enrolment, AND \_\_\_\_\_

Please state your student/application number:

Home Institution: \_\_\_\_\_

Course Name: \_\_\_\_\_ Year of Commencement: \_\_\_\_\_

Please indicate whether you are a local or international student at your home institution:

LOCAL  INTERNATIONAL

### Subject Information

Please list all of the subjects you wish to undertake at the School of Population Health.

Subject Number	Subject Name	Semester	Points

## Citizenship Requirements

All applicants are required to supply original or certified\* proof of citizenship or residency status.

- I am an Australian Citizen
- I am a New Zealand Citizen
- I am a holder of a permanent Humanitarian Visa
- I am a Permanent Resident.
- I am an Overseas Resident with a Valid Student Visa

## Declaration and Signature

I DECLARE that the information I have submitted with this application is a true and complete record of all tertiary courses I have undertaken at every university and tertiary educational institution I have attended and I hereby AUTHORISE the University of Melbourne to make enquiries of, and to obtain official records from, any university or tertiary educational institution concerning my current or previous attendance which, in its absolute discretion, it believes are necessary to be made or obtained.

I ACKNOWLEDGE that my failure to disclose my true and complete tertiary academic record, the provision of incorrect information or the withholding of relevant information, may result in my being excluded from the University. I acknowledge that all documentation supplied with this application will remain the property of the University of Melbourne.

I UNDERSTAND that the University of Melbourne may disclose the personal information that I have given in this application form to the Department of Education, Science and Training (DEST) and that DEST will collect and store my personal information in the Higher Education Information Management System.

I UNDERSTAND that any offer made to me will be for a FULL-FEE PLACE.

Name of Applicant (Please Print): \_\_\_\_\_

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

### Please return your completed form to:

Academic Programs Office  
School of Population Health  
Level 4, 207 Bouverie Street  
The University of Melbourne Victoria 3010

#### Or by Fax:

+61 3 8344 0824

The University's Privacy Policy can be viewed at:

<http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>.

This website provides detailed information about the contact details, complaints procedures and other aspects of the University's privacy regime.

### Subject Coordinator Approval:

Signature of Subject Coordinator #1: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Subject Coordinator #2: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Academic Programs Office Use Only

- Entered on MERLIN: \_\_\_\_/\_\_\_\_/\_\_\_\_
  - Student file updated: \_\_\_\_/\_\_\_\_/\_\_\_\_
  - Enrolment Record /Statement of Liability Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Administrative Officer: \_\_\_\_\_ Date Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Checklist

- All sections have been completed, and relevant questions answered in full.
- Original or certified\* copies of citizenship or residency status documents (and proof of any change of name if relevant) has been provided. Acceptable documents are an original or certified copy of one of the following:
  - Australian or New Zealand birth certificate
  - Australian or New Zealand passport (including personal information and photo)
  - Foreign Passport, including the front page (personal information and photograph) and of every used page (ie: a copy of all entry visas and of every entry and exit stamp), and Certificate of Permanent Residency, if available.
- Original or certified\* copies of your most recent academic transcript of results of your current tertiary studies.
- A letter (or form) is attached from your home institution approving enrolment in Complementary Course studies. The letter states that credit will be received towards your degree for subject(s) taken at the University of Melbourne.
- A covering letter is attached explaining your reasons for applying for Complementary Course enrolment at the University of Melbourne and agreeing that the University of Melbourne may release the results of these subjects to your home institution.
- The declaration has been signed and dated.
- Any additional information to assist in the selection process has been provided. For example, details of involvement in a research project, any publications or employer's statement.
- Have you kept a copy for yourself?

*\* A certified copy is a photocopy of the original document which has the signature and official stamp of one of the following people: barrister or solicitor, police in charge of a station, pharmacist, doctor, dentist, principal of a school, Justice of the Peace, Clerk of Court, indicating that they have sighted the original document. The signature and stamp must appear on every page of the document.*

## Complementary Course (Incoming) Guidelines

The School of Population Health at the University of Melbourne will approve Complementary Course studies **for students from other tertiary institutions** in a limited number of cases on the following basis:

1. Applicants should normally have an academic standard comparable to students commencing postgraduate study in the relevant course.
2. The subject requested, or a subject in the same discipline area must not be available at the home institution and the letter from the home institution must state this.
3. Failure in a complementary course subject will automatically disqualify students from enrolment in repeat or alternative subjects.
4. Applicants must be enrolled at their home institution and must have paid the home institution's equivalent of the University of Melbourne Amenities & Services Fee for the year of proposed studies. Successful applicants must provide evidence of payment on enrolment; otherwise students will be charged the appropriate Amenities & Services Fee at the University of Melbourne.
5. ALL FEES WILL BE FULL-FEE, REGARDLESS OF WHAT TYPE OF FEE-PAYING STUDENT AT YOUR HOME INSTITUTION. Arrangements for payment through FEE-HELP are possible.
6. It is the student's responsibility to provide their final result for the subject to their home institution by whatever means required by their home institution.

**Please Note:** *It is the student's responsibility to ensure that their enrolment details are correct at **both** institutions to avoid problems concerning CSP liability. The student must advise the School of Population Health's Academic Programs Office in writing of any withdrawal from subjects taught by the University of Melbourne. The School of Population Health cannot verify withdrawal from subjects for CSP purposes unless this has been done.*