

Using this form

This form should be used if you are a current RMIT student wanting to undertake course/s at another approved Australian tertiary institution.

Note: this form is not relevant for outbound exchange or study abroad enrolment. Please contact **Global Experience Office** for more information about these activities.

Important information for International students studying in Australia

For international students on a student visa, it is your responsibility to ensure that you are not breaching any of your visa conditions as it may lead to cancellation of your visa. International students may be able to enrol in online or distance study modes when they are offered as part of CRICOS-registered programs or units delivered by a CRICOS registered provider. Please refer to rmit.edu.au/study-with-us/international-students/apply-to-rmit-international-students/student-visas/visa-conditions for more information. You are required to complete your study within the expected program duration on your electronic Confirmation of Enrolment (eCOE). If you're granted credit for prior studies, your expected program duration may change and this may also affect your student visa.

Checklist for cross-institutional outbound enrolment

1. Complete Section A and B of this form and submit it via the [Student Connect Portal](#) for approval together with a course guide from the host institution.
2. Once approved by RMIT, complete the host institution's inbound cross-institutional application. This will usually require proof of RMIT approval – institutions may accept this form.
3. Enrol in line with the host institution's processes and pay fees at the host institution. If applicable, apply for a HELP loan at the host institution.
4. Enrol in your RMIT courses in the same semester. If you're not undertaking any RMIT courses in a given semester you'll need to apply for a [Leave of Absence](#).
5. Once you've completed the course/s at the host institution you'll need to submit an official academic transcript and a [Credit transfer and higher education recognition of prior learning application](#) form to your RMIT school/college to receive credit towards your RMIT program. This application form will be checked when approving your credit. See the [Apply for credit](#) webpage for more information.

Section A – Personal details (student to complete)

RMIT student number _____ Date of birth (DD/MM/YYYY) _____ Contact tel. _____

Given name/s (as is appears on your citizenship documentation) _____

Family name (as is appears on your citizenship documentation) _____

RMIT program name _____

RMIT program code _____ Campus _____

Application for outbound cross-institutional studies

Section B – Course/unit information (student to complete)

Name of host institution (e.g. University of Melbourne, ACU) _____

Proposed course/units at host institution				Which RMIT course in your current program structure will this be a substitute for?			
Course/unit code	Course/unit name	Course guide attached		Credit points	Course code	Course name	RMIT term
		Yes	No				

Note: you must attach course guides for any external (non-RMIT) course/s.

Section C – Office use only – RMIT home school/college to complete

Approved by _____

Signature _____ Date (DD/MM/YYYY) _____

Enrolment and Student Records to complete

Fee status (please tick one)

Commonwealth supported place (CSP) Domestic full-fee International full-fee

If CSP, is the student a grandfathered student, as defined under the HESA amendments 2020 (Job-Ready Graduates), for the purpose of fees? Yes No

Name (please print) _____

Position _____

Signature _____ Date (DD/MM/YYYY) _____

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