

Application for Cross-Institution Enrolment

*Please read notes on reverse side before completing this form.

SECTION A: Personal Details

Family Name:

Given Names:

Address:

State: Postcode:

Telephone: Email:

Faculty: Course: Location:

 Student No:

 Mr/Mrs/Ms/Miss/Dr

Are you an **International Student**? Yes No (please tick)

Please note: You must maintain a full-time enrolment to meet visa requirements. DIAC will be advised and may reduce the period of your visa.

IPO Approval _____ Date: ____/____/____

 IPO Stamp:
SECTION B: Proposed Host Institution Enrolment

Proposed Host Institution: _____ Location: _____

Host Unit Code	Unit Title	Semester	Credit points	CSP or Fee paying unit

Home Institution Office Use Only			
Unit Code	Unit Title	Year	Credit Points

I have read the instructions on the reverse side of this form: Signed: _____ Date: ____/____/____

SECTION C: Home Institution Approval

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

Signature: _____ Position: _____ Faculty: _____

Telephone: _____ Date: ____/____/____

SECTION D: Host Institution Approval

The above cross institution enrolment is approved

Signature: _____ Position: _____ Faculty: _____

Telephone: _____ Date: ____/____/____

OFFICE USE ONLY

Data entry completed Date: ____/____/____

Privacy Notice: Details regarding collection, use, disclosure and access of personal information from this form are available from the following website address: www.latrobe.edu.au/privacy or by contacting your local Student Administration Office, or telephoning on (03) 9479 2005.

General Information regarding Cross Institution Enrolment

1. This form is to be used by La Trobe University (Home Institution) students who wish to study at another institution (Host Institution) in a unit which will be credited towards a degree at La Trobe University.
2. Students should discuss their application with and obtain approval from the Faculty Office of their faculty of enrolment.
3. Students should obtain approval from the Host Institution and return the form to La Trobe University. Students should ensure that any enrolment formalities required by the Host Institution are also completed.
4. Students must advise their relevant Faculty Office in writing of any changes or discontinuation of enrolment from units.
5. The Higher Education Contribution Scheme (HECS) commitment will be assessed by La Trobe University for units being undertaken at La Trobe University. For any units being undertaken at another institution the Higher Education Contribution Scheme will be assessed at that institution.
6. It is the student's responsibility to ensure that their enrolment details are correct at both institutions.
7. To comply with visa conditions, international students must:
 - a. Maintain a valid visa
 - b. Undertake no more than 25 per cent of their total course by distance and/or online learning. You must be enrolled in at least one face to face unit for each semester of your enrolment. (US students on FFELP are not permitted to undertake any unit by distance and/or online learning).
 - c. Complete their course by the expected completion date as specified on your eCoE. As such, an enrolment on a less than full-time basis must be approved by your faculty.
 - d. Provide the University with your address details within seven days of arrival or address change.
 - e. Maintain a full-time study load (unless you have received permission from your Faculty to do otherwise).
 - f. Only undertake paid work or voluntary work if you have permission to work on your student visa, and not above the maximum number of hours allowed on your visa.
 - g. Maintain Overseas Student Health Cover or equivalent.