

INTERNATIONAL STUDENT APPLICATION FORM

Send your application to:

International Office
Melbourne Polytechnic
77 St Georges Road, Preston VIC 3072, Australia
Tel: +61 3 9269 1666
international-admissions@melbournepolytechnic.edu.au

1. This Application Form is for applicants that intend to study while on a Student Visa.
2. Please ensure all sections are completed clearly, typing or printing in BLOCK LETTERS. Missing or incorrect information may cause delays in the application process.
3. Return your completed application form and supporting documentation to Melbourne Polytechnic International or an authorised representative agent
www.melbournepolytechnic.edu.au/international-students/education-agents-and-representatives/agents/
4. If applying for a Student visa from outside Australia, please also complete and attach *Statement of Purpose Dependant Applicant Form (Genuine Temporary Entrant)* or *Statement of Purpose Single Applicant Form (Genuine Temporary Entrant)* available at <https://www.melbournepolytechnic.edu.au/international-students/policies-and-forms/>

1. PERSONAL DETAILS

If you have previously been enrolled at Melbourne Polytechnic, provide your Student ID number.....

Provide your personal details as shown in your passport.

Family name

Given names

Date of birth DD / MM / YYYY Age Male Female

2. CONTACT DETAILS

Note – please clearly state your personal email address (not the same as your education agent’s). All successful offers will be sent to this address and you will be contacted via email with important information about this application, enrolment and compulsory orientation activities.

Applicant’s email address

Permanent address in your home country

Street address

Town / City Postcode Country

Telephone Skype Address.....

Current address (only complete if different from above)

Street address

Town / City Postcode Country

Telephone Mobile

3. RESIDENCY DETAILS

Country of Birth Citizenship.....

Passport Number

Do you hold a valid Australian visa? YES NO Visa Type Visa Expiry Date DD / MM / YYYY

Will you be applying for a student visa to study at Melbourne Polytechnic? YES NO

If yes, which country will you lodge your student visa application?

Have you already organised Overseas Student Health Cover (OSHC)? YES NO

Do you require Melbourne Polytechnic to organise OSHC for you? YES NO

- Single *Single covers only the overseas student.*
- Dual Family *Dual Family covers the overseas student and either one adult spouse or recognised de facto partner or one or more children or step-children under the age of 18 years who are not married.*
- Multi Family *Multi Family covers the overseas student and more than one dependant, which can only include one adult spouse or recognised de facto partner and one or more dependent children.*

RESIDENCY DETAILS (continued)

Have you ever had a visa application refused or withdrawn? YES NO If yes, provide the date, country and details below.

Have you ever had a visa application cancelled, or breached any visa conditions? YES NO If yes, provide the details below.

Have you ever been convicted of any criminal activity? YES NO If yes, provide the details below.

4. FAMILY DETAILS

Are you married? YES NO Date of marriage

Is your spouse already in Australia? YES NO Visa Type Visa Expiry Date

List all dependants (spouse and children) who will be included in your student visa application and accompany you to Australia.

1. Full name <input type="text"/>	Relationship <input type="text"/>	Date of Birth <input type="text" value="DD / MM / YYYY"/>
2. Full name <input type="text"/>	Relationship <input type="text"/>	Date of Birth <input type="text" value="DD / MM / YYYY"/>
3. Full name <input type="text"/>	Relationship <input type="text"/>	Date of Birth <input type="text" value="DD / MM / YYYY"/>

List all close family members (i.e. dependants, parents, grandparents, aunt/uncles, cousins) currently living in Australia.

1. Full name <input type="text"/>	Relationship <input type="text"/>	Date of Arrival <input type="text" value="DD / MM / YYYY"/>	Residency status <input type="text"/>
2. Full name <input type="text"/>	Relationship <input type="text"/>	Date of Arrival <input type="text" value="DD / MM / YYYY"/>	Residency status <input type="text"/>
3. Full name <input type="text"/>	Relationship <input type="text"/>	Date of Arrival <input type="text" value="DD / MM / YYYY"/>	Residency status <input type="text"/>

Note – For each family member, specify the current residency status (citizenship, permanent resident or temporary resident). If the family member is a permanent or temporary resident please provide their current visa details (including visa type, subclass, and visa grant date).

5. PROGRAM DETAILS

Note – see melbournepolytechnic.edu.au/international-students/courses-for-international-students/ to assist you with your course selection. Check for correct course name and codes, intake availability and entrance requirements to see if you qualify for the course.

I am applying for admission in Semester 1 (Feb) Semester 2 (July) Year Other

Name of course <input type="text"/>	Campus <input type="text"/>	CRICOS Code <input type="text"/>
Name of course <input type="text"/>	Campus <input type="text"/>	CRICOS Code <input type="text"/>
Name of course <input type="text"/>	Campus <input type="text"/>	CRICOS Code <input type="text"/>
Name of course <input type="text"/>	Campus <input type="text"/>	CRICOS Code <input type="text"/>

Do you intend to study English Language Intensive Course for Overseas Students (ELICOS) at Melbourne Polytechnic?

- ELICOS English language Number of weeks
- ELICOS language as part of a pathway to an Melbourne Polytechnic course (Melbourne Polytechnic will advise how many weeks is required)

Note – ELICOS is delivered in modules of 5 weeks – 5, 10, 15, 20, 25, 30, 35, 40, 45, 50.

6. ENGLISH PROFICIENCY

Indicate which form of English proficiency evidence you will provide with your application.

- I have (or will) take an English proficiency test:
- IELTS Academic Test Score Test Date DD / MM / YYYY
 - Pearson: PTE Academic Test Score Test Date DD / MM / YYYY
 - Cambridge English: Advanced (CAE) Test Score Test Date DD / MM / YYYY
 - TOEFL IBT (Internet Based Test)* Test Score Test Date DD / MM / YYYY
- I have (or will) complete studies in Australia where English was the language of instruction.
- I have (or will) complete studies in an English speaking country[†] where English was the language of instruction.
- I have (or will) complete studies in an accepted program where English was the language of instruction.
- I have (or will) complete an English proficiency qualification in Australia / other form of evidence

* Melbourne Polytechnic's TOEFL Destination Institution (DI) Code is 2332.

[†] Melbourne Polytechnic approved English language countries are: Australia, New Zealand, United Kingdom, Republic of Ireland, United States, Canada, South Africa.

7. PREVIOUS EDUCATION

Provide details of **all** secondary and tertiary studies you have undertaken in the table below, attaching a separate sheet with details if necessary.

Qualification	Institution	Country	Year started	Year completed

Note – you will need to provide relevant documentation to this application – including certificates and academic transcripts, translated into English.

Provide details of any studies you are currently undertaking in the table below.

Qualification	Institution	Country	Year started	Year completed

Note – you will need to provide relevant documentation to this application – including available results and the Confirmation of Enrolment (CoE) documentation if you current studies are within Australia.

8. EMPLOYMENT AND WORK HISTORY

Provide details of your employment history in the table below, attaching a separate sheet with details if necessary.

Position and Type of Work	Country	Period of Employment
		e.g. May 13 – Aug 14

9. ADVANCED STANDING

Are you seeking credit recognition / advanced standing on the basis of your post-secondary studies? YES NO

Note – to be granted credit exemption for previous study, you will need to provide documentary evidence of your current or previous studies. Provide certified copies and official translations of academic transcripts, certificates and a syllabus / course outline of the relevant units or courses.

10. FUNDING SOURCE

What is your planned source of funding while studying? You may choose more than one.

- Self-financed
 Family in home country
 Family in Australia
 Bank loan
 Sponsorship/scholarship
 Other – please specify

11. STATEMENT OF PURPOSE, GENUINE STUDENT AND GENUINE TEMPORARY ENTRANT (TO BE COMPLETED ONLY IF APPLYING FOR VISA OUTSIDE AUSTRALIA)

To be granted a student visa, applicants must be both a Genuine Student and a Genuine Temporary Entrant.

Will you have family (husband/wife/children/de facto partner) accompanying you to Australia either (a) included in your visa application or (b) joining after you have had your visa granted as a subsequent entrant?

- Yes – Please complete: *Statement of Purpose Dependent Applicant Form (Genuine Temporary Entrant)*
 No – Please complete: *Statement of Purpose Single Applicant Form (Genuine Temporary Entrant)*

Note: these forms are available at melbournepolytechnic.edu.au/international-students/policies-and-forms/

12. HOW DID YOU HEAR ABOUT MELBOURNE POLYTECHNIC?

How did you hear about Melbourne Polytechnic?

- Friend/family
 Exhibition/education fair
 Education Agent
 Internet/website
 Advertisement
 Other – please specify

13. AGENT DETAILS – TO BE COMPLETED BY AGENT

Agent
Representative
Stamp

Agency name
 Branch office
 Agent address
 Email address

Agent declaration

I am satisfied that the applicant is a genuine student and genuine temporary entrant as defined by DHA and I recommend them for admission to Melbourne Polytechnic.

I am satisfied that the applicant has access to sufficient funds to cover tuition, travel, living and OSHC costs for themselves and any dependants.

I am satisfied that the documentation provided with this application is authentic, and where the document has been stamped or translated by the agency, the original document has been sighted.

Agent's signature **Date** DD / MM / YYYY
 Signature

DECLARATION – TO BE COMPLETED BY STUDENT

I declare that the information given in this application and the supporting documentation is true and correct.

I understand that any incorrect information or documentation given or the withholding of relevant information or documentation that relates to this application may result in cancellation of an offer letter or enrolment as a consequence.

I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Home Affairs (homeaffairs.gov.au/trav/stud/more/genuine-temporary-entrant)

I declare that I have access to sufficient funds to cover tuition fee, travel, living costs and OSHC costs for myself and my dependants for the total duration of my stay in Australia.

I declare that I have visited Melbourne Polytechnic's website and/or read the International Course Guide and understand the relevant sections, including the course information of the courses I have selected, admission requirements, tuition fees, terms and conditions and refund policy.

I agree to allow Melbourne Polytechnic to check my visa entitlements via DHA's Visa Entitlement Verification Online (VEVO) system.

I agree to allow Melbourne Polytechnic to obtain official records from any prior or current educational institutions I have attended or employers I have stated on this application form.

I understand that tuition fees do not include books and other course materials other than those specifically stated on an offer letter.

I have read and understood the above conditions and accept them in full.

Applicant's signature **Date** DD / MM / YYYY
 Signature

Parent or Legal Guardian's signature (if applicant is under 18 years) **Date** DD / MM / YYYY
 Signature

APPLICATION CHECKLIST

Please ensure you attach the following documents with your application.

- Completed and signed *International Student Application Form*
- Certified copy of the personal details page of your passport
- Certified copy of your English language qualification or provide details of your English proficiency
- Certified copy of all academic qualifications, including secondary school studies
- Additional documents as outlined by the course entrance requirements - eg. folio, personal statement
- Course syllabus / detailed course outlines - if applying for credit exemption
- CoE document(s) for all courses enrolled - if you are currently studying in Australia
- Documentation verifying name change - if your academic documents are under a previous name
- Certified official translation of any document not in English
- Completed in applicants handwriting and signed *Statement of Purpose Dependent/Single Applicant Form (Genuine Temporary Entrant)* – if you are applying for student visa from outside Australia. Download from <https://www.melbournepolytechnic.edu.au/international-students/policies-and-forms/>

A **certified copy** is a copy of an original document that has been verified as an authentic copy by an authorised person who has sighted the original document. A certified copy should include the certifier's name, signature, date of certification and agency/organisation stamp.

An **authorised person** includes – a Melbourne Polytechnic authorised agent representative, public notary, justice of the peace, commissioner for declarations, or a Melbourne Polytechnic staff member.

A **certified official translation** are translations performed by a National Accreditation Authority for Translators and Interpreters (NAATI - naati.com.au) accredited translator, or a Melbourne Polytechnic authorised agent representative.