

UOW ADMINISTRATION

Application for Cross Institutional Study at Another University

PLEASE NOTE:

- **THIS FORM RELATES TO BOTH ON CAMPUS, AND ONLINE COURSES PROVIDED AT OTHER UNIVERSITIES; AND**
- **STUDENTS MUST ENSURE CONSULTATION WITH HOST INSTITUTIONS OCCURS (CONFIRMING APPLICATION DEADLINES).**

INSTRUCTIONS

1. Obtain an [Enrolment Record Print from SOLS](#), or from the Student Service team in Student Central (attach to this form).
2. Obtain a subject description(s) from the **Host University** (attach to this form).
3. Seek written approval from your Head of Academic Unit.
4. Seek written approval from the **Head of Student (HOST)** / Associate Dean of the Faculty (in which you are enrolled).
5. Return your completed application as well as:
 - a. your enrolment record; and
 - b. the subject description(s) to your relevant Faculty Central – addresses as follows:

FACULTY	WOLLONGONG CAMPUS LOCATIONS AND EMAILS
BUS	LEVEL 1, BUILDING 40 - business-enquiries@uow.edu.au
EIS	GROUND LEVEL, BUILDING 4, ROOM G12 – eis-enquiries@uow.edu.au
LHA	LEVEL 1, BUILDING 19 – lha-enquiries@uow.edu.au
SMAH	STUDENTHUB 41 MAIN FOYER, BUILDING 41 – smah-students@uow.edu.au
SOC	EDUCATION - BUILDING 23 G21 – ssc@uow.edu.au
	PSYCHOLOGY AND HEALTH AND SOCIETY - STUDENTHUB 41 MAIN FOYER, BUILDING 41

Note: Approved applicants will be sent an official letter via email (to the email address listed on this form).

PLEASE NOTE:

1. If this is your **final session of study**, you may not be able to graduate if your official transcript is not received by the due date listed on your approval letter.
2. Please **check with your Host University** on the **release date for their official transcripts**, this may be different to the result release date.
3. You will need to supply a transcript from your Host University upon completion of the subject(s). To do so, you will need to contact your Host University to determine their method of providing to UOW, i.e.:
 - a. A **certified transcript** emailed to student-admin@uow.edu.au or **hard copy original** (posted to Student Service) - address provided below; or
 - b. A digital transcript (for Universities using the My eEquals portal), providing the link to student-admin@uow.edu.au

RETURN COMPLETED APPLICATION (BY THE HOST CLOSING DATE) TO:

BY POST
STUDENT SERVICE, STUDENT CENTRAL
UNIVERSITY OF WOLLONGONG
NORTHFIELDS AVENUE
WOLLONGONG NSW 2522

IN PERSON TO STUDENT CENTRAL
BUILDING 17, GROUND FLOOR
PHONE: +61 2 4221 3927

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PERSONAL DETAILS		
Student number:	First name:	Last name:
Date of birth:	Phone:	Email:
Address:	Course code:	
Course name:	Major:	
HOST UNIVERSITY NAME		

PLEASE DETAIL THE SUBJECTS TO BE STUDIED CROSS INSTITUTIONALLY

SUBJECT CODE	SUBJECT NAME	COMMENCEMENT DATE

REASON FOR APPLICATION:

I acknowledge that I have read and accepted the conditions outlined in this form

Student Signature:	Date:
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Specified credit to be granted at the University of Wollongong		
SUBJECT CODE	SUBJECT NAME	RECOMMENDATION BY

Unspecified credit points to be granted at the University of Wollongong				
100 LEVEL=	200 LEVEL=	300 LEVEL=	400 LEVEL=	900 LEVEL=
Approval: YES / NO			Date:	
Approver name:			Signature:	
Position title: *				