

Application for approval of non-standard enrolment

Higher education

Using this form

Complete this form if you are a current RMIT student wanting to undertake courses at RMIT not listed in your current RMIT program structure.

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

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. 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 enrol in a full-time 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.

Application process

1. Complete Section A and B of this form and submit the completed form via the [RMIT Connect Portal](#) for approval.
2. Once approved, enrol in the substitute RMIT course via [Enrolment Online](#).
Note: if the substitute course is not available for you to add online your school/college will forward the request for manual processing.
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.

Section A – Personal details (student to complete)

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

Given name/s _____

Family name _____

Program name _____

Program code _____ Campus _____

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

Course to be added						Which RMIT course in your current program structure will this be a substitute for?			
Term	Class number	Subject area	Catalogue number	Course name	Credit points	Subject area	Catalogue number	Course name	Credit points

Student signature _____ Date (DD/MM/YYYY) _____

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

Non-standard program structure approved? Yes No

If the student is overloading with these class adds, is this approved? Yes No

Approved by _____

Signature _____ Date (DD/MM/YYYY) _____