

Read the important information on page 2 **before** completing this form.

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X).

**This form should only be used by UWS students who have studied Cross Institutionally and who have submitted an 'Academic Approval Request for Cross Institutional Studies - UWS Students only' form. If you did not complete this form prior to your cross institutional studies, then you must complete a standard 'Advanced Standing Application' form.**

**1 - PERSONAL DETAILS**

UWS Student ID number

Are you an international student? No  Yes

Title

Family name

Given name(s)

Previous name (if different from the name shown above - You must attached **CERTIFIED** documentary evidence)

Date of birth

Gender Male  Female



Postal address

Unit no.	<input type="text"/>	Street no.	<input type="text"/>	Street name	<input type="text"/>
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>				

Home phone number

Work phone number

Mobile phone number

Email address

Give details of the course you are requesting that Advanced Standing be given:

Course number



Course name

**2 - DECLARATION AND SIGNATURE**

- I declare that all the information submitted on this form is correct and complete. I understand that if I do not fully complete and sign this form my application will not be processed.
- I have attached a **CERTIFIED** copy of my academic transcript(s) listing all units/subjects and results.
- I understand that UWS may check official records from any educational institution attended by me.
- I have read and understand the policies and procedures relating to advanced standing published on the UWS website.
- I understand that UWS reserves the right to vary or reverse any decisions regarding enrolment or advanced standing made on the basis of incorrect or incomplete information.
- I understand that I will be liable for HECS or tuition fees for each unit in which I am enrolled at census date and for which I have not been granted advanced standing.
- If, as an International Student, I am granted advanced standing, and it reduces the length of my course, I will be issued with a new Confirmation of Enrolment (COE) for the shorter period. I also acknowledge that I am required to study full time for the duration of my course. This does not include Off-Shore students.

Applicant's signature

Date

Date Received

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal), an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

# Important information for students applying for advanced standing for approved cross institutional studies

---

## **This form should be used by:**

UWS students who have studied cross institutionally and who have submitted an 'Academic Approval Request for Cross Institutional Studies - UWS Students only' form. If you did not complete this form prior to your cross institutional studies, then you must complete a standard 'Advanced Standing Application' form.

*The above mentioned forms are available from Student Centres or from the University website:  
[www.uws.edu.au/forms](http://www.uws.edu.au/forms)*

## **Supporting documentation**

You must attach a certified copy of your academic transcript for the other institution in order for this application to be processed.

Further information about certification of documentation can be found on the web at: [www.uws.edu.au/admissions](http://www.uws.edu.au/admissions)

## **Closing date**

This application must be lodged within twelve (12) months of completing your Cross Institutional studies. If you do not lodge this form within that time, you will have to lodge a standard Advanced Standing Application form.

If this Request for Advanced Standing is to be processed to finalise your studies for graduation purposes, then you must lodge your form as follows:

- Autumn graduation - by end of the first week in January\*
- Spring graduation - by the end of the first week in July\*

*(\*Any applications received after these dates will be held over until the following session's graduation ceremonies.)*

## **Lodging this form**

You may lodge this form at any Student Centre or post to:

Advanced Standing - Admissions Office  
University of Western Sydney  
Building I, Penrith Campus  
Locked Bag 1797  
PENRITH SOUTH DC 1797