

Information for students

Complete this form if you want to undertake courses not listed in your current RMIT program structure, either at RMIT or at another Australian institution.

The main types of non-standard enrolment are:

- other RMIT studies (i.e. substituting an RMIT course that isn't part of your standard program structure)
- cross institutional outbound (i.e. completing a course at another Australian institution)
- on campus to online (i.e. completing an RMIT course/unit offered via OUA).

Note: this form is not relevant for outbound mobility students undertaking exchange or study abroad at an overseas institution. Please contact **Global Experiences** for more information about these activities.

International students

If you're on a student visa, you're required to enrol in a 100% load each semester and complete your study within the expected program duration on your Confirmation of Enrolment (eCOE). If you're granted credit, your expected program duration may change and this may also affect your student visa. See **Student visas** for more information.

RMIT to RMIT (non-standard on campus enrolment within RMIT)

1. Complete page 2 of this form and submit it to your home school/college for approval.
2. Once approved, enrol in the substitute RMIT course using Enrolment Online.
3. This form will be placed on your student file. On completion of your RMIT program, it will be checked to ensure any deviations from your program structure were approved.

Cross institutional outbound

1. Complete page 2 of this form and submit it to your home school/college 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.
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 home school/college in order 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.

Note: this includes studying via OUA, unless the course/unit is taught by RMIT. See the *RMIT On campus to online (via OUA)* section below for more information.

RMIT on campus to online (via OUA)

Note: onshore international students can't study via OUA as they must study with an education provider found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). OUA and its courses are not registered on CRICOS.

1. Complete page 2 of this form and submit it to your home school/college for approval.
2. Once approved, approach OUA directly to enrol in the unit. Attach this form as supporting documentation/approval from RMIT.
Note: tuition fees need to be paid directly to OUA. Commonwealth supported (CSP) students will need to complete a new *Commonwealth assistance form* via OUA.
3. The RMIT-OUA unit will appear in your myRMIT Student Record when processed.
4. If you're an undergraduate CSP student, you won't need to seek credit on completion of the unit. Postgraduate students may need to apply for credit – please discuss this with your home school/college.

Save time

Submit this form online via **RMIT Connect**

Section 1: to be completed by student

RMIT student number			
Student's full name			
Program name		Program code	

Fee status Commonwealth supported (CSP) Domestic full-fee International full-fee

Using this form for RMIT to RMIT Cross institutional outbound RMIT to online (via OUA)

Course/unit details

Name of host institution <small>e.g. University of Melbourne, RMIT, RMIT via OUA</small>	
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Proposed course/units		Which RMIT course in your current program structure will this be a substitute for?					
		Course guide attached	Credit points	Course code	Course name		
Course/unit code	Course unit/name	Yes	No			RMIT term	

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

Section 2: to be completed by RMIT home program school/college (program coordinator or delegate)

Non-standard program structure approved? Yes No

Approved by (print name)	
Signature	Date