

**Cross Institutional Enrolment – Inbound:** This form is to be completed by a student from another Australian University who wishes to study a unit (subject) available at La Trobe University

## SECTION A: PERSONAL DETAILS

Have you previously been enrolled at La Trobe University?  Yes  No

If yes, please provide your La Trobe student number: \_\_\_\_\_

Family Name: \_\_\_\_\_ Title: (Mr, Ms, Miss, Mrs, Dr) \_\_\_\_\_

Given Names: \_\_\_\_\_ Date of Birth:     /     / \_\_\_\_\_

Address for correspondence: Number and Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone (Business/Mobile): \_\_\_\_\_ Telephone (Home): \_\_\_\_\_

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

Are you an International Student?  **\*Yes** (If Yes, this form must be approved by LTI)  **No**

Are you a U.S. Financial Aid or Sponsored Student?  **\*Yes** (If Yes, this form must be approved by LTI)  **No**

**\*Note:** If you hold a student visa you must complete within the time of your electronic-Confirmation of Enrolment to meet visa requirement\*.  
\*Full-time enrolment can consist of all units (subjects) across all education providers which are approved for credit to the course for which you hold a visa

LTI Approval (staff signature): \_\_\_\_\_

Date:     /     / \_\_\_\_\_

LTI Stamp

## SECTION B: PROPOSED UNIT/S (SUBJECT/S) – HOST INSTITUTION (LA TROBE UNIVERSITY)

**Proposed Host Institution:** La Trobe University

**Location:** \_\_\_\_\_

Host unit (subject) code	Host unit (subject) title	Teaching Period	Credit Points	CSP or Fee place

All applications MUST be signed and dated by a staff member. Applications WILL NOT be accepted without this information.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone number: \_\_\_\_\_ SIS ID Number: \_\_\_\_\_ Date:     /     / \_\_\_\_\_

I certify that upon successful completion, the proposed unit/s (subject/s) will gain advanced standing towards the above mentioned course at La Trobe University

## SECTION C: HOME INSTITUTION ADMINISTRATIVE USE ONLY

**Proposed Host Institution:** \_\_\_\_\_

**Location:** \_\_\_\_\_

Equivalent home unit (subject) code	Equivalent home unit (subject) title	Year	Teaching Period	Credit Points

**Home Institution Approval** \_\_\_\_\_

Date:     /     / \_\_\_\_\_

## SECTION D: FEES

Please select your current funding arrangement with your home institution (please attach evidence):

Commonwealth Supported (CSP)/HECS-HELP

FEE-HELP

Fee-paying Australian tuition

Fee-paying International tuition

## SECTION E: ENROLMENT STATISTICS

a) Are you of Aboriginal or Torres Strait Islander Descent?

Are you of Aboriginal Descent?  Yes  No

Are you of Torres Strait Descent?  Yes  No

b) Please select the citizenship/residency status that applies to you:

Australian Citizen

New Zealand Citizen

Permanent Humanitarian Visa (you will be required to provide evidence of permanent humanitarian visa)

Permanent Resident Status Date you obtained Permanent Resident Status   /   /

Temporary Entry Permit (please note if you are the holder of a temporary visa you must apply as an International Student. Please contact La Trobe International for further information. La Trobe International: Phone (03) 9479 1199; Email: [International@latrobe.edu.au](mailto:International@latrobe.edu.au); webpage: [www.latrobe.edu.au/international](http://www.latrobe.edu.au/international))

Other (please specify)

c) Residence:

Permanent home residence postcode:

If residence is overseas, state country: \_\_\_\_\_

Semester residence postcode:

If residence is overseas, state country: \_\_\_\_\_

Year 12 residence suburb postcode:

If Year 12 residence is overseas, state country: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

If born overseas, indicate year of arrival in Australia:

Language spoken at permanent residence: \_\_\_\_\_

d) Did you complete year 12?  Yes  No

If Yes, in what year did you complete Year 12?

e) What is your highest level of educational participation prior to commencement of this course?

02 Completed Higher Educational postgraduate level course

completion year: \_\_\_\_\_

03 Completed Higher Educational Bachelor level course

completion year: \_\_\_\_\_

04 Completed Higher Education sub-degree level course

completion year: \_\_\_\_\_

05 Have started but not completed Higher Education course

last year of participation: \_\_\_\_\_

07 Completed final year of secondary education course at school or TAFE

completion year: \_\_\_\_\_

08 Completed other qualification or certificate of attainment or competence – complete or incomplete

completion year: \_\_\_\_\_

09 No prior educational attainment

10 Completed Vocational & Technical Education course (e.g. TAFE)

completion year: \_\_\_\_\_

11 Have started but not completed a Vocational & Technical Education course (e.g. TAFE)

last year of participation: \_\_\_\_\_

## SECTION F: CHECK LIST

- Have you answered ALL questions?
- Have you attached original or certified copies of all necessary documents?
- Have you attached certified English translations of documents not in English?
- If applying for Advanced Standing (credit), have you attached syllabus/curriculum details (e.g. handbook entry)?
- Have you signed and dated the application?
- International Students only** - Have you provided your credit card details or attached the A\$80 application fee as a bank draft or cheque?
- Have you kept a copy for yourself?

## SECTION G: DECLARATION AND AGREEMENT

### DOMESTIC STUDENTS ONLY

I declare that the information provided on this form is true and complete in every detail. I authorise La Trobe University to contact my former educational institutions in order to verify any of the information I have provided with this application, if deemed necessary. I understand the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information provided by me.

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

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### INTERNATIONAL STUDENTS ONLY

I declare that the information provided with this application is true and complete in every detail. I authorise La Trobe University or its agent to obtain further information about me from educational and other institutions which I have attended, and from Australian government authorities such as DIAC and DEEWR.

I acknowledge that La Trobe University reserves the right at any stage to vary or reverse any decision regarding admission or enrolment which has been made on the basis of incorrect or incomplete information.

I am aware of the conditions relating to my admission and agree to pay all fees for which I am liable, and have read and agree to the conditions relating to the Refund Policy and Privacy Statement as set out on the University's website at <http://www.latrobe.edu.au/international/fees/tuition>

This agreement does not remove my right to take further action under Australia's consumer protection laws.

I consent to the University:

(a) Using and disclosing my personal information in accordance with the University's Refund Policy and Privacy Statement; and

(b) Disclosing my personal information to a third party, authorised by the University, to enable the third party to contact me for the purposes of providing me with information about the University.

I accept that this application and supporting documentation become the property of La Trobe University and are not returnable.

Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

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

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Contact Details:

**La Trobe International** La Trobe University Victoria 3086 AUSTRALIA, Tel: +61 3 9479 1199, Fax: +61 3 9479 3660, Email: [international@latrobe.edu.au](mailto:international@latrobe.edu.au), Web: [www.latrobe.edu.au/international](http://www.latrobe.edu.au/international)

**Student Administration Office** La Trobe University Victoria 3086 AUSTRALIA, Tel: +61 3 9479 2005, Fax: +61 3 9479 1994, Email: [studentcentre@latrobe.edu.au](mailto:studentcentre@latrobe.edu.au), Web: [www.latrobe.edu.au/](http://www.latrobe.edu.au/)