

# International Student Application Form

## 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](http://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

## 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

Telephone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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: \_\_\_\_\_

### 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: \_\_\_\_\_ Expiry date: \_\_\_\_\_

If No, please tick the type of OSHC that you require

Single Cover  Family Cover

## IV: COURSE PREFERENCE

- AUR30620 Certificate III in Light Vehicle Mechanical Technology
- AUR40116 Certificate IV in Automotive Management
- AUR50116 Diploma of Automotive Management
- BSB50420 Diploma of Leadership and Management
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→ Note: You may choose more than one course (e.g. Cert III and Diploma)

Preferred month and year of commencement: (e.g. May2019): \_\_\_\_\_

## International Student Application Form

### 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"/> Certificate III
<input type="checkbox"/> Advanced Diploma	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Diploma	<input type="checkbox"/> Year 12
<input type="checkbox"/> Certificate IV	
In case of overseas qualification, has the qualification been skill assessed in Australia <input type="checkbox"/> Yes <input type="checkbox"/> No	

### 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: 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.

### VII: 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](http://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).

### VIII: CHECKLIST

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

- Valid passport bio page copy
- Valid student visa or VEVO copy (if you have one)
- High School certificate (Year 11 or 12 completion certificate) or other relevant certificate
- Proof of English Language Proficiency (please provide IELTS or PTE or any other form of proof)
- OSHC card or evidence of OSHC insurance mentioning the start & end date
- Statutory Declaration/timetable (current study) if student willing to study concurrent study with your existing course.
- Any other relevant documents to support your application which help NMC admission team to make decision

### IX: AGENT DETAILS

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

I \_\_\_\_\_ (student/applicant name) 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: \_\_\_\_\_

### X: 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;

## International Student Application Form

- 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)).

### XI: 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.edu.au](mailto:admissions@nmc.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.edu.au](mailto:admissions@nmc.edu.au)

Print out this form and mail the hard copy of the document to:

Level 1, 13 Elizabeth Street, Richmond, Victoria, 3121