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## WHO SHOULD COMPLETE THIS FORM?

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- Applicants wishing to undertake single units of study
- Applicants currently enrolled in an undergraduate or postgraduate program at another university wishing to undertake Cross Institutional Study at Swinburne University of Technology Sarawak Campus. Information about units of study and prerequisites can be obtained from the Swinburne University of Technology Course Search database which is available at [www.swinburne.edu.my/courses/](http://www.swinburne.edu.my/courses/).
- Applicants currently enrolled in an undergraduate or postgraduate program at Swinburne who wish to undertake Single Units of Study or Cross Institutional Study at a University (other than Swinburne University of Technology Sarawak Campus) should NOT complete this form.

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## WHAT IS A SINGLE UNIT OF STUDY AND WHAT IS CROSS INSTITUTIONAL STUDY?

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### Single Unit/s of Study

Single unit/s of study are taken outside an award program. Students are not enrolled in Swinburne degree program and do not receive an award at the completion of study. Single unit/s of study are only offered on a full-fee paying basis.

### Prerequisites

Prerequisites must be met for all units of study. Postgraduate applicants may be subject to program entry/admission requirements. Applicants must show evidence of meeting prerequisites (by attaching a certified copy of their results). Details of prerequisites are available at [www.swinburne.edu.my/courses/](http://www.swinburne.edu.my/courses/)

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## HOW DO I COMPLETE THIS FORM?

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**Step 1:** Complete all questions, sign and date the application form.

Please use **BLOCK LETTERS**

Please tick ✓ the appropriate boxes

**Step 2:** Ensure that you attach certified copies of all relevant documentation.

**Step 3:** Return the completed form and all supporting documentation to the appropriate Faculty.

Applicants should not use display folders when submitting their applications. All applications must be submitted at least 4 weeks before the commencement of the unit of study. Closing dates can be confirmed by contacting the appropriate Faculty.

Cross Institutional Study applicants should also check with their home university on closing date and amendments to enrolment deadlines.

**DO NOT INCLUDE THESE INSTRUCTION SHEETS WITH YOUR APPLICATION**

# Application

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## WHAT SUPPORTING DOCUMENTATION MUST I PROVIDE?

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Supporting documentation must be certified as a true and correct copy of the original copy by either the issuing body or by persons qualified to accept a statutory declaration e.g. police, chemists, doctors, accountants. Certification must contain an original signature, the name, address and title of the person signing and an appropriate registration number. Photocopies of previously certified documents are not acceptable. Please do not submit original documentations as these will not be returned to you. The university accepts no responsibility for documents submitted.

Please check the program requirements to determine if additional information such as portfolio is required with your application. Go to [www.swinburne.edu.my/courses/](http://www.swinburne.edu.my/courses/).

### Specific Requirements for Incoming Cross Institutional Study

- Proof of Identification in the form of:
  - Malaysian Citizens: Certified copy of Identification Card or Birth Certificate
  - International Students: Certified copy of Passport/Visa
- Certified copy of transcript of results as proof of completion of prerequisite study.
- Proof of completion of academic qualifications, where appropriate.
- An extract from the 'home' institution's syllabus to demonstrate that Swinburne prerequisites have been met, where applicable.
- A Commonwealth Assistance Form for those students eligible to enrol HECS-HELP/FEE-HELP basis.
- Approval from Home Institution. Refer to "Section E – Cross institutional Study Information".
- For international applications, evidence of English language proficiency, ie: certified copy of IELTS or TOEFL test results certificate.
- Translation of supporting documentation if original are in a language other than English.

### Specific Requirements for Single Unit/s of Study

- Proof of Identification in the form of:
  - Malaysian Citizens: Certified copy of Identification Card or Birth Certificate
  - International Students: Certified copy of Passport/Visa
- Certified copy of transcript of results as proof of completion of prerequisites study.
- Proof of completion of academic qualifications, where appropriate.
- For international applicants, evidence of English language proficiency, ie: certified copy of IELTS or TOEFL test results certificate.
- Translations of supporting documentation if original documents are in a language other than English.
- A current curriculum vitae, if required

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## WHAT SUPPORTING DOCUMENTATION MUST I PROVIDE?

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### Selection and Availability

- Enrolment is determined on a semester/term basis for each unit of study.
- Applicants will be assigned a place, where available after all Swinburne award program students have enrolled.
- Dependent on enrolment quotas, offers may be made as late as the first week of classes.
- Generally, offers will be sent to successful applicants prior to the start of a semester/term, where possible. Unsuccessful applicants will also be advised.

### Fees for Cross Institutional Enrolments

Applicants are liable for payment of student contributions or tuition fees at Swinburne University of Technology Sarawak Campus. Swinburne will determine the fee basis for cross institutional enrolment.

### Fees for Single Unit/s Study

Applicants are liable for payment of tuition fees to Swinburne. Students are not eligible for FEE-HELP for single unit/s of study enrolment. Applicants whose fees will be paid by their employer at the time enrolment must contact their School for details about third party invoicing options. Further information about unit of study fees can be found at [www.swinburne.edu.my](http://www.swinburne.edu.my).

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## WHAT SUPPORTING DOCUMENTATION MUST I PROVIDE?

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- All appropriate sections of the form have been completed and questions answered in full.
- The applicant's declaration in Section F has been signed and dated.
- Certified copies of transcript of results, proof of completion of academic qualifications, extract of home institution's syllabus, change of name, proof of citizenship/residency documents are attached \*.
- A curriculum vitae detailing work experience has been provided.

\* Please note: Driver's license is NOT an acceptable form of ID

**DO NOT INCLUDE THESE INSTRUCTION SHEETS WITH YOUR APPLICATION**



# Application for Single Unit of Study

## SECTION A: UNIT/S OF STUDY ENROLMENT DETAILS

Students may only enrol in unit/s of study for the current semester/term and must re-apply to enrol for unit/s of study in subsequent semesters/terms.

1. I am applying to undertake Incoming Cross Institutional Study   
Or, I am applying to undertake Single Unit/s of Study
2. The total number of unit/s of study I wish to enrol in is:
3. I am applying for the following unit/s of study: (refer to [www.swinburne.edu.my/courses/](http://www.swinburne.edu.my/courses/) for unit of study codes)

### PREREQUISITES (DOCUMENTATION REQUIREMENTS)

If you are applying for unit/s of study that requires prerequisites (as indicated on Course Search) you MUST attach the relevant documentation as evidence of completion. Applicants for units of study requiring prerequisites will NOT be accepted without this information.

Postgraduate applicants may be subject to program entry/admission requirements.

Unit of Study Code	Unit of Study Title	Faculty	Study Mode eg On-campus or Distance Education	Sem/* Term eg S1 or T1	Unit Start Date (dd/mm/yyyy)	Swinburne Office Use Only	
						Teaching Period	Unit of Study Convenor's approval that prerequisites have been met

\*Sem = Semester

## SECTION B: PREVIOUS APPLICATION/ENROLMENT AT SWINBURNE

Have you applied or enrolled at Swinburne University of Technology Sarawak Campus previously?

Yes  No – (proceed to Section C)

If yes, please state (a) Swinburne student ID Number

(b) Program Name: .....

(c) Last year of study at Swinburne

## SECTION C: PERSONAL DETAILS

1 (a) Date of Birth  (b) Gender  Female  Male

### 2. Current Name

Title: (Mr, Mrs, Miss, Ms)	
Family Name/Surname:	
Given Name:	

\*\* optional

### \*\*3. Previous Name(s)

Provide your previous name in full if your current name is different to that shown on your supporting documentation or a previous enrolment at Swinburne. You must complete all fields (i.e. surname/family name, first and second given names)

# Application

**CHANGE OF NAME (DOCUMENTATION REQUIREMENTS)**

You must attach evidence of your change of name (e.g. marriage certificate, deed poll certificate) to this application.

Family Name/Surname	
Given Names	

**4. Contact Details**

<b>**Home Telephone Number</b>	
Preferred daytime contact number (if different to home number)	
Mobile Telephone Number	
<b>**Fax Number</b>	
Email Address	

**5. Postal Address**

Number and Street	
Suburb	
State	
Postcode	
Country	

**6. Home Address**

Same as above (please tick)  Yes (if **Yes**, proceed to Q7)  No (If **No**, complete the details below)

Number and Street	
Suburb	
State	
Postcode	
Country	

**7. Citizenship**

Please tick one of the following. Refer to table below and attach the required supporting documentation.

- Malaysian Citizenship  
 Holder of a citizenship – Please state citizenship .....

**CITIZENSHIP AND PROOF OF ID (DOCUMENTATION REQUIREMENTS)**

Citizenship Status	Provide a certified copy of the following:	Certified copy must include:
Malaysian Citizenship	Birth Certificate <b>or</b> Identification Card	Proof of full name
Holder of other Citizenship	Passport <b>or</b> Certificate of Citizenship	Proof of full name Proof of citizenship

**8. Do you have a disability, impairment or long term medical condition?**

Providing information about a disability will not disadvantage your application. This information is collected to ensure that the University provides appropriate information on the support services available to students. This information is also collected for statistical and planning purposes.

- No (proceed to Section D)  
 Yes – (please tick one or more of the following)  
 Hearing/Deaf  
 Intellectual  
 Mobility

- Learning
- Acquired Brain Impairment
- Visual
- Physical
- Mental Illness
- Medical Condition
- Other (please specify) .....

If you answered YES to this question, you may wish to contact the Student Services Unit for further information concerning the support services available on +60 82 416353.

**SECTION C: EDUCATIONAL HISTORY**

**EDUCATIONAL HISTORY (DOCUMENTATION REQUIREMENTS)**  
 (a) A certified copy of all transcripts of results  
 (b) Proof of completion of academic qualifications

**1. SECONDARY EDUCATION**

- (a) What is the highest level of secondary studies you have completed or attempted? (please tick)  
 PMR  SPM  STPM  A-Level  O-Level  others (please specify) .....
- (b) Were these studies undertaken in Australia?  
 Yes  No, please name country .....
- (c) Please enter details of the highest level of your secondary studies in the table below

Year attempted/completed	Name of School	State	Student Number (if known)	Completed Yes/No

**2. POST SECONDARY EDUCATION**

List any studies you have completed or attempted at University or other post-secondary institution.

Year started	Year completed/ceased	Institution	Title of Program	Program Type (refer to codes below)	Completed Yes/No

**Program Types**

**PG:** Higher Degree, e.g PhD, Master, Postgrad Diploma/Certificate

**BD:** Bachelor Degree (Pass/Honours)

**OL:** Open Learning

**DP:** Diploma

**NA:** Continuing Education/Unit of Study



OFFICE USE ONLY  Approved  Not Approved Reason:

Application Received: Application Entered into System:

Acknowledgement Sent: MIR letter sent:

Proof of name provided:  Yes  No Proof of citizenship provided:  Yes  No

OFFER/ENROLMENT

Enrolling Officer approval: Date:

Condition:

Program Outcome	Admission Code	Fee Category	DEEWR Liability Status Code	Source of Funding