

HOW TO COMPLETE ENROLMENT CHANGE FORM – EXCHANGE

INSTRUCTIONS:

- 1) Exchange students can [download the Enrolment Change Form](#) from the ANU website.
- 2) Complete the Enrolment Change Form, one for each academic college you have made arrangements with to receive credit for your studies.
- 3) Add enrolment course code, semester and units enrolled for each college.
- 4) Send your Enrolment Change form to your ANU academic college(s).
- 5) Exchange students should be enrolled into a total of 24 ANU units during their exchange studies, paying/accruing fees at ANU.
- 6) Please use the enrolment course codes for your college as below:

CASS – use ARTS 5920

CAP – use ASIA 5920

CBE – use CBEA 5920

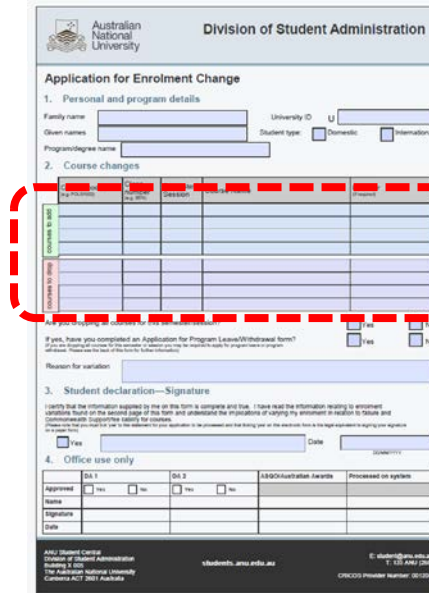
CECS – use COMP 5920 or ENGN 5920

COL – use LAWS 5920

Science – use SCNC 5920

Example below:

Double degree BA Law & BA Arts student, exchange in 2020 S1. Student completes two separate forms, one for each college with units enrolled for each college added. If single degree, just one form for one college.



Australian National University
Division of Student Administration

Application for Enrolment Change

1. Personal and program details

Family name: _____ University ID: U _____
Given names: _____ Student type: Domestic International
Program/degree name: _____

2. Course changes

Course code	Class number	Semester/Session	Course Name	Lecturer
ARTS 5920		2020 S1	EXCHANGE 12 UNITS	

Are you dropping all courses for this semester/session? Yes No
If yes, have you completed an Application for Program Leave/Withdrawal form? Yes No
Reason for variation: Exchange semester

3. Student declaration—Signature

4. Office use only

ANU Student Centre
The Australian National University
100 Millers Road
Canberra ACT 2601 Australia

2. Course changes

Course code (e.g. POLS1002)	Class number (e.g. 3074)	Semester/Session	Course Name	Lecturer (if required)
ARTS 5920		2020 S1	EXCHANGE 12 UNITS	

Are you dropping all courses for this semester/session? Yes No
If yes, have you completed an Application for Program Leave/Withdrawal form? Yes No
Reason for variation: Exchange semester

2. Course changes

Course code (e.g. POLS1002)	Class number (e.g. 3074)	Semester/Session	Course Name	Lecturer (if required)
LAWS 5920		2020 S1	EXCHANGE 12 UNITS	

Are you dropping all courses for this semester/session? Yes No
If yes, have you completed an Application for Program Leave/Withdrawal form? Yes No
Reason for variation: Exchange semester

HOW TO COMPLETE ENROLMENT CHANGE FORM – SHORT COURSE

INSTRUCTIONS:

- 1) Short course students can [download the Enrolment Change Form](#) from the ANU website.
- 2) Complete the Enrolment Change Form, for the academic college you have made arrangements with to receive credit for your studies.
- 3) Add enrolment course code, term and units enrolled.
- 4) Send your Enrolment Change form to your ANU academic college(s).
- 5) Short course students should be enrolled into a total of 6 units during their short course studies, paying/accruing fees at ANU.
- 6) Please use the enrolment course codes for your college as below:

CASS – use ARTS 5920

CAP – use ASIA 5920

CBE – use CBEA 5920

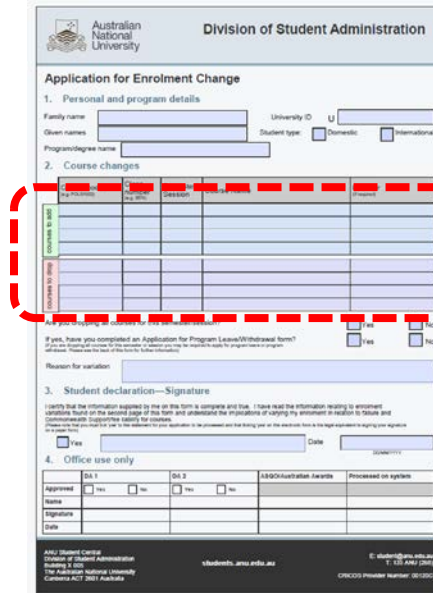
CECS – use COMP 5920 or ENGN 5920

COL – use LAWS 5920

Science – use SCNC 5920

Example below:

BA Arts student, short course (eg. PRIMO) in 2020 Spring term. Student completes form for their academic college.



Australian National University
Division of Student Administration

Application for Enrolment Change

1. Personal and program details

Family name: _____ University ID: U _____
 Given names: _____ Student type: Domestic International
 Program/degree name: _____

2. Course changes

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
courses to add						
courses to drop						

Are you dropping all courses for this semester/session? Yes No

If yes, have you completed an Application for Program Leave/Withdrawal form? Yes No

Reason for variation: _____

3. Student declaration—Signature

I certify that the information supplied by me on this form is complete and that I have read the information relating to enrolment conditions stated on the second page of this form and acknowledge the implications of applying for enrolment in relation to those and other conditions that apply to my enrolment. I declare that I am not a student of any other institution of higher education at the time of my enrolment at ANU.

Yes No Date: _____

4. Office use only

DA1	DA2	ASBO/Institution Name	Processed on system
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name			
Signature			
Date			

ANU Student Centre
 Division of Student Administration
 Building 4 005
 The Australian National University
 Canberra ACT 2601 Australia

ANU Enrolment Change Form
 E: enrolment@anu.edu.au
 T: 133 ANU (2637)
 CRICOS Provider Number: 00120C

2. Course changes

	Course code (e.g. POLS1002)	Class number (e.g. 9574)	Semester/Session	Course Name	Lecturer (if required)
courses to add	ARTS 5920		Summer 2020	SHORT COURSE 6 UNITS	
courses to drop					

Are you dropping all courses for this semester/session? Yes No

If yes, have you completed an Application for Program Leave/Withdrawal form? Yes No

Reason for variation: **PRIMO - South Korea - International Summer Semester at Sungkyunkwan University, Seoul**