



Cross-institutional study application form

Cross-institutional enrolment

If you are currently enrolled in a degree program at another recognised tertiary institution, you may apply to study units on a cross-institutional basis as part of your current course. You will not be enrolled in a Monash University degree program and will not receive an award at the completion of study; however you can purchase an official transcript of your results.

You are advised to contact the teaching faculty prior to lodgement of application to establish any additional requirements for entry.

Units available

You can select from a wide range of units. Specific unit outlines are available in the Monash University handbook <http://www.monash.edu.au/pubs/handbooks/>

English language requirements

All applicants must satisfy the minimum English language requirements of Monash University for admission to single units and provide evidence of meeting these, as indicated on **Section F** of this application form.

Prerequisites

Where specified in unit outlines, you must provide evidence of meeting prerequisites as indicated on **Section G** of this application form.

Off Campus Learning

Some units are available by distance education. If you select this mode of study you must indicate your preferred exam location in **Section H**. A list of exam locations is available at <http://www.monash.edu.au/exams/off-campus-exam-venues.html>

Lodgement of applications

You must provide a certified copy of your academic transcript from your home institution with your application. Information on how to certify documents can be found at <http://www.adm.monash.edu.au/human-resources/forms/certified-copies.html>

Caulfield campus

- **Art, Design & Architecture and I.T. students** – submit to the Student Service Centre
- **All other faculties** – submit directly to your faculty office.

All other Australian campuses

Applications should be submitted to the faculty you are applying to study with. If you wish to study units in more than one faculty you will need to submit a separate application to each faculty.

Sunway campus

Applications should be submitted to the Finance Department, Monash University Sunway Campus with RM100 application fee.

Faculty information and closing dates

Closing dates are available online at: <http://www.monash.edu.au/service-centre/forms.html>

Enrolment

Approval is at the discretion of the faculty. Enrolment is determined on a semester-to-semester basis and no guarantee of subsequent enrolment can be made. You will be advised in writing of the outcome of your application and enrolment details.

Fees

Fees are payable to Monash University for all enrolled units.

Australian Campuses

When your fees have been assessed you will receive notification via your Monash email account to view your fee statement at <https://my.monash.edu.au/wes/>

Sunway Campus

When your fees have been assessed you will receive an invoice.

Commonwealth Supported Place (CSP)

If you are enrolled in a CSP at your home institution and the cross-institutional unit(s) you are applying for at Monash is a core requirement of your course (this confirmation must be provided in the approval letter from your home institution), you will be charged at the CSP rate subject to selection criteria and the availability of places. If the unit(s) you are applying for at Monash is an elective, you may be charged at a CSP or a domestic full fee-paying rate. If you are successful in being offered enrolment in a CSP, you must complete a Request for Commonwealth Support and HECS-HELP form before the census date for the unit(s).

CSP students and transitional arrangements

If you wish to be considered as a pre-2010 student you must submit an application to be assessed for transitional eligibility and attach specified documentation. The form is available from the student service centre and website at <http://www.monash.edu.au/service-centre/forms.html> Transitional information is also available at <http://www.monash.edu.au/enrolments/loans/csp-pre-2010-rates.html>

Full fee-paying places

Tuition fees for fee-paying students are set on an annual basis and vary according to the enrolling faculty. For more information please see <http://www.monash.edu.au/fees/>

Privacy Statement

The information on this form is collected for the primary purpose of assessing your application for cross-institutional study. Other purposes of collection include communicating with you, co-ordinating, administering and managing your enrolment and de-identified statistical analysis. Personal and unit enrolment information may be disclosed to a relevant tertiary educational institution for verification of your studies and unit enrolment management and administration purposes. If you do not complete all questions on this form it may not be possible for the application information to be assessed by your enrolled faculty. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer sss.privacy@monash.edu

RECEIVED Please retain this copy as proof that your application has been submitted	
Student ID number	<input type="text"/>
Tracking number	<input type="text"/>
Faculty Stamp	<input type="text"/>



Cross-institutional study application form

ADM02 V15/11

Tracking number:

Faculty sent to:

Campus:

Section A Personal details

Have you ever applied to, or enrolled at, Monash University? Yes No

If yes, please state student ID number

Family name

Given names

Sex (M or F)

Date of birth

Day

Month

Year

Postal address

Number/Street

Suburb/City/
Country

State

Postcode

Telephone/mobile

Email address

Section B Citizenship status (attach certified proof)

I am an Australian citizen

If ticked, attach certified proof eg birth certificate, passport etc

I am a New Zealand citizen

If ticked, attach certified proof

I am the holder of an Australian Permanent Resident Visa (including humanitarian visa)

If ticked, attach certified proof

I am on an international visa (eg student, spouse, diplomatic, temporary, bridging)

If ticked, attach certified proof

I am a Malaysian citizen

If ticked, attach certified proof eg identity card

Section C Home institution approval (home institution to complete)

Name and stamp of home institution

Institution stamp

Name of course

Fee status at home institution

- Current CSP
 Pre-10 CSP
 Pre-09 CSP
 Pre-08 CSP

 Domestic full fee International full fee

Will the units applied for in Section D be counted towards the above course?

 Yes No

Are the units electives or core requirements of the student's course?

 Core requirement Elective

Name and position of approving officer

Email

Telephone

Signature

Date



Section F English language requirements

Please tick one of the boxes below to indicate how you have met the minimum Monash University English requirement. You must attach certified evidence of having met these requirements (eg an official transcript of results). You are advised to contact your faculty prior to lodging your application to establish if you will need to meet any course specific English language requirements in addition to those listed below.

Secondary schooling or equivalent	Completed the last two years of my secondary schooling, or equivalent, in an English medium educational institution.	<input type="checkbox"/>
Tertiary study	Satisfactorily completed study equivalent to at least 24 Monash credit points (one standard full-time semester) in an English medium educational institution at Australian VET certificate IV level or above, or equivalent.	<input type="checkbox"/>
Single higher education units	Passed a unit in an English medium higher education institution.	<input type="checkbox"/>
IELTS academic English test	Achieved minimum overall score of 6.5 and Achieved a minimum score in each band of: Reading: 6.0 Listening: 6.0 Writing: 6.0 Speaking: 6.0	<input type="checkbox"/>
Paper-based TOEFL English test	Achieved minimum overall score of 580 and Achieved a minimum score in the Test of Written English of 4.5	<input type="checkbox"/>
Internet-based TOEFL English test	Achieved minimum overall score of 90 and Achieved a minimum score in these components of: Written section: 22 Other sections: 20	<input type="checkbox"/>
Cambridge Certificate in Advanced English (CAE)	Achieved a grade of "A"	<input type="checkbox"/>
Cambridge Certificate of Proficiency in English	Achieved a grade of "C"	<input type="checkbox"/>

Section G Prerequisite requirements

Where prerequisite requirements exist for the unit(s) you wish to study, you must attach certified evidence of having met these requirements (eg an official transcript of results).

Have you attached certified proof of having met any existing prerequisites?

Yes

No – there are no prerequisite requirements

Section H Off Campus Learning students exam location

Please indicate your preferred exam location (see <http://www.monash.edu.au/exams/off-campus-exam-venues.html>)

Exam location number	
Exam location centre	
Exam location place	



Section I Check List

Have you attached certified proof of your Citizenship?	<input type="checkbox"/> Yes
Has your home institution completed approval in Section C?	<input type="checkbox"/> Yes
Have you indicated the Monash University unit details you have applied for in Section D?	<input type="checkbox"/> Yes
Have you provided an official transcript of results for the English language requirements?	<input type="checkbox"/> Yes
Have you attached certified evidence for prerequisite requirement for the unit(s) you wish to study?	<input type="checkbox"/> Yes <input type="checkbox"/> No – there are no prerequisite requirements
Applications to Sunway Campus: Have you included the RM100 application fee?	<input type="checkbox"/> Yes

Applicant's declaration

I declare that the information supplied on this form and the information given in support of my application is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application and/or academic transcript may result in the withdrawal of an offer of a place. I authorise the university to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern the student's enrolment. I agree to the transfer to my home institution of all information related to my enrolment in the unit. I agree to abide by the statutes, regulations and policies of the university as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.

Signed _____

Date _____

Office use only (faculty/department/school approval)

<input type="checkbox"/> Offer	<input type="checkbox"/> Conditional offer	<input type="checkbox"/> Reject
Fee type:		
<input type="checkbox"/> CSP	<input type="checkbox"/> Domestic full fee-paying	<input type="checkbox"/> International full fee-paying
Selection officer: _____	<input type="checkbox"/> Logged <input type="checkbox"/> Keyed <input type="checkbox"/> Letter sent	
Comments _____ _____ _____		
Processed by: _____	Date _____	