

International Student Application Form

Telephone: _____

Mobile Phone: _____

INSTRUCTIONS

You should use this form if you are an international applicant applying for the programs at North Melbourne College.

→ Please fill this form in **BLOCK** letters using black or blue pen only.

→ Only a completely filled form with attached supporting documents will be accepted for assessment.

→ All documents must be certified as true copies of originals.

→ Ensure that you complete the Checklist and sign the declaration at the back of this form.

→ An application fee of AUD\$200 must accompany this application on return to North Melbourne College (NMC).

→ For all fee & charges and refund procedures, please visit the website www.nmc.vic.edu.au

I: PERSONAL DETAILS

Title: Mr Mrs Ms Miss Other:

Family Name: _____

Given Name: _____

(Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want NMC to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation)

Date of Birth: (DD/MM/YYYY) ____/____/____ (eg. 15/01/1991)

Gender: Male Female

Passport No: _____

Place and Country of Birth: _____

Nationality: _____

Are you currently studying in Australia? Yes No

If Yes, Name of Institution _____

Expiry Date of your Visa: (DD/MM/YYYY) _____

Are you transferring from another education provider in Australia? Yes No

No

Unique Student Identifier

Do you have a Unique Student Identifier (USI)? Yes No

If YES, please specify your USI _____

If NO, please approach our Admin Department or visit <http://usi.gov.au>.

USI verified by NMC:

NMC Staff Name/Signature _____ Date: _____

II. CONTACT DETAILS

Current Residential Address which you usually live?

Building / Property Name: _____

Flat/Unit Detail: _____ Street Number: ____ Street Name: _____

Suburb: _____ Postcode: _____

State / Territory: _____

Contact Details

Applicant's email address: _____

Postal Address same as Residential Address? Yes No

If No, please complete details below.

Building / Property Name: _____

Flat/Unit Detail: _____ Street Number: ____ Street Name: _____

Suburb: _____ Postcode: _____

State / Territory: _____

PO Box or roadside delivery box: _____

Permanent Address (in Home Country)

Building / Property Name: _____

Flat/Unit Detail: _____ Street Number: ____ Street Name: _____

Suburb: _____ Postcode: _____

State / Territory: _____

Country: _____

Mobile: _____ Landline: _____

Name of person who is your Emergency Contact

	In Australia	In Home Country
Name:		
Phone:		
Relationship:		

III: OVERSEAS HEALTH COVER

Do you have Overseas Health Cover (OSHC)? Yes No

If Yes, OSHC Provider: _____

If No, I require Single Cover Family Cover

Name(s) of the family member(s) _____

Date of Birth: (DD/MM/YYYY) ____/____/____ Gender: Male Female

IV: COURSE PREFERENCE

- AUR30616 Certificate III in Light Vehicle Mechanical Technology
- AUR40116 Certificate IV in Automotive Management
- AUR50116 Diploma of Automotive Management
- BSB40215 Certificate IV in Business
- BSB51915 Diploma of Leadership and Management

→ Note: You may choose more than one course (e.g. Cert III and Diploma)

Preferred month and year of commencement: (e.g. May 2018): _____

V: PREVIOUS QUALIFICATIONS ACHIEVED

Have you successfully completed any of the following qualifications in Australia or hold any recognized overseas qualification <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Bachelor or above	<input type="checkbox"/> Degree
<input type="checkbox"/> Advanced Diploma	<input type="checkbox"/> Diploma
<input type="checkbox"/> Year 12	<input type="checkbox"/> Certificate IV
<input type="checkbox"/> Certificate III	<input type="checkbox"/> Certificate II
In case of overseas qualification, has the qualification been skill assessed in Australia <input type="checkbox"/> Yes <input type="checkbox"/> No	

Do you have any special needs such as?
Language, Literacy & Numeracy Support Yes No
Other Special Needs / Disability Support Yes No

If YES, please direct it to our Administration Department who will assist you on the support options available to you.

XI: AGENT DETAILS

APPOINTMENT OF AGENT (to be completed by the applicant):

I appoint the following NMC authorised agent to manage my application and I authorise the NMC to release personal information and visa documentation relevant to my application to this agent:

AGENT DETAILS. PLEASE STAMP BELOW (if applicable)
(to be completed by the agent):

Agent contact name: _____

Email address: _____

XII: CHECKLIST

I have attached original or certified copies of the following documents with my application:

- Evidence of English Language Proficiency
- Certified copies of Statement of Attainment
- Certified copies of supporting documents for RPL/CT application
- Certified copy of the bio data page of your Passport and Australian Visa (if applicable)
- An application fee paid by Bank deposit Cash Credit card

XIII: PAYMENT OPTIONS

All cheques or bank draft payable to the following address:
Berkeley College Pty Ltd trading as North Melbourne College
Level 1, 13 Elizabeth Street, Richmond, Victoria, 3121

Or payment can be made by bank transfer to the following bank account:

Name of the Bank:	National Australia Bank, Melbourne
SWIFT Code:	NATAAU3303M
BSB Number:	083153
Account Number:	896319101
Account Name:	Berkeley College Pty Ltd

→ Note: the details for payment arrangement of tuition fees will be included in the **Student Enrolment Agreement** that will be issued once the application is approved.

→ Please note the application fee of AUD\$200 is non-refundable and NMC has the right to reject the application prior to issuing a **Student Enrolment Agreement**.

XIV: PRIVACY NOTICE

Under the Data Provision Requirements 2012, NMC 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 NMC for statistical, regulatory and research purposes. NMC may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- 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;

Most recent or current qualification:

Name of Qualification:	
School/ Institution:	
Country:	
Year was/to be completed:	
<i>Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a public notary. Academic records not in English must also be accompanied by a certified translated copy</i>	

VI: REASON FOR STUDY

Reason for Study Which of the following best describes your reason for undertaking this course?	
<input type="checkbox"/> To get a job	<input type="checkbox"/> To get a better job or promotion
<input type="checkbox"/> Required as part of my job	<input type="checkbox"/> To start a new career in a different field
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To gain new skill
<input type="checkbox"/> To gain knowledge in another course	<input type="checkbox"/> Others
<input type="checkbox"/> For personal interest or self-development	Specify:

VII: EMPLOYMENT

Which of the following best describes your current employment status?	
<input type="checkbox"/> Full time employee	<input type="checkbox"/> Part time employee
<input type="checkbox"/> Unemployed- seeking full time work	<input type="checkbox"/> Unemployed- seeking part time work
<input type="checkbox"/> Self-employed - not employing others	<input type="checkbox"/> Not employed - not looking for work
<input type="checkbox"/> Employed - unpaid worker in a family business	<input type="checkbox"/> Employer

VIII: COURSE CREDITS

Are you seeking for applying for Credit transfers? Yes No

Are you seeking for applying for Recognition of Prior Learning (RPL)? Yes No

If you have answered 'Yes' to any of the question above, you are required to submit your supporting documents (e.g. employment letter, position descriptions, Statement of Attainment, etc.). Once your documents are assessed either a Credit Transfer or RPL form will be prepared for your signature.

IX: ENGLISH LANGUAGE PROFICIENCY

Is English your first language? Yes No

If No, Your first language is? _____
IELTS/TOEFL Score _____

→ Note: please refer to the College's website www.nmc.vic.edu.au for the latest information on the English language proficiency requirements.

→ Please attach your documentary evidence that can demonstrate your English language proficiency (e.g. IELTS score).

X: SPECIAL-NEEDS

- 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).

XV: STUDENT DECLARATION AND CONSENT

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I have read and understood NMC's relevant policies and procedures and the terms and conditions of enrolment, fee payment, fee refunds, deferment, suspension or cancellation. I also understand that all pre-enrolment information can be requested by emailing admissions@nmc.vic.edu.au or calling NMC.

I confirm that I am fully aware of the fees, cancellation and refund conditions and I agree to be a student at NMC. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.

Use of personal information:

I understand that NMC may distribute my personal details as indicated in the statement:

"Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances, information collected on this form or during your Enrolment can be disclosed without your consent where authorized or required by law."

Student Name: _____

Signature: _____ **Date:** ___/___/___

Please either: Email an electronic copy (Scanned copy) to admissions@nmc.vic.edu.au

Print out this form and mail the hard copy of the document to:
Level 1, 13 Elizabeth Street, Richmond, Victoria, 3121

XVI: USI APPLICATION THROUGH NMC (if you do not have already)

Application for Unique Student Identifier (USI)

If you would like us NMC to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I[NAME]

.....authorise Berkeley College Pty Ltd T/A North Melbourne College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

Town/City of Birth _____
(please write the name of the Australian or overseas town or city where you were born)

Please provide details for one of the forms of identity below:
Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below

Do you have Australian Driver's Licence? Yes No

If Yes please provide following details:
State: _____ Licence Number: _____

Do you have Medicare Card? Yes No

If Yes please provide following details:
Medicare card number _____
Individual reference number (next to your name on Medicare card): Card colour: (select which applies)

Green Expiry date ___/___/___
(month/year)

Yellow Blue Expiry date ___/___/___
(day/month/year)

Do you have Australian Birth Certificate? Yes No

If Yes please provide following details:
State/Territory _____
Details vary according to State/Territory (see note above)

Do you have Australian Passport? Yes No

If Yes please provide following details:
Passport number _____
Do you have Non-Australian Passport? (with Australian Visa)

Yes No
If Yes please provide following details:
Passport number _____ Country of issue _____

Do you have Immicard? Yes No

If Yes please provide following details:
Immicard Number _____

Do you have Citizenship Certificate? Yes No

If Yes please provide following details:
Stock number _____ Acquisition date ___/___/___

Do you have Certificate of Registration by Descent? Yes No

If Yes please provide following details:
Acquisition date: ___/___/___
(day/month/year)

In accordance with section 11 of the Student Identifiers Act 2014, NMC will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on your behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

I have read and understood the information provided in this application form.



North Melbourne College

Level 1, 13 Elizabeth Street
Richmond,
Victoria 3121
Phone: (+61 3) 9329 8860
Email: admissions@nmc.vic.edu.au

Student Name: _____

Signature: _____ **Date:** ___/___/_____