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UWA Student ID

UWA STUDENTS – APPLICATION FOR EXTERNAL ENROLMENT

Note: This is NOT an enrolment form. If approved by UWA you must complete the enrolment procedure at your HOST UNIVERSITY and UWA.

SECTION ONE – PERSONAL DETAILS

Family Name

Given Names

Title Sex Date of Birth

Contact Address

Suburb State Postcode

Telephone

SECTION TWO – UWA ENROLMENT (HOME UNIVERSITY)

Course in which you are currently enrolled

International Student Domestic Fee-paying student Commonwealth supported

SECTION THREE – HOST UNIVERSITY

Have you been enrolled at the Host University before? Yes No

If yes, write Host University student number

Are the units you are taking online or through external study? Yes No

PROPOSED UNITS AT HOST UNIVERSITY <i>Normally no more than one full year unit or two semester units allowed</i>				UWA EQUIVALENT INFORMATION <i>To be completed by Faculty Student Office</i>			
UNIT CODE	UNIT TITLE	HOST TEACH PERIOD	UWA TEACHING PERIOD & YEAR	UWA EQUIVALENT UNIT CODE	UWA ENRL UNIT CODE	CREDIT POINTS	

I declare that the information provided on this form is correct, I will take responsibility for my enrolment and I authorise UWA to request unit results from my Host University on my behalf:

Signature of Applicant: _____ Date: _____

SECTION FOUR – UWA APPROVAL

The unit/s nominated above have been approved for credit towards the student's degree at UWA.

Signature of Authorised Faculty Officer: _____

Name: _____

Date: _____

University Stamp:



WHO SHOULD USE THIS FORM

You should use this form if you are enrolled in a degree course at UWA (Home Institution) and wish to study unit(s) at externally at an overseas institution (Host University) for credit towards your course at UWA.

WHAT TO DO NEXT

You must justify why you need to undertake unit(s) at a university other than UWA (your Home Institution) and have your application for the nominated unit(s) approved by an authorised Faculty Officer at UWA for credit towards your UWA degree course. You may need to provide details of your proposed units (including unit descriptions, outlines, outcomes) available from your Host University handbooks/websites.

Your Faculty at UWA will assess your proposed units and advise if your application is approved and which UWA unit code/s you must enrol in.

If approved by UWA you must enrol at UWA (Home Institution) and your Host Institution for the period your cross-institutional enrolment.

Follow these steps:

1. Submit your approved **UWA Students Application for External Enrolment form** to your UWA Faculty Student Office.
2. Fill out a **Change of Enrolment form** (available from your Faculty Student Office) indicating the UWA UNIT CODE (ENRL prefix) and Semester in which you are enrolling (see table below).
3. **Submit both forms to your UWA Faculty Student Office** for processing.
4. **Lodge an application for enrolment at your Host University** (UWA will not do this on your behalf). Your fee liability for units will be incurred at your **Host University**.

UWA EXTERNAL UNIT CODES

The generic unit codes listed below are used to indicate your enrolment at UWA. These units are worth 0 enrolled credit points, do not contribute to your UWA Equivalent Full-time Study Load (EFSTL) and do not incur fees at UWA.

Your Faculty Student Office will advise you of the correct unit code/s to enrol in from the list:

Equivalent External Unit Codes – UWA (HOME UNIVERSITY)

ENRL1001	External Special Unit/s Level 1	ENRL5005	External Special Unit/s Level 5
ENRL2002	External Special Unit/s Level 2	ENRL5008	External Special Postgrad Business Unit/s
ENRL3003	External Special Unit/s Level 3	ENRL5009	External Special Unit/s Postgraduate
ENRL4004	External Special Unit/s Level 4		

Each ENRL unit code corresponds to the Level of study and can represent more than one unit in a semester at your Host University. *E.g. If you are taking 2 x Level 1 units in Semester 1 then you would enrol in one unit: ENRL1001.*

CHANGING YOUR ENROLMENT

If you need to change your enrolment or withdraw from your unit/s, **you must formally notify both universities by the Census Date of the teaching period.**

UNIT RESULTS

Credit points are awarded for your UWA course upon successful completion of your study. You must submit a formal Academic Transcript from your Host University to your Faculty Student Office upon completion. It is your responsibility to organise a transcript. Unofficial documentation will not be accepted by UWA e.g. printouts from the internet, screenshots or photocopies. Most universities **will not** release results to a third party.

Your results will be recorded on your UWA transcript as an **Ungraded Pass (UP)** or **Ungraded Fail (UF)**. A note will also be added to your transcript indicating the unit/s studied and the grade/s awarded by your Host University.