

NON-AWARD AND CROSS INSTITUTIONAL APPLICATION INFORMATION SHEET



Privacy and Confidentiality

The information gathered by the University from your completed Application Form and during the period of your enrolment will only be used, in accordance with privacy legislation to assist the University to enable you to complete your program of study. It will not be disclosed to third parties without your consent unless the University is under a legal obligation to do so. Bodies such as Centrelink, the Department of Education, Employment and Workplace Relations, the Australian Taxation Office and the Department of Immigration and Citizenship are authorised to request specific types of information for their purposes. The University may also be required to provide information to law enforcement agencies if a subpoena or warrant is served on it, or if an application is made under the Freedom of Information Act.

How to Apply

1. Read the Cross Institutional/Non award Study Information Sheet.
2. Complete your online application at;
<https://dotnet.newcastle.edu.au/oda/App/ApplicantDetails.aspx?ReferringSystem=CINA>
3. Gather required documentation and have the copies Certified (see below).
4. Submit online application and send with required documentation to;
**Admissions
Student Services Centre
The University of Newcastle
Callaghan, NSW 2308**

Documentation Required

- A copy of your online submitted Application Form
- Cross Institutional Student ONLY - Home Provider Endorsement signed and stamped by your Home University.
- An **academic transcript** for any current study being undertaken or if not currently studying a copy of your most recent transcript, except those undertaken at the University of Newcastle. Original academic transcripts will be retained by the University of Newcastle unless specifically requested.
- **Evidence of identity and citizenship/residency.** Your application cannot be processed if you do not provide evidence of your date of birth and citizenship. Attach 100 points of identification. You must supply either a copy of your passport, birth certificate or you citizenship certificate as part of your 100 points.

Conditions of Application

- Applicants will be assessed on the information provided.
- Applications will only be considered if all relevant Documents are submitted.
- Applications submitted after the closing date may not be approved.
- Places in courses are not guaranteed and are offered subject to vacancies.

You can provide your 100 points by using any of these documents. You must supply either a copy of your passport, birth certificate or you citizenship certificate as part of your 100 points.

70 points	Passport Birth certificate (not extract) Citizenship certificate
40 points	Current Australian Driver's Licence Student identification card issued by an educational institution Pension or Government Health Care Card Public Service ID card Government issued licence (eg boat, pilot) University staff photo identification card
35 points	Letter from a current employer * Must be on official company letterhead and contain both the employer and employee's signatures and the name and address of the employee.
25 points	Medicare card Credit card Financial institution cash card or passbook Council rates notice Electricity, gas or telephone bill 2 Tax assessment notice Foreign Driver's Licence Membership card (e.g. club, union, trade/professional body, library, video library) Rental receipt or statement from landlord or real estate agent Marriage certificate Divorce decree Name and address verified from electoral role Deed Poll registered with the relevant authority
Under 18s Only	100 points Birth certificate (not extract) Passport Citizenship certificate

Completing your Application

Read these instructions carefully. You may not be required to complete all sections.

1 – Application Details / Personal Details

If you are seeking admission on the basis of qualifications gained under another name you need to provide evidence of your name change before your application can be assessed. Suitable documents include a Birth Certificate, Marriage Certificate, court documents evidencing Dissolution of Marriage or Deed Poll.

Citizenship

If you were not born in Australia or New Zealand and have not previously been a student of the University of Newcastle, you must provide evidence of citizenship or permanent residency, including the date granted. If you are applying for a full program and answered NO to all the questions on the application you are ineligible to apply on this form. Please contact International Admissions Office on (02) 4921 6595.

2 – Address and Contact Details

All correspondence from the University will be sent to your mailing address. Please include an area code with your telephone number(s).

As a University of Newcastle student, you will be allocated a student email address but for contact during the admission process please provide an email address that you regularly check. Upon acceptance to the University of Newcastle it is university policy to use your student email address for all official correspondence. Further information will be available online. You will need to create a password for your online application.

3 – Type of Study

On your online application you will need to select your type of study from the drop down menu ie off campus/on campus.

Study Level

You will then need to choose your study level whether it's Cross Institutional undergraduate, postgraduate OR Non Award undergraduate, postgraduate

4 – Proposed term of Study

Term in which you wish to commence your studies.

Search "University dates" on our website.

<http://www.newcastle.edu.au/current-students/study-essentials/key-dates>

5 – Proposed course selection

The online course handbook will assist you with the information of which course/s you are wishing to study. By selecting the course area ie Education you then need to select from the drop down menu your proposed term then search, by doing this it will allow you to see proposed course offerings from the drop down box. Once you have selected your course code you then will move down to select your campus of offering. Then select Add to list. Please repeat as above should you want to add more than one course.

6 –Qualifications

Secondary schooling, Post Secondary Study - Tertiary Preparation, Enabling Studies (Including STAT Test), Tertiary (Including CURRENT University Study and TAFE), Post Secondary and Higher Education Studies.

To complete this section please record details of any secondary schooling, tertiary preparations courses or enabling studies, tertiary, post secondary and higher education studies you have undertaken. Repeating each step and add to list to insert multiple entries.

Indicate if you have completed the qualification in the drop down menu. If you have not completed the qualification enter the last year of attendance under NO. Inserting the duration of the qualification i.e. The time it would take to complete the qualification as a full-time student.

If your studies have been undertaken at the University of Newcastle, you do not need to supply an academic transcript. **You need to send in certified copies of these transcripts.**

7 – English Language Proficiency – COMPULSORY FOR ALL APPLICANTS

You will need to meet the University's English Language Proficiency requirements. Indicate whether English is your first language or provide evidence of your attainment of English in the form of a certified copy. All documents are retained by the University.

8 –Other Information

Statistical Information Required by the Australian Government – COMPULSORY FOR ALL APPLICANTS/ Impairments.

Please complete this section to provide the Australian Government with their required statistics. These sections are not part of the assessment process.

9 –Checklist

Cross Institutional Students

You will need to organise for a University Staff member in the Student Fees area of your home institution to complete a copy of the **Home Provider Endorsement** form for (available online). This will allow the University of Newcastle to assess your fee structure more accurately if your application is successful. The home institutions official stamp **must** be on the application form with the financial officer's signature. The **original copy** of the form must be submitted as part of your application. Documentation received without this information will NOT be processed.

Please read through the checklist and indicate what documentation required to be included with your application using the drop menu.

10 –Summary and Submit

Terms and Conditions and Informed Consent - Declaration and Signing Your Form

Please read the terms and conditions link, and tick relevant boxes to agree with this declaration. If you choose not too, your application will not be processed and you will not be considered an enrolled student. Prior to submitting ensure you print a copy of the application.

Once you have submitted your application you will receive an email confirming this. You will be sent instructions on how to activate your University of Newcastle computer account and how to access myHub.

Obtaining a Student Photo Identification Card

If you have provided a photo with your application form, you will be sent your Student Identification Card with your offer letter.

If you have not provided a photo, you may visit any of the Student Hubs to receive a Student Identification Card, please allow at least two days after receipt of your offer letter, before visiting the Hub. You will need to provide the 100 point of ID to obtain your card.

This card remains current for the duration of your enrolment and is an important form of identification while you are enrolled at the University of Newcastle. It is used for computer and library access and identification purposes when sitting examinations.

Once you have completed your online application forward the printed copy along with all required documentation to:

Admissions
Student Services Centre
The University of Newcastle
Callaghan, NSW 2308

Or Email: directadmissions@newcastle.edu.au

Closing Dates for Applications

Applications close 2 weeks prior to the start of the term for which you are applying.