

# APPLICATION TO STUDY FORM ONSHORE INTERNATIONAL STUDENTS



(OFFICE USE ONLY):  Walk-in or Direct  via Agent

## HOW TO APPLY

- 1) Print this form, complete it as a hard copy and send it either by email or post together with required documents to: Level 1, 158-160 Swanston Street, Melbourne, VIC, 3000. Email: admissions@tr4inright.com.au
- 2) Please read carefully and ensure all sections are completed clearly in English using **BLOCK/CAPITAL LETTERS**.
- 3) Your name, signature and details must all appear consistent with your passport and other official documents.
- 4) Ensure that supporting (certified) documents are attached.
- 5) All fields in the form are mandatory and all dates should be mentioned in (DD/MM/YYYY) format. Tick where applicable.
- 6) Missing or incorrect information may cause delays in the application process.

### Supporting documents required for application:

- 1) Evidence of IELTS score of at least 5.5 or equivalent (refer to Course Guide for more details)
- 2) Photocopy of the personal details page of your passport
- 3) Australian Year 12 certificate (or equivalent)
- 4) OSHC Cover (if already obtained)
- 5) Letter of Release (if applicable)
- 6) A non-refundable fee of A\$100 must be paid when you submit this form.

- 7) Original certificates of testamurs and/or Statement of Attainment for Nationally Recognised Training qualifications or any other academic qualifications & documents to assist your application; Certified official translation of any document not in English by NAATI. For more information on NAATI translators, please see: naati.com.au.)

### Application notes

- 1) If any further documents are required for your application, we will request these after we have received and checked your application.
- 2) All academic documents must be submitted as originals or certified true copy of original, we can't accept photocopies. We'll make certified copies to send with your application, and will return the originals by recorded delivery or by hand. To ensure their safe arrival, please send your documents to us by registered mail (or in person).
- 3) If you have any questions or problems making your application please contact a student advisor at Tr4in Right.

### Application fees

- 1) Application fees are payable and non-refundable.

Do not enter any payment or card

**Note: You must be 18 years old at the time of completing this form**

If you have previously been enrolled at Tr4in Right, provide your Student ID number:

       

## 1. APPLICATION FOR ENROLMENT

1.1 Course Selection (Please select the course(s) you plan to enrol into; if applying for 'packaged courses', select those courses.)

Course Code / Course Name	CRICOS Course Code	Duration (weeks)	Preferred start date (if applying as a "package" select start date of first course)	
<input type="checkbox"/> BSB40215 Certificate IV in Business	095654J	26	<input type="checkbox"/> Jan 2020	<input type="checkbox"/> July 2020
<input type="checkbox"/> BSB42015 Certificate IV in Leadership and Management	095655G	52	<input type="checkbox"/> Feb 2020	<input type="checkbox"/> Aug 2020
<input type="checkbox"/> BSB51918 Diploma of Leadership and Management	098901G	52	<input type="checkbox"/> Mar 2020	<input type="checkbox"/> Sep 2020
<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management	096201G	52	<input type="checkbox"/> Apr 2020	<input type="checkbox"/> Oct 2020
<input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication	0100416	52	<input type="checkbox"/> May 2020	<input type="checkbox"/> Nov 2020
<input type="checkbox"/> BSB52415 Diploma of Marketing and Communication	0100417	52	<input type="checkbox"/> June 2020	<input type="checkbox"/> Dec 2020
<input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication	0100418	52		

Delivery Location: : Level 1, 158-160 Swanston St, Melbourne VIC 3000, Australia (all courses as listed above)

## 1.2 Recognition of Prior Learning (RPL) and/or Credit Transfer

Do you wish to apply for Credit Transfer? If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Transfer Form (F-05 & F-06)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe - I'd like more information
Do you wish to apply for <b>Recognition of Prior Learning</b> ? If you indicate YES, you will be contacted to discuss this further.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe - I'd like more information

## 2. PERSONAL DETAILS (as shown in your passport)

Title: Mr  Mrs  Miss  Dr

Gender: Female  Male  Other

First Name:

Middle Name:

Family/Surname:

\*If you have previously applied for your USI, please write the name that you used when you applied for your **Unique Student Identifier (USI)**, including middle name.

Country of birth:	Marital Status:
Date of birth: DD / MM / YYYY    Age: <input type="text"/>	
Mobile Number:	Phone Number:

<b>2.1 Postal address (if different from above)</b>	As above <input type="checkbox"/>	
Address line 1:		
Address line 2:		
City/Suburb:	Postcode:	State:

<b>2.2 Address in Australia - Please provide the physical address (not the post box or agent address; this is the address where, if required, written correspondence will be sent to you)</b>			
Building/ property name			
Flat/unit	Street or Lot Number (e.g. 205 or Lot 118)		
Street name			
Suburb, locality or town	State/Territory		
Postcode:	Country:		

<b>2.3 Permanent Address in Home Country - Please provide the physical address (not the post box or agent address)</b>			
Building/ property name			
Flat/unit	Street or Lot Number (e.g. 205 or Lot 118)		
Street name			
Suburb, locality or town	State/Territory		
Postcode	Country		

<b>2.4 Emergency Contact Details in Australia</b>	
First Name:	Last Name:
Phone Number (AUS):	Relationship:
Email Address:	

<b>2.5 Emergency Contact Details in Home Country</b>	
First Name:	Last Name:
Phone Number (Overseas):	Relationship:
Email Address:	

<b>3. PASSPORT AND VISA DETAILS</b>	
<b>3.1 Passport Details (please attach a copy of your passport)</b>	
Passport Number:	Expiry Date: DD / MM / YYYY
Country of Passport:	Nationality:

### 3.2 Visa Details

- a. Are you currently holding an Australian Visa?  Yes - Expiry Date: DD / MM / YYYY Visa Grant Number: \_\_\_\_\_  
 No  
Type of Visa:  
 \*Student Visa, Subclass \_\_\_\_\_  Work and Travel Visa  
 Visitor Visa  Other, please  
 Working Holiday Visa
- \*If currently enrolled with any other education provider, please provide a copy of your current student visa and all eCoEs that you are holding with your application
- b. What type of visa will you apply to study at Tr4in Right?  Student Visa  Working Holiday Visa  Work and Travel Visa  Visitor Visa
- c. Have you ever been refused/rejected of an Australia visa?  Yes  No

### 4. OVERSEAS STUDENT HEALTH COVER (OSHC)

Student Visa applicants are required to have visa length Overseas Student Health Cover (for at least 1 month longer than their course). Tr4in Right can arrange OSHC on your behalf. If you would like Tr4in Right to organise your OSHC, tick YES below & indicate what type of cover is required

- Yes If yes, what type of cover is required:  Single  Family (please provide copy of family member's passport)  Dual  Multi  
 No (if you have a valid OSHC, provide a copy and OSHC Number: \_\_\_\_\_)

### 5. LANGUAGE AND CULTURAL DIVERSITY

- 5.1 In which country were you born?  Australia  Other, please specify: \_\_\_\_\_
- 5.2 Is English your first language? Yes  No  If 'No' please specify first language: \_\_\_\_\_
- 5.3 How well do you speak English? Very well  Well  Not well  Not at all
- 5.4 Did you complete tertiary studies in an English-speaking country? Yes  No
- 5.5 Have you undertaken any English Exam or completed any English Course in the last 24 months?  No  Yes  
If YES, please tick the applicable test:  IELTS  TOEFL IBT  CAE  PTE  OET  Other: \_\_\_\_\_  
Score: \_\_\_\_\_ Test Date: DD / MM / YYYY
- |   |                                |
|---|--------------------------------|
| If NO, please provide information regarding qualification(s) completed in Australia in the last 2 years which is Certificate IV level or higher (or partially completed at least 70% of the course) | Qualification:                 |
|   | Name of Institution: RTO/TAFE: |
|   | Date completed:                |
- 5.6 Are you of Aboriginal or Torres Strait Islander Origin? No  Aboriginal  Torres Strait Islander  Both

### 6. EDUCATION HISTORY

#### 6.1 What is your highest completed School or Secondary Education Level? (tick one box only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9

- Completed year 12  Year 11  Year 10  
 Year 9 or equivalent  Year 8 or below  Did not attend school

In what YEAR did you complete that school level? YYYY

## 6.2 Studies in Australia

Have you previously studied in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you transferring from another educational provider? Yes <input type="checkbox"/> No <input type="checkbox"/>
Did you complete your course? Yes <input type="checkbox"/> No <input type="checkbox"/>	Last date of attendance: DD / MM / YYYY
Do you have a release letter? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you currently undertaking any studies? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of the previous or current educational provider (please provide academic transcripts of your studies)	

## 6.3 Previous qualifications achieved

a. Have you **SUCCESSFULLY** completed any of the qualifications listed below (6.3b)?  Yes - indicate below Question 6.3b  No

b. If yes, please tick one of these Prior Education Achievement Recognition Identifiers to any applicable qualification level.  
 A – Qualification has been completed in Australia  
 E – Qualification has been completed overseas and recognised formally in Australia by AEI-NOOSR  
 I – Qualification has been completed overseas but not recognised in Australia

Qualification	A	E	I	Qualification	A	E	I
Certificate I or Certificate II				Advanced Diploma/Associate Degree			
Certificate III				Bachelor Degree			
Certificate IV				Graduate Certificate/Graduate Diploma			
Diploma				Masters Degree or higher			

## 6.4 Study Reason – Of the following options, which best describes your main reason for undertaking your planned course(s)?

<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> To try for a different career
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To get a better job or promotion
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> Other reasons		

## 7. EMPLOYMENT HISTORY

### 7.1 EMPLOYMENT: What is your current employment status? (Tick one box only)

<input type="checkbox"/> Full-Time Employee	<input type="checkbox"/> Part-Time Employee	<input type="checkbox"/> Self-Employed – Not employing others
<input type="checkbox"/> Employer	<input type="checkbox"/> Employed – unpaid worker in a family business	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Unemployed – seeking part-time work	<input type="checkbox"/> Not employed – not seeking employment	

### 7.2 If you are employed which of the following categories best describe your occupation? (Tick one box only)

<input type="checkbox"/> Manager	<input type="checkbox"/> Community and Personal Service worker	<input type="checkbox"/> Machinery Operator and Driver
<input type="checkbox"/> Professional	<input type="checkbox"/> Clerical and Administrative Worker	<input type="checkbox"/> Labourer
<input type="checkbox"/> Technicians and Trade Worker	<input type="checkbox"/> Sales Worker	<input type="checkbox"/> Other

### 7.3 Which best describes the industry of your employment? (Tick one box only)

<input type="checkbox"/> Agriculture, Forestry and Fishing	<input type="checkbox"/> Mining	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Education and Training
<input type="checkbox"/> Electricity, Gas, Water and Waste	<input type="checkbox"/> Construction	<input type="checkbox"/> Wholesale Trade	<input type="checkbox"/> Arts and Recreational
<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Transport, Postal and Warehousing	<input type="checkbox"/> Accommodation and Food	<input type="checkbox"/> Healthcare and Social
<input type="checkbox"/> Info Media and Telecommunications	<input type="checkbox"/> Financial and Insurance	<input type="checkbox"/> Rental, Hiring and Real Estate	<input type="checkbox"/> Administrative and Support
<input type="checkbox"/> Scientific and Technical		<input type="checkbox"/> Public Administration and Safety	<input type="checkbox"/> Other (please specify)

## 8. DISABILITY (Please read the Disability Supplement at the end of this document)

### 8.1 Do you consider yourself to have a disability, impairment or long-term condition? – (This information is for support services only and does not affect the outcome of your application)

No  Yes - If 'Yes', select the area(s) below and provide details:

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Learning                  | <input type="checkbox"/> Vision            |
| <input type="checkbox"/> Physical     | <input type="checkbox"/> Mental illness            | <input type="checkbox"/> Medical Condition |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Other             |

Please provide details: \_\_\_\_\_

If a disability, impairment or long-term condition has been identified above, please complete the Reasonable Adjustment / Special Needs Form (available with the Student Support team) and attach to this form. Upon receipt of the form, Student Support Services Officer will contact you to further discuss your needs and to determine whether Tr4in Right will be able to accommodate your needs.

## 9. FUNDING

9.1 Do you understand the costs associated with studying in Australia and have the financial capacity to meet such costs and any annual fee increase for the duration of your course? (Refer to [www.dha.gov.au](http://www.dha.gov.au))

- No  Yes  
 Maybe - I'd like more information

9.2 Who is responsible for your study and living expenses while studying in Australia?

- Self-funded  Bank Loan  
 Sponsored (To be paid by immediate family)  
Other, please specify \_\_\_\_\_

## 10. UNIQUE STUDENT IDENTIFIER (USI)

10.1 Unique Student Identifier (USI number):

If you have done training since 2015, you probably have a USI. If you are unsure, go to the Find my USI page to check. If you don't, create one upon Student Visa Approval and provide your USI number to Tr4in Right at the time of orientation. <https://www.usi.gov.au/students/create-your-usi>

10.2 If you do not have a USI, would you like us to apply for a USI on your behalf?  Yes  No

## 11. DECLARATIONS

How did you know about Tr4in Right?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Agent               | <input type="checkbox"/> Facebook/Social Media          | <input type="checkbox"/> Tr4in Right student  |
| <input type="checkbox"/> Tr4in Right Website | <input type="checkbox"/> Friends/Family Exhibition/Fair | <input type="checkbox"/> Newspaper / Magazine |
| <input type="checkbox"/> Others: _____       |   |   |

### 11.1 Declaration by Agent (complete if applicable)

- I have provided all relevant and required information to the applicant to enable them to make an informed decision about their chosen program of study.
- I have provided all relevant and required information to the applicant about the visa conditions including the requirements to maintain the student visa.
- I have validated all financial documents and confirm that this student has the financial capacity to pay their full program tuition and ongoing living expenses for the entire duration of their studies.
- I am satisfied that to the best of my knowledge the applicant has genuine intentions to complete this program and has the financial capacity to pay for the course/program and living expenses for the duration of the program/s.
- I am aware that there are implications to Tr4in Right and my agency where a student's visa is refused because they do not meet the Genuine Temporary Entrant (GTE) requirement.

Agency Name:

Contact Person:

Phone Number:

Email Address:

Signature/Stamp:

Date: DD / MM / YYYY

## 11.2 DISCLAIMER

All material presented is distributed by Tr4in Right as an information source only. Tr4in Right makes no statements, representations, or warranties about the accuracy or completeness of any information contained in this publication. The State of Victoria disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate or incomplete in any way, and for any reason

## 11.3 PRIVACY STATEMENT

- Tr4in Right is collecting your personal information in accordance with the Information Privacy Act 2009 to manage your enrolment, training progress, and administration.
- Student is aware that his/her personal information may be shared between Tr4in Right and the Australian Government and designated authorities as per the Education Services for Overseas Students Act 2000 and The National Code 2007. This information includes, but is not limited to personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of student visa conditions.
- Student agrees that Tr4in Right will use the email address supplied by the student as a point of contact for any information Tr4in Right deems necessary.
- Student agrees that Tr4in Right will access Visa Entitlement Verification Online (VEVO) services at any time to confirm their visa status, work and study rights.
- Student agrees that Tr4in Right will release information pertaining to their enrolment (excluding academic records), attendance and account details to their education agent.
- Student's personal information will not be disclosed to any other third party without their consent, unless authorised or required by law or Tr4in Right deem such disclosure necessary to enable student welfare services be provided (e.g. hospitals, law enforcement agencies, court officers or other similar circumstances).
- Student must complete a Student Authority to Release Information Form to enable the release of information to third parties (education agent and government agencies not included).
- Personal information collected may also be disclosed to other third parties with your consent or as permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact a Tr4in Right Customer Service Centre or your teacher. For those students who require assistance in reading and understanding this Privacy Statement, please contact a Tr4in Right Customer Service Centre prior to enrolling.

### Furthermore:

- Under the Data Provision Requirements 2012, Tr4in Right is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
- Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Tr4in Right for statistical, regulatory and research purposes. Tr4in Right may disclose your personal information for these purposes to third parties, including:
  - Commonwealth and State or Territory government departments and authorised agencies;
  - NCVER;
  - Organisations conducting student surveys; and
  - Researchers.
- Personal information disclosed to NCVER may be used or disclosed for the following purposes:
  - Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
  - facilitating statistics and research relating to education, including surveys;
  - understanding how the VET market operates, for policy, workforce planning and consumer information; and
  - administering VET, including program administration, regulation, monitoring and evaluation.
- You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## 11.4 Declaration by applicant

Signature:

Date:

DD / MM / YYYY

## 12. APPLICATION CHECKLIST - Before submitting your application, please make sure you have:

- |   |  |
|---|--|
| <input type="checkbox"/> Completed all sections of this Application Form                                | <input type="checkbox"/> If applying for a USI additional copies of support documents as outlined in the USI section of the application.   |
| <input type="checkbox"/> Provided evidence of English Language ability (if required)                    | <input type="checkbox"/> A release letter from your current education provider, current and future COEs from current provider (if applicable and applying for transfer of providers) |
| <input type="checkbox"/> Any relevant employment documentation (if available)                           | <input type="checkbox"/> Certified copies of documents to be assessed for Credit Transfer and/or Recognition of Prior Learning   |
| <input type="checkbox"/> Attached certified copies of academic qualifications (overseas & in Australia) | <input type="checkbox"/> A\$250.00 enrolment/application fee (non-refundable)  |
| <input type="checkbox"/> Attached a certified copy of valid passport and visa                           |  |
| <input type="checkbox"/> Certified official translation of any document not in English                  |  |
| <input type="checkbox"/> Evidence of Overseas Student Health Cover                                      |  |

Application received on: DD / MM / YYYY		Received by:
Decision on Application: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected		
Name:	Signature:	Date: DD / MM / YYYY

#### DISABILITY SUPPLEMENT

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list. Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

##### Hearing/deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

##### Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

##### Intellectual

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

##### Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

##### Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

##### Acquired brain impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

##### Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness.

This may be present from birth or acquired as a result of disease, illness or injury.

##### Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

##### Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

