



Australia's  
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University

# LATE ENROLMENT REQUEST FORM

## INSTRUCTIONS

You should use this form if you need to apply to add a course after the Sunday of Week 1 of the teaching period. Proof of previous attendance will be required. Please see **Key Dates** on myUNSW to check the relevant deadline.

- Complete all required details
- Sign endorsement: you must read the endorsement declaration before signing
- Obtain relevant Course Authority approval.
- Incomplete applications cannot be accepted

### \* ATTENTION STUDENT VISA HOLDERS:

International Student Visa Holders are required to maintain enrolment in at least 48 Units of Credit each year. At least 36 Units of Credit must be on campus, face-to-face contact courses to comply with visa conditions. Please note online courses are not considered face-to-face contact.

## SECTION 1: PERSONAL DETAILS

Family Name:	Given Name:
Student ID:	Are you studying on an International Student Visa? Please tick <input type="checkbox"/> Yes* <input type="checkbox"/> No
<i>*If you ticked YES you should maintain enrolment in 48 Units of Credit across the main teaching periods each year</i>	
Email: will be sent to your student email account	

## SECTION 2: PROGRAM DETAILS

Program Code:	Program Name:
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## SECTION 3: ADD CLASSES

### Reasons for Late Enrolment Request (Attach Supporting Evidence if Applicable):

Switch from Advanced Course to a Standard Course or vice versa (Requires Course Authority Approval)

(Please Provide Details) .....

You Accidentally Dropped the Course (You need to submit your request for re-enrolment within 24 hours otherwise Course Authority approval is required)

(Please Provide Details) .....

Course Not Yet Commenced (Requires Course Authority Approval)

Please enter the date course commences .....

Pending Late Result Finalisation of a Pre-Requisite Course (Requires Course Authority Approval)

(Please Provide Details) .....

Non-Standard Courses (Honours, project etc.)

(Please provide Details) .....

Other (Requires Course Authority Approval)

(Please Provide Details) .....



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You must provide the details of all classes (tutorials, laboratories, etc.) that you wish to enrol in.

Course Code: (Refer to Class Timetable)	All Class Numbers (Refer to Class Timetable)	Teaching Period and Year (Refer to Class Timetable)

## SECTION 4: ENDORSEMENT

I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates, is correct. I hereby authorise the University to contact the professional authority concerned for the purpose of verifying any information he or she supplied. I acknowledge that the University will, where appropriate, advise the relevant Commonwealth government authority of the outcome of this application. In signing this form I understand that the details are protected by the Privacy and Personal Information Protection Act 1998 (NSW).

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Application forms not signed by the student cannot be accepted.

## SECTION 5: COURSE AUTHORITY APPROVAL

Course Authority Approval: Yes  No

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Ext: \_\_\_\_\_

Date: \_\_\_\_\_

Once you and your Course Authority have completed all the relevant sections in this form, you should submit the completed form to:

The Nucleus: Student Hub, Level 2 (Entry Level), UNSW Main Library (in person) or to Student Administration, [StudentAdministration@unsw.edu.au](mailto:StudentAdministration@unsw.edu.au) (by email)