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1. Personal Details

Title:	☐ Mr ☐ Miss ☐ Ms ☐ Mrs
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:	

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 ☐

6. Do you require UIC to organize

Overseas Student Health Cover (OSHC)

☐ Yes, I authorize UIC 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:

Arrival Date:	/ /	Arrival Time:		Flight Number:	

Accommodation arrangement:

☐ Yes, I authorize UIC to organize accommodation arrangements on my behalf:

☐ Single ☐ Couple ☐ Family

No. of Week:	Start Date:	☐ No

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VET Courses

Course Group	Select a Course	CRICOS Code	Course Code	Course Name	Duration	Date of Commencement Intake! 2024	2025
Leadership & Management	☐	113376F	BSB40520	Certificate IV in Leadership and Management	52 Weeks (40 Study Weeks)	☐ 02 Jan ☐ 05 Feb	☐ 06 Jan ☐ 10 Feb
	☐	113377E	BSB50420	Diploma of Leadership and Management	75 Weeks (80 Study Weeks)	☐ 01 Apr ☐ 06 May	☐ 07 Apr ☐ 12 May
	☐	113378D	BSB60420	Advanced Diploma of Leadership and Management	62 Weeks (50 Study Weeks)	☐ 01 July ☐ 05 Aug	☐ 07 July ☐ 11 Aug
Management	☐	115133J	BSB80120	Graduate Diploma of Management (Learning)	101 Weeks	☐ 01 Oct ☐ 04 Nov	☐ 06 Oct ☐ 10 Nov

7. Do you know the following information regarding the course?

Course Information including	NO	YES
Contents of your course	☐	☐
Entry requirements for the course	☐	☐
Duration of course	☐	☐
School locations	☐	☐
Delivery method of course	☐	☐
Course requirements (attendance, course progress)	☐	☐
How assessment is conducted	☐	☐
Any course requirements you must have access to (Computers, etc.)	☐	☐

8. 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 promotions

☐ 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)

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9. Previous Studies

Please provide evidence for any "Yes" answers

Have you previously studied in Australia? ☐ Yes ☐ No

Are you transferring from another education provider? ☐ Yes ☐ No

Do you want to apply for recognition of Prior Learning? ☐ Yes ☐ No

What is your highest completed qualification **in Australia?**

Name of School/Institute:

State/Country:

Name of Qualification:

Year Completed: | Year 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/Institute:

State/Country:

Name of Qualification:

Year Completed: | Year of Study:

10. Support Questions

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

☐ No (Please skip to the next section)

☐ Yes (Please answer the questions below)

What is the nature of your situation?

☐ Hearing	☐ Vision	☐ Mobility
☐ Learning	☐ Other (please specify):	

11. 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

12. How did you learn about us?

☐ Through my agent

Agent Name:

☐ (Please Specify): Other

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13. Privacy Policy and Student's Declaration

Notice – National Vet Data Policy 2020

- Why we collect personal information:
  - As a registered training organization (RTO), UIC collects 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:
  - UIC is 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, analyzing 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.
    - o The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.
    - o The NCVER does not intend to disclose your personal information to any overseas recipients.
    - o 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.
    - o If you would like to seek access to or correct your information, in the first instance, please contact UIC.

- VET Data Use Statement (National VET Data Policy 2020)
  - Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy at Part B), Registered Training Organizations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Reconised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for purposes that include:
    - o populating authenticated VET transcripts
    - o administering VET, including program administration, regulation, monitoring and evaluation
    - o facilitating statistics and research relating to education, including surveys and data linkage
    - o Understanding how the VET market operates, for policy, workforce planning and consumer information.
  - NCVER is authorised by the National Vocational Education and Training Regulator Act 2011 (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for the purposes of that body:
    - o a VET regulator
    - o the Australian Government Department of Education, Skills and Employment another Commonwealth authority
    - o A state or territory authority (other than a registered training organization) that deals with or has responsibility for matters relating to VET
  - NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

Student Declaration (Please tick)

- ☐ 1. I declare that I am aware of and understand my financial obligations relation to study in Australia and with UIC. (https://www.homeaffairs.gov.au/trav/stud/more/student-visa-living-costs-and-evi dence-of-funds)
- ☐ 2. I understand that I am not required to pay more than 50% of my tuition fees before my studies commence, but that I may do so if I choose. By submitting this application,
- ☐ 3. I declare that all information and documentation provided in support of it is accurate and true.
- ☐ 4. I understand that as per the above VET Data Use Statement, my personal information (including the personal information contained on this application form), may be used or disclosed by UIC for statistical, administrative, regulatory and research purposes. UIC may disclose my personal information for these purposes to Commonwealth and State or Territory government departments and authorized agencies and NCVER Survey: I may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorized agencies. I am aware that I may opt out of the survey at the time of being contacted; I am aware that NCVER will collect, hold, use and disclose my personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy 2020 and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au
- ☐ 5. I declare that the information contained in this application and the supporting documentation is true and correct. I understand giving false or misleading information is a serious offence under state and/or federal law in Australia;
- ☐ 6. I agree to advise UIC if there are any changes to the information, I have provided in this application;
- ☐ 7. I understand that by completing this application, I am giving a written consent to UIC to independently verify the information supplied by me in this application;
- ☐ 8. I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department Home Affairs ;
- ☐ 9. I am aware of the estimated total course fees at UIC and living costs for my stay in Australia. I understand that the total course fees do not cover the costs of books, materials, field trips or any additional cost related to my course, unless otherwise specified;
- ☐ 10. I understand that I can pay full course fee if I wish to, but I am not required to pay more than 50% upfront;
- ☐ 11. I understand that UIC also reserves the right to vary courses, subjects, and the mode of delivery, assessment and admission requirements at any time at its discretion;
- ☐ 12. I understand that I will be required to take Pre-Training Review Interview (PTR) with the UIC staff and also appear for Language, Learning and Numeracy Assessment (LLN) prior to my course enrolment;
- ☐ 13. I have read and understood the UIC's policies on "Student Fee and Refund Policy", "Attendance Policy", "Course Progress monitoring Policy" "Complaints and Appeals Policy", "Deferment and Suspension Policy", "Transfer between Registered Provider Policy" and other policies that are published on UIC website;
- ☐ 14. I understand that UIC will monitor my attendance and course progress to complete my course in the given duration. I am responsible to attend timetabled classes and maintain at least 70% attendance in every term. I understand that if my course progress is below 50% in two consecutive terms, UIC will follow the Course Monitoring Policy and report this to the DHA via PRISMS;
- ☐ 15. I authorize UIC to check my visa status on VEVO as and when required;
- ☐ 16. I declare that the signature on this form is my signature and has not been signed on my behalf by another person including my Education agent or sponsor.
- ☐ 17. I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, and disclosure of my personal information in accordance with the Privacy Notice above.
- ☐ 18. I understand that my right s and obligations and the college's obligations and rules are set out in the International Student Handbooks and the Website.

14. Applicant Acknowledgement and Signature

Student full name:	
Student signature*:	

Date: | | Day | Month | Year

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

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

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