

# Nursing & Social Work

## COMPLEMENTARY ENROLMENT FORM



### Who should complete this form?

This form is to be completed by University of Melbourne students wishing to undertake a subject from another institution or students from another institution wishing to undertake a subject from the University of Melbourne as part of their degree course.

### Complementary Enrolment Approval

The School permits students to enroll in complementary subjects as part of their degree course if:

- the subject is of equivalent standard and weighting to University of Melbourne subjects
- an equivalent subject is not available at the student's home university
- the subject can be taken within the student's planned course of study
- the student is of good academic standing
- the student can provide evidence of current enrolment, eg. confirmation of enrolment letter/invoice
- the student can provide evidence that they meet subject/parent course admission requirements, eg. transcript, resume

### Enrolment Process

Once your complementary enrolment is approved, you must complete all enrolment processes and fee payments as directed by each institution. It is your responsibility to ensure that you are correctly enrolled at both institutions. Upon subject completion, you must provide official subject results to your home institution.

### Send your completed form to:

School of Nursing & Social Work  
The University of Melbourne  
Level 5, 234 Queensberry Street  
Carlton VIC 3053

Phone: +61 3 8344 9401

Fax: +61 3 9347 4375

## SECTION 1 STUDENT INFORMATION

<b>Family Name</b>	
<b>Given Name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	

<b>University of Melbourne Student Number (if applicable)</b>	
<b>Course</b>	
<b>University</b>	
<b>Year of Commencement</b>	

I understand that I am responsible for ensuring that I am correctly enrolled at both institutions and for providing official subject results to my home university for any complementary enrolment.

I have attached confirmation of enrolment at my home university and evidence of eligibility for requested subjects.

<b>Student Signature</b>	
<b>Date</b>	

**SECTION 2 SUBJECT DETAILS**

List the details of the subject(s) you wish to enrol in below. Copies of subject descriptions, including assessment details, must be attached to this form.

<b>Sem</b>	<b>Subject Code</b>	<b>Subject Name</b>

I have attached copies of subject descriptions to this form.

**Reason for enrolment**


**SECTION 3 HOME UNIVERSITY APPROVAL**

This section must be signed by your home university course coordinator or equivalent to confirm that the requested subject(s) will be recognised as part of your degree course.

Application Approved       Application Rejected

<b>Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

**Comments**


**SECTION 4 HOST UNIVERSITY APPROVAL**

This section must be signed by the host university course coordinator or equivalent to confirm that you are eligible to enrol in the requested subject(s).

- Application Approved       Application Rejected

<b>Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

**Comments**


**Once completed, return this form to the School for processing.**

**OFFICE USE ONLY – 649 AA (INCOMING) / 921XXX (OUTGOING)**

- Student Database Updated       Advice Sent to Student

<b>Processed By</b>	
<b>Date</b>	