



Declaration of Co-curricular or Service Activity

This form is to be used by students who do not have access to an official document confirming participation in a co-curricular or service activity, though students are generally expected to obtain official documentation. Additional information on co-curricular or service requirement and examples of accepted official documentation can be found at <https://study.anu.edu.au/apply/domestic-undergraduate/applying-anu-application-details/co-curricular-or-service-requirement>

1. Applicant details

Full name:

ANU application number:

School student ID/number:
(if known)

2. Activity overview

Activity name:
(e.g., Work, Volunteering)

Date you first participated in the activity:
 DD/MM/YYYY

Period engaged in activity:
(e.g., Jan 2018—Dec 2018)

Total hours engaged in activity:

Web link to activity:
(if applicable)

3. Applicant declaration

I declare that I understand the requirements and have read the instructions (*see reverse side*) applicable to me. I declare that the information provided in this form is true and correct and understand that the University may audit this.

Signature:

Date:
DD/MM/YYYY

4. Referee/Authorised person declaration

I declare that the information provided by the applicant on this form is complete and true. I declare that I conducted or administered the activity described in this document. I also declare that I am not a relative of the applicant.

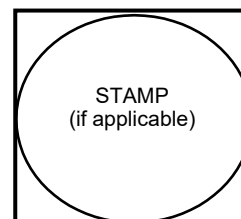
Full name:

Position/Organisation:

Email:

Phone:

Signature:



Date:
DD/MM/YYYY



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Instructions for Applicants

This document is to be completed only where you do not have access to acceptable supporting documentation confirming your participation in a co-curricular or service activity. Supporting documentation is considered to be acceptable if it meets all of the following criteria:

- identifies you (the applicant, by full name) as having participated in the co-curricular or service activity; and
- identifies the activity (by name) that you were involved in; and
- identifies the dates that you were engaged in the activity, and where applicable, confirms you have meet the relevant commitment requirements, as defined in the co-curricular or service schedule.

Time requirements and examples of acceptable supporting documentation can be found here:

<https://study.anu.edu.au/apply/domestic-undergraduate/applying-anu-application-details/co-curricular-or-service-requirement>

Instructions for Referee/Authorised person

An individual or an organisation is considered to be a Referee/Authorised person when the following criteria are satisfied:

- the named Referee/Authorised person conducted or administered the activity described by the applicant or is a competent school authority who can attest to the activity claimed by the applicant; and
- the named Referee/Authorised person is not a relative of the applicant.

If applicants are unable to identify a Referee/Authorised person that can attest to their involvement in a co-curricular or service activity, they are encouraged to get in touch with the domestic admissions team (contact details are given below).

Auditing of documents

All applicants must meet all ANU admission requirements, including the co-curricular or service requirement. Documents supporting an application for admission must comply with current standards and may be subject to a back to source audit.

ANU does not require certified copies of documents to be provided during the application process. Instead, applications for admission are audited by contacting the issuing body and requesting confirmation of the documents presented. Information on the audit processes we may undertake are outlined in the declaration on the application system.

Applicants are able to download a copy of all application declarations from the application system.

DOCUMENT SUBMISSION

This form and all additional documentation must be uploaded directly to your ANU application, using the application system no later than the [application deadline](#).

This form must be saved as a PDF smaller than 5MB with a file name no more than 40 characters

For assistance completing this document, contact:

ANU Admissions Office

E: domestic.admissions@anu.edu.au

T: +61 2 6125 5594

Please contact Domestic admissions
for assistance with this form
Domestic.admissions@anu.edu.au

study.anu.edu.au

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