

## INTERNATIONAL APPLICATION FORM

- > This application is the property of the Institute. Supporting documentation will NOT be returned.
- > Your application cannot be processed unless full documentation is attached.
- > If you obtain Australian permanent residency at any stage of the application process, you must advise the Institute immediately.
- > It is your responsibility to advise the Institute of any change of address prior to enrolment at the Institute.
- > The information in this application form is correct as of September 2020, however course information for the Institute is subject to change.
- > Admission to any particular course is not guaranteed, and should be assessed in accordance with procedures specified by Chisholm Institute.
- > You should always check with a course adviser or Institute accredited education agent or representative when choosing your course. Visit the Institute website for the most up-to-date information about courses, entry requirements, fees and destination degrees.
- > The Institute reserves the right to decline any application.

### SECTION 1: PERSONAL DETAILS Attach document. Please include copy of identification pages of your passport.

Are you currently enrolled at Chisholm Institute?  No  Yes If yes, please provide student ID number

Have you previously applied to the Institute?  No  Yes

Title  Mrs  Ms  Other

Family name (as in passport)

Given name(s) Preferred name

Date of birth / / Gender  Male  Female  Indeterminate/Intersex/Unspecified

Current age First language

Citizenship (as in passport) Country of birth (as in passport)

#### Home address in home country (Mandatory).

Address Province

Country Postcode

Telephone Mobile telephone

Email (mandatory) Skype address (mandatory)

#### Home address in Australia (If you are already in Australia).

Address Province

Country Postcode

Telephone Mobile telephone

Email (mandatory) Skype address (mandatory)

**SECTION 2: GUARDIANSHIP**  Attach care arrangement form.**Please complete this section if you will be under 18 years of age at the time of enrolment Name of your parent/guardian**

Parent/legal guardian's name

Parent/guardian's home telephone (include country code)

Parent/guardian's business telephone (include country code)

Parent/guardian's email address (if available)

Signature of parent/guardian

Date (DD/MM/YYYY)

/ /

Date when you turn 18 years of age (DD/MM/YYYY) / /

**SECTION 3: VISA-RELATED INFORMATION**  Attach document.

Passport number

Expiry date (DD/MM/YYYY)

/ /

Have you previously visited Australia?  No  YesHave you previously breached any Visa conditions?  No  YesHave you ever been refused a Visa for entry into Australia or any other country?  No  Yes

Please attach relevant documents.

Are you currently in Australia?  No  Yes If yes.  Please attach copy of current visa if applicable and passport.

Visa type

Subclass No

Expiry date (DD/MM/YYYY)

/ /

**Family immigration History**  Please attach relevant documents.Are you married?  No  Yes If yes what Visa type does your spouse have?Will you spouse/dependants (children) accompany you during your education in Australia?  No  Yes

Full name

Date of birth (DD/MM/YYYY)

/ /

Full name

Date of birth (DD/MM/YYYY)

/ /

**SECTION 4: CHISHOLM COURSE PREFERENCES**  Please attach packing partner form.

Course title	CRICOS code	Intake (Feb/Jul)	Year

**Campus**  Berwick  Dandenong  Frankston**Engineering stream options**  Robotics and Mechatronics  Mechanical and ManufacturingAre you applying for credit transfer or recognition of prior learning (RPL)?  No  Yes

If yes, you must attach detailed syllabus or Curriculum for Credit to be assessed. This may include course content, assessment mode etc.

**SECTION 5: ENGLISH LANGUAGE PROFICIENCY**  Attach document.

Please tick the appropriate box and attach your results.

English is your first language  English was the language of instruction in your secondary/tertiary studies  
 Documentary evidence must be provided if institution is located in a non-English speaking country.

I have completed an approved English language test (Complete the details below - attach evidence)

IELST Academic  TOEFL  PTE Academic      Date of birth (DD/MM/YYYY)      /      /

Result (if known)                      Listening                      Reading                      Writing/TWE                      Speaking

I have not yet completed an approved English language test.  
 I intend to complete the test on the date (DD/MM/YYYY)      /      /

**SECTION 6: ENGLISH LANGUAGE PROFICIENCY** Continued.

**Completed English course in Australia.**

Name of English language course

Name of English language centre

Start date (DD/MM/YYYY)      /      /                      Completion date (DD/MM/YYYY)      /      /

**Completing English course in Australia If 'Yes' provide details of English language course and English language centre - attach Offer Letter.**

Name of English language course

Name of English language centre

Start date (DD/MM/YYYY)      /      /                      Completion date (DD/MM/YYYY)      /      /

**SECTION 7: EDUCATION BACKGROUND**  Attach document.

**Please provide details and documentation of your highest secondary and any post-secondary school results, either completed or pending, including an explanation of the grading system. All documents must be translated and certified.**

**Secondary studies**

Name of qualification	Institution	Country/State	Start	Completed	Grade

**Post-secondary Studies.** Both complete and incomplete studies must be listed below. Submit official statements for all studies including failures (if any). All documents must be translated and certified.

Name of qualification	Institution	Country/State	Start	Completed	Grade

**Studies in Australia.** (if applicable)

Have you undertaken or are you currently enrolled in study in Australia? Yes please provide details below.  
**You must** list all the courses you have undertaken or are currently enrolled in studying in Australia.

Name of qualification	Institution	Country/State	Start	Completed	Grade

Please attach translated and certified copies of relevant academic records in Australia, such as high school or college/university result transcripts, certificates and relevant Confirmation of Enrolment (CoE).

If you are currently studying in Australia, please explain the reason for changing provider and course - please attach statement.

**SECTION 8: STUDENT STATEMENT**  Attach document.

Please answer all the questions. Written and signed statement of purpose required.

1. Why are you choosing to study in Australia and Chisholm Institute?
2. What do you know about Chisholm Institute?
3. Please explain your understanding of the program?
4. How is the program relevant to your chosen career?
5. Do you have friends or relatives in Australia?
6. Is the course offered in your home country? If so please list 3 providers
7. What are the benefits of choosing to study abroad?
8. How will your chosen program contribute to your current career path?
9. What are your future employment prospects?
10. What would be your expected salary?
11. How are you going to achieve your short and long term goals?

**SECTION 9: EMPLOYMENT SUMMARY**  Attach document.

Employer	Position	Duties	Country	Start	Finish

**SECTION 10: STUDENT SERVICES**  Attach document.

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

If yes, Expiry date (DD/MM/YYYY)    /    /                      (Attach evidence)

If no, which type of cover do you require?  Single  Dual family  Multi family

Do you require airport pick up?  No  Yes                      Do you require homestay accommodation?  No  Yes

All requests for Homestay and Airport pick up are to be made direct to AHN - [www.homestaynetwork.org](http://www.homestaynetwork.org).

**If you are an Under 18 student you are required to forward a copy of your homestay confirmation with your acceptance documents.**

**Disability**

Do you have a disability, impairment or long-term medical condition which may affect your studies?  No  Yes

Do you require support from Chisholm Institute  No  Yes

I have attached a document outlining my requirements  No  Yes

## Applicant's declaration

1. I declare that the information submitted with this application is true and complete. I further declare that any academic results submitted are a complete record of all results I have obtained from every institution I have attended, and have been translated and certified.
2. I declare to the best of my knowledge that the information supplied on this application form and all supporting documentation is correct and complete, and that any supplementary application documents (personal statement, folio or additional admission requirements) are my own work.
3. I acknowledge that failure to disclose my academic records, giving fraudulent or incomplete information may result in the Institute revoking an offer or terminating my studies at any stage.
4. I authorise the Institute to seek verification of my academic and professional qualifications, and work experience. I understand that the Institute reserves the right to inform other institutions and regulatory agencies if any of the material presented to support my application is found to be false.
5. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
6. I acknowledge that the Institute reserves the right to alter any course, subject, admission requirement or fee without prior notice.
7. I understand that the personal information I have provided may be released to government agencies as required by law, I further understand that it may be disclosed to third parties for the purpose of progressing my application.
8. I acknowledge that I have read and understand the description of the program/s that I am applying for.
9. I authorise the Institute to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
10. I declare that I am applying to be a genuine temporary entrant to Australia and as a genuine student and that I have read and understood conditions relating to these requirements (<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>).
11. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course.
12. I understand that tuition and other non-tuition fees are subject to an annual increase and I am able to access funds to pay the increased fees. I will make timely payments of any fees or associated costs.
13. Chisholm Institute reserve the right to vary fees on an annual basis. Should Chisholm decided to increase fees, that the increase will take effect on 1 January of the following year.
14. I declare that my signature is true and correct and matches the signature in my passport.
15. I understand that my student visa requires me to maintain satisfactory course attendance and progress.
16. I understand that my student visa requires me to remain with my provider until I complete 6 months of my principal course. Where my application contains more than one course, the principal course is the highest level of course. For packaged offers, the principal course is the Bachelor degree.
17. I understand that Chisholm has rules regarding course transfer and Institution transfers, and I may not be able to change my course/s or Institution without permission.
18. I understand that I may incur a late payment fee if I do not pay my fees by the due date/s.
19. I authorise Chisholm Institute to share my record of results including Graduation Certificates with Packaging and Pathway Partners.

I (insert full name)

**Understand all of the requirements for the courses and visa application and confirm that all of the information provided is true.**

Signature of applicant (as in passport signature page)

Date (DD/MM/YYYY)

/ /

**Note: Applicant declaration must be signed by a parent or legal guardian if the student is under 18 years of age.**

Signature of parent or legal guardian

Date (DD/MM/YYYY)

/ /

## Agent's declaration (if applicable)

1. I have assessed the applicant and to the best of my knowledge the applicant is a genuine temporary entrant and genuine student as defined by Department of Home Affairs and I confirm the documents and information provided by the applicant did not disclose any conclusive grounds for rejecting the applicant's declarations that they are a genuine student.
2. To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application.
3. The documents which form part of this application appear to be authentic and valid. To the best of my knowledge the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable).
4. I recommend the Institute proceed with the assessment for admission of this applicant.
5. I confirm the applicant has signed this application form and all supporting documentation is correct and complete, and that any supplementary application documents (personal statement, folio or additional admission requirements) are the work of the applicant.
6. I have provided the applicants personal email address and residential address, as disclosed to me by the applicant.
7. Every effort has been made to verify the authenticity and validity of the documents which form part of this application.
8. Where an applicant has submitted an offshore English placement test, the Agency guarantees that the test is the work of the applicant.
9. The applicant been provided information about fees and living costs in Australia and understands their obligation to pay their fees. The applicant has provided evidence of funds outlined in the application form.
10. I have provided the applicant with information regarding the location of Chisholm, course information and studying in Melbourne.

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Agency name

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Agency branch office

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Agent staff member name

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Agent signature

Date (DD/MM/YYYY)

/ /

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## DOCUMENT CHECKLIST FOR APPLICATION

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### Application form

- Completed all sections.
- Signed declaration by applicant.
- Signed declaration by accredited agent or representative (if applicable).
- Signed declaration by sponsor/guardian if under 18 years of age.
- Signed packing partner application form (if applicable).

### Passport

- Copy of identification pages of your passport.
- Copy of current visa (if you are in Australia).

### Academic documents

- Certified translated copies of relevant academic records in your home country.
- Certified copies of relevant academic records in Australia (if applicable).

### English proficiency documents

- Copy of enrolment in any course (other than an English language course) if you are undertaking the course in Australia, including the CoE from the Institute plus a letter reporting your attendance level and completion date.
- If studying English in Australia prior to Chisholm Institute, Copy of English language course Offer Letter and the CoE from the English language centre.
- If completed English in Australia, Certified copy of English language certificate and attendance report if you have completed an English language course.

### Certified copy of English language proficiency certificate

- Certified copy of English language proficiency test certificate (if applicable).

### Other required forms

- For students currently in Australia, copy of Overseas Student Health Cover card as well as names and dates of birth of family member(s) if applying for family cover:
  - Certified copies of work references (if relevant)
  - Other (if requested by the Institute)
  - Statement of purpose (written and signed by applicant)
  - Completed Math test (Bachelor Of Engineering)
  - Completed Written task (Bachelor Mental Health Alcohol And Other Drugs).
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## CONTACT US

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For more information please contact Chisholm Institute's International Office on **+61 3 9212 5040**.  
Email [international.admissions@chisholm.edu.au](mailto:international.admissions@chisholm.edu.au) or visit [chisholm.edu.au/students/international](http://chisholm.edu.au/students/international).

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**DISCLAIMER:** Chisholm Institute respects your privacy. The information you have provided will not be given to any third parties, and will only be used internally. Upon graduation, you will automatically become a part of the Chisholm Institute Alumni. **Please note:** you will be given the opportunity to unsubscribe at the time of completing your course. We have made every effort to ensure that the information contained in this document is correct at the time of printing. Chisholm Institute reserves the right to change the admission requirements, fees and units of competency in listed courses whenever necessary. All reasonable attempts will be made to publish the most up-to-date information, but course details can change, and you will always find the most current information on our website at [chisholm.edu.au](http://chisholm.edu.au).