Cross Institutional Application and Enrolment Guidelines

Definition:
Cross Institutional Enrolment occurs when a student already enrolled in an Australian Institution wishes to enrol in a subject/unit at another institution and have the study credited towards their degree. The institution at which the student is currently enrolled is referred to as the HOME institution. The Institution at which the student wished to enrol in order to have subject/units credited toward their degree is referred to as the HOST institution.

Guidelines:
In order to apply for Cross Institutional Enrolment at Curtin University Sydney, you will be required to provide evidence that:
1. Your Educational qualifications meet the Curtin entry requirements
2. You are currently enrolled at your Home institution
3. You have completed at least one full year of study (for Undergraduate) or least one semester of study (for postgraduates)

Procedures:

1. Check the availability of subjects/units you wish to study at Curtin University Sydney.

2. Obtain a letter of Approval from the Academic Department at your Home Institution stating the proposed units of study and confirming that credit will be allocated for these units by your Institution.

3. Obtain and complete the Application for Admission at Curtin University Sydney.

4. Lodge your completed application form by the due deadline to the Admissions Department along with:
   - Original/Certified copy of your Academic record
   - Proof of current enrolment at your Home Institution
   - Letter/Form of Approval from your Home Institution
   - Original/Certified copy of passport and visa

All fees must be paid by the due deadlines prior to enrolment.

Please check your enrolment thoroughly and advise Curtin of any discrepancies.

Please ensure you are issued with a Curtin Student Identification Card on enrolment. This is required for library access and to sit examinations.

You will need to submit a copy of your Enrolment Advice to your Home Institution.
If you withdraw from any unit of study at Curtin you must also withdraw from these units at your Home Institution.

A transcript can be printed from your blackboard account at the end of semester. Please ensure you have certified the document and present this to your Home Institution. You will be enrolled in a course of study titled 'Not for Degree' with a course code of 300653 for undergraduate students and 300654 for postgraduate students.