



Admissions Office
 Division of Registrar and Student Services
 ANU Student Exchange, Building XX05
 Canberra ACT 0200 Australia

Email: admissions@anu.edu.au
 Phone: +61 2 6125 5594
 Fax: +61 2 6125 0751
 Web: <http://info.anu.edu.au/studyat/>

CRICOS Provider Number: 00120C

Application for Undergraduate Admission

• Important information for applicants •

USE OF THE APPLICATION FORM

Use this form if you are an Australian citizen or permanent resident applying for undergraduate 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 Admissions Office.

Final year Honours applicants:

Visual Arts, Design Arts, Digital Arts: in addition to this form, please complete the Supplementary Form:

http://www.anu.edu.au/sas/forms/Application_Honours_School_of_Arts_2011.pdf

Arts and Music: in addition to this form, please complete the Supplementary Form:

http://www.anu.edu.au/sas/forms/arts_honours_application.pdf

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

http://www.anu.edu.au/sas/forms/Application_HonsPsychologySuppl%20Form.pdf

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://www.anu.edu.au/sas/admission/Audition_Interview/

COMPLETING THE APPLICATION FORM

- Consult the *Studyat* website to select the correct program or course titles and codes. The address is <http://studyat.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 certified copies of previous qualifications where requested.

CLOSING DATES

***All applications submitted for undergraduate degree or diplomas (late UAC) after 3 February or 8 June must include a late application fee of \$143.**

For commencement in Semester 1	Indigenous Australian Admissions Scheme (after UAC closing dates)	31 October
	Final Honours Year transfer	31 October
	Late application – after UAC closing date	8 February*
Music, Visual Arts, Digital Arts, Design Arts Programs	Undergraduate degree or diploma (incl. combined programs) (after UAC closing dates)	29 October*
	4th Year B Music (Specialist)	29 October
For commencement in Semester 2	Indigenous Australian Admissions Scheme (after UAC closing dates)	31 May
	Final Honours Year transfer	30 June
	Late application – after UAC closing date	4 July*

APPLICATION LODGEMENT AND ENQUIRIES

Return completed application forms to:

- Postal Address: Admissions Office, The Australian National University, Canberra ACT 0200 Australia
- Street Address: ANU Student Exchange, 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 certified 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 the 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 5582; 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, Software Engineering, Genetics, Biotechnology, Global and Ocean Science, Computational Science, 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 – Informed Consent and 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 certified 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) 6125 7733, email coursework.scholarships@anu.edu.au or visit the website at http://www.anu.edu.au/sas/scholarships/draft/ug_index1.php.

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), Brian Lewis Crescent, Acton, ACT 0200, phone (02) 6125 1100, fax (02) 6125 0737, email uni.accom@anu.edu.au or visit the website <http://accom.anu.edu.au/>. 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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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	Student Number
			From (yy)	To (yy)	Yes/No (Y/N)	

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 Undergraduate Admission

QUESTION 12 – INFORMED CONSENT, DECLARATION AND SIGNATURES

Informed Consent

I understand that:

- The Australian National University (ANU) is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the *Higher Education Support Act 2003* and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me;
- ANU will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes;
- DEEWR will store the information securely in the Higher Education Information Management System (HEIMS);
- DEEWR may disclose the information to the Australian Taxation Office (ATO); and
- ANU and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

Student's Signature:

/ /
day month year

Declaration

- I hereby certify that the information I have provided on this application form is correct and complete.
- I authorise The Australian National University (ANU) to obtain official records from any educational institution previously attended by me, and acknowledge that the ANU reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
- If any information is discovered to be untrue or misleading in any respect, I consent to the ANU collecting, storing and disclosing this information to the Australian Vice-Chancellors Committee (AVCC) and AVCC member institutions, the Australian Conference of Tertiary Admissions Centres (ACTAC) and any other relevant authority.
- I understand that the ANU may disclose the personal information I have given in this application to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS).

Student's Signature:

/ /
day month year

Applicant Checklist

Completed all sections applicable to my application.

Attached original **certified** documentary evidence, as required, in support of my application.

Attached proof of completion of my previous qualification(s) (if applicable).

(If the transcript does not make this clear, attach a certified copy of the award certificate or a letter of completion from the appropriate Institution.)

Signed the Informed Consent.

Signed the Declaration.

SAS USE ONLY

Name Delegated College/School Officer: _____

Signature:

/ /

Entered on Student System by (print name): _____

Signature:

/ /



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Certification of Documents to Accompany Applications for Admission

- When mailing documents, please send certified copies of original documents only. Where possible these should be A4 size on plain white paper and should be certified on the front of the document.
- Any further query concerning the certification of original documents should be directed to the Admissions Office (as above).

The Certifying Officer must:

- write on the copy *"This is a true copy of the original documents sighted by me"*;
- sign and print their name;
- provide an address and a contact telephone number;
- state their profession or occupation group (as below);
- write on the copy the date certified; and
- affix the official stamp or seal of the certifier's organisation on the copy.

In addition, if the certifying officer is a Justice of The Peace, the certifying officer must:

- list registration number and Australian state/territory of registration.

The Certifying Officer must be:

- currently employed in one of the professional or occupational groups listed below;
- contactable by telephone during normal working hours.

Who Can Certify Documents Outside Australia?

- an authorised officer of an Australian overseas diplomatic mission;
- an ANU officer;
- an authorised officer of an Australian Education Centre;
- a private representative of this University (Agent);
- a university or college Registrar;
- a school headmaster or other recognised examining authority.

Please note the ANU does NOT accept documents certified by a Notary, Commissioner of Oaths/Declarations or a Justice of the Peace.

Who Can Certify Documents Within Australia?

Professional or occupational groups:

- Accountant – member of a recognised professional accounting body or a Registered Tax Agent;
- Manager of a bank or credit union, other than managers of Bank Travel Centres;
- Barrister, Solicitor or Patent Attorney;
- Police Officer in charge of Police Stations or of the rank of Sergeant and above;
- Postal Manager;
- Principal of an Australian Secondary College, High School or Primary School.

An authorised officer in:

- a tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC;
- the Admissions Office or Student Services Office at any Australian university or TAFE College;
- the official records department of the institution that originally issued the document(s).

Other:

- A Justice of The Peace with a registration number

Note: You must be prepared to provide original documents at the time of enrolment.