

# INTERNATIONAL

## STUDENT APPLICATION FORM



### 1. Personal Details

Title:  Mr  Miss  Mrs  Ms

Family name: \_\_\_\_\_

Given names: \_\_\_\_\_

Gender:  Male  Female  Indeterminate

Date of birth: / / First Language: \_\_\_\_\_

#### Passport details:

Passport number: \_\_\_\_\_

Passport expiry: / / Country of birth: \_\_\_\_\_

City of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

USI number (for VET course students): Provide your USI Number below

\_\_\_\_\_

### 2. Contact Details

#### In Australia:

Street address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### Permanent address in your home country:

Street address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### Emergency contact details:

Contact full name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. English Proficiency\*

What is your current English level?

Beginner  Elementary  Pre intermediate

Intermediate  Upper Intermediate  Advanced

Have you completed any of the following tests?

IELTS: \_\_\_\_\_ PTE: \_\_\_\_\_

CAE: \_\_\_\_\_ Other: \_\_\_\_\_

Date specified on your test result: \_\_\_\_\_

### 4. Visa Details

#### If you hold a current Australian visa:

Current location:  Onshore  Offshore

Type of visa:  Student  Working  Working Holiday  
 Visitor  Other

Expiry Date: / /

#### If you do not hold a current Australian visa:

Department of Home Affairs Office where your application will be/has been lodged: \_\_\_\_\_

Date of application / intended application: / /

When did you first arrive in Australia: / /

#### Have you ever been refused a visa to Australia?

No  Yes  If Yes, please provide details: \_\_\_\_\_

Please attach documentation for evidence.

#### Have you ever been refused a student visa to other countries?

No  Yes  If Yes, please provide details: \_\_\_\_\_

#### Have you ever visited Australia and breached any visa conditions?

No  Yes  If Yes, please provide details: \_\_\_\_\_

### 5. Genuine Temporary Entrant (GTE)

Are you aware of the Genuine Temporary Entrant (GTE) requirements by the Department of Home Affairs?

Yes  No

What is your current marital or relationship status?

Single  Married  Other: \_\_\_\_\_

Do you have any current dependents who will be accompanying you to Australia?

Yes | Details: \_\_\_\_\_  No

### 6. Do you require Sydney State College to organise

#### Overseas Student Health Cover (OSHC)

Yes, I authorize Sydney State College to organise OSHC on my behalf.  
 Single  Couple  Family

No  No  Yes (Please specify)

(please provide the name, duration and expiry date of your OSHC)

#### Airport pick-up: (If applicable)

Arrival Date: / / Arrival Time: \_\_\_\_\_ Flight Number: \_\_\_\_\_



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## 7. Previous Studies

Please provide evidence for any "Yes" answers

Have you previously studied in Australia?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you transferring from another education provider?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did you complete your course?	Yes <input type="checkbox"/> No <input type="checkbox"/>

What is your highest completed Qualification in Australia?

Name of school/Institution:			
State/Country:			
Name of qualification:			
Year completed:		years of study:	

Are you **currently studying**?  No  Yes (Please specify)

Course Name:			
Institute Name:			
State/Country:			
Start Date:	/ /	Potential End Date:	/ /
		years of study:	

What is your highest completed Qualification **from overseas**?

Name of school/Institution:			
State/Country:			
Name of qualification:			
Year completed:		Years of study:	

## 8. Support Questions

Do you have a disability, impairment or permanent medical condition that may affect your studies?

- No (Please skip to the next section)  
 Yes (Please answer the questions below)

What is the nature of your situation?

<input type="checkbox"/> Hearing	<input type="checkbox"/> Vision	<input type="checkbox"/> Mobility
<input type="checkbox"/> Learning	<input type="checkbox"/> other (Please specify):	

## 9. Credit Transfer (CT)/ Recognition of Prior Learning (RPL) (Only VET Courses)

Please fill up the CT form available with the Admissions Team and provide the Certificate/SOA of the CT units.

- Do you want to apply for Credit Transfer?  No  Yes  
 Do you want to apply for Recognition of Prior Learning?  No  Yes

## 10. How did you learn about us?

<input type="checkbox"/> Through my agent	Agent Name:	
<input type="checkbox"/> Other (Please specify)		

## 11. Qualification Selection

Course Group	Select a Course	CRICOS Code	Course Code	Course Name	Duration	Start Date
Information Technology	<input type="checkbox"/>	116416A	ICT50220	Diploma of Information Technology	75 weeks	
	<input type="checkbox"/>	116414C	BSB50420	Diploma of Leadership and Management	75 weeks	
Leadership & Management	<input type="checkbox"/>	116415B	BSB60420	Advanced Diploma of Leadership and Management	65 weeks	
	<input type="checkbox"/>	116698H	BSB80120	Graduate Diploma of Management (Learning)	101 Weeks	
Civil Construction Design	<input type="checkbox"/>	116699G	RII60520	Advanced Diploma of Civil Construction Design	101 weeks	

## 12. Do you know the following information regarding the course?

Course Information including	YES	NO
Contents of your course	<input type="checkbox"/>	<input type="checkbox"/>
Entry requirements for the course	<input type="checkbox"/>	<input type="checkbox"/>
Duration, Locations & Delivery mode	<input type="checkbox"/>	<input type="checkbox"/>
Course requirements (attendance, course progress)	<input type="checkbox"/>	<input type="checkbox"/>
How assessment is conducted	<input type="checkbox"/>	<input type="checkbox"/>
Any course requirements you must have access to (Computers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Fees and charges that apply	<input type="checkbox"/>	<input type="checkbox"/>
Refund policy, Attendance policy, Complaints and Appeals Policy, Course progress Policy	<input type="checkbox"/>	<input type="checkbox"/>





### 13. What is your reason to choose this course?

Please choose the best option.

- To get a job
- To develop or start my own business
- To try for a different career
- To get a better job or promotion
- It is a requirement of my job
- To get skills for community/voluntary work To increase my self-esteem
- To assist me for further study
- Other reason (please specify):

### 14. Please provide us with some brief details about your employment history

- No       YES – please provide details in next section
- Full-time    Part-time    Casual

Briefly outline any relevant employment history:

### 15. At school and/or at work, have you had any difficulties in any of the following skills or do you require any support?

- Speaking
- Listening
- Writing
- Reading
- Mathematics
- Developing learning skills
- Developing research skills
- Developing IT Skills
- Completing assessments
- Planning and organizing skills
- None

### 16. What do you think is the easiest and most effective way for you to learn?

- Textbooks that I can read and refer to in my own time;
- Power Points explained to me during classes;
- Pictures and diagrams;
- Group discussions with others;
- Conducting my own research;
- Listening to the lectures/ trainers;
- Practical application of skills and knowledge in a workplace or similar or watching videos;
- Working through real examples such as a case study or scenario;
- Other (please explain below):

### 17. What additional support do you think you will need in order to complete this course successfully?

- English language support
- Reading support
- Writing support
- One-on-one guidance
- Additional resources
- Other (Please specify)

### 18. Digital capability

How do you plan to access computers and the internet? (please circle)	At home	Library	Family and friends	No access
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use any of the following digital devices and if so how often?	Computers	Laptop	Smart-phone	Tablet/ ipad
Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Less than Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tick any of the comments that apply to you:

- I am confident in computer programming
- I am comfortable in producing and saving documents and spreadsheets
- I am comfortable in watching videos (You tube etc.) and using social media
- I am comfortable in researching on the internet and sending emails
- I am not comfortable with any technology



### 19. Privacy Policy Notice

▪ **Why we collect your personal information:**

As a registered training organization (RTO), we collect your personal Information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

▪ **How we use your personal information:**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

▪ **How we disclose your personal information:**

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorized by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

▪ **How the NCVER and other bodies handle your personal information:**

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organizations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- ✓ Administration of VET, including program administration, regulation, monitoring and evaluation
- ✓ Facilitation of statistics and research relating to education, including surveys and data linkage
- ✓ Understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact with us.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

### 20. Student's Declaration and Consent

1. I declare that the information I have provided to the best of my knowledge is true and correct. I acknowledge that providing any false information and/or failing to disclose any information (including any supporting documents) relevant to my application for enrolment and/or failure to complete an application/enrolment form in full may result in the withdrawal of any offer.
2. I consent to the collection, use, and disclosure of my personal information in accordance with the Privacy Notice above.
3. I understand that by completing and signing this form, I am applying for enrolment into the course indicated above. If successful in this application, I will receive a Letter of Offer and Written Agreement confirming my enrolment details and arrangements for the payment of tuition and non-tuition fees.
4. I understand that tuition fees do not include books and other course materials other than those specifically stated on an offer letter.
5. I authorise Sydney State College to verify my academic and professional qualifications and work experience.
6. I understand that at the time of enrolment, I will be required to supply the originals of all documents provided at the time of this application.
7. I declare that I have received, read, understood and agree to adhere to the rights and obligations as stated in the International Student Prospectus and/or Student Handbook.
8. I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Home Affairs (DOHA) <https://immi.homeaffairs.gov.au/check-twice-submit-once/student-visa>
9. I declare that I have access to sufficient funds to cover tuition fees, travel, living and OSHC costs for myself and my dependants (if applicable) for the total duration of my stay in Australia as a student.
10. I authorise Sydney State College to access the Australian Immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
11. I authorise Sydney State College to access IELTS and/or TOEFL systems at any time to verify my test score.
12. I understand that Sydney State College reserves the right to discontinue or alter any course, subject (unit of competency), fee, admission requirement, staffing or other arrangement without prior notice. Sydney State College reserves the right to cancel or not offer a programme. If any programme is cancelled or not offered, Sydney State College will refund all tuition fees in accordance with the Education Services for Overseas Students Act 2000. This agreement, and the availability of the complaints and appeals process, do not remove the right of the student to take action under Australia's consumer protection. I understand that all personal information collected by Sydney State College is confidential and may be made available for the relevant Commonwealth and State Government agencies, and the Fund Manager of the ESOS Assurance Fund. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of the visa condition.
13. I declare that I have read and understood the information & requirements of the qualification(s) I am applying for (including any entry requirements, and/or Pre-requisites), and other information relating to tuition and non-tuition fee (including other associated costs, materials fee, enrolment fee, Refund Policy) and general information and conditions of studying in Australia as an international student.
14. I acknowledge and understand that it is my responsibility to keep copies of all assessments before submissions, and Sydney State College takes no responsibility for submissions lost in transit.
15. I acknowledge that the Application Fee of AUD \$200 for VET courses which I include to have this application assessed, is non-refundable, irrespective of the outcome of my application.
16. I understand that I must notify the Sydney State College as soon as my visa approval has been granted by emailing a copy of the approval document.

### 21. Applicant Acknowledgement and Signature

<b>Student full name:</b>														
<b>Student signature*:</b>							<b>Date:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
							DAY					MONTH		YEAR

### 22. Applicant Checklist. Please ensure you attach the following documents with your application.

<input type="checkbox"/> Completed all sections of the International Student Application Form	<input type="checkbox"/> Certified copy of all academic qualifications, including secondary school studies
<input type="checkbox"/> Certified copy of personal details page of your passport	<input type="checkbox"/> CoE document(s) for all courses enrolled - if you are currently studying in Australia
<input type="checkbox"/> Certified copy of your English language qualification or provide details of your English proficiency	<input type="checkbox"/> Certified official translation of any document not in English

