



Enrolment Application

Please complete this application in BLOCK LETTERS

EDUCATION AGENT DETAILS

Do you have an education agent? ☐ Yes ☐ No

Agency Name			
Consultant's Name			
Consultant's email		Mobile:	

PERSONAL DETAILS

Family name		Given name	
Gender	☐ Male ☐ Female ☐ Other	Date of birth	
Nationality		Country of birth	
Passport No.		Visa expiry date	
What visa will you be holding when you commence your studies?			
Student ☐ Working ☐ Other ☐ Bridging (if so which one?)			
Are you currently in Australia? ☐ Yes ☐ No			
Are you of Aboriginal or Torres Strait Islander origin? ☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander			
Mobile No.		Telephone No.	
Email			

Address of your usual residence in your home country

Property name			
Flat/unit		Street/lot number	
Street name		Suburb/locality/town	
State/territory		Postcode	
Country			

Postal address – if different from above

Property name			
Flat/unit		Street/lot number	
Street name		Suburb/locality/town	
State/territory		Postcode	
Country			

Address or intended address in Australia (if known)

Property name			
Flat/unit		Street/lot number	
Street name		Suburb/locality/town	
State/territory		Postcode	

Emergency contact details

Family Name		Given Name	
Mobile No.		Telephone No.	
Relationship			

Family member contact details in home country

Family Name		Given Name	
Mobile No.		Telephone No.	
Relationship			

HEALTH COVER

Overseas Student Health Cover (OSHC) must be arranged for the duration of your visa as a condition of your student visa. CIC can arrange health cover with Allianz Global Assistance (our preferred provider) on your behalf for the duration of your visa.

If you pay the full OSHC amount up-front, you are protected against any increases in the OSHC fees for the duration of your visa.

If you complete your studies earlier than expected, you may be entitled to a refund from Allianz Global Assistance. Health insurance is your responsibility and current cover must be maintained by students for the duration of their stay in Australia.

Do you want CIC to arrange OSHC for the duration of your visa in Australia? ☐ No ☐ Yes

If YES, please select one of the following coverage types: ☐ Single ☐ Dual ☐ Family

If NO, reason given for not commencing a new Allianz Global Assistance membership

☐ You already have current OSHC membership for the duration of your visa.

Provider

Membership number:

	OSHC expiry date:	

HIGHER EDUCATION COURSES

CRICOS (VIC) No. 01718J

Undergraduate Courses		Intake Dates
☐ Bachelor of Business (Accounting)	CRICOS Course Code 072490C	☐ 19 August 2024
☐ Bachelor of Business (Management)	CRICOS Course Code 072493M	☐ 28 October 2024
☐ Bachelor of Business (Marketing)	CRICOS Course Code 072491B	☐ 13 January 2025
☐ Non-award study		☐ 24 March 2025
		☐ 02 June 2025
		☐ 18 August 2025
		☐ 27 October 2025

Postgraduate Courses		Intake Dates
☐ Graduate Certificate of Business	CRICOS Course Code 105841H	☐ 18 March 2024
☐ Graduate Diploma of Business	CRICOS Course Code 105840J	☐ 22 July 2024
☐ Graduate Diploma of Management Information Systems	CRICOS Course Code 110248E	☐ 09 September 2024
☐ Master of Business	CRICOS Course Code 105839B	☐ 18 November 2024
☐ Master of Business Administration	CRICOS Course Code 105838C	☐ 24 March 2025
☐ Master of Management Information Systems	CRICOS Course Code 110247F	☐ 21 July 2025
☐ Non-award study		☐ 17 November 2025

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Are you seeking Advanced Standing (Credit Transfer)? ☐ Yes ☐ No

If YES, please complete the details below, along with your relevant supporting documents (certified academic transcripts and unit outlines).

Graduate business management courses include opportunities for students to specialise. These specialisations will determine the number and type of credit granted. If you are applying to study a **Master of Business** or a **Master of Business Administration**, please indicate which specialisation (if any) you intend to take.

- ☐ Accounting
 ☐ Project Management
 ☐ Aged Care and Disability Services Management
- ☐ Healthcare Informatics
 ☐ No specialisation

Previous Institution/s in which studies were undertaken	Year completed
1.	
2.	
3.	

Previous subjects you wish CIC to consider for advanced standing	CIC unit/subject code (CIC staff to complete)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	



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STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course?

- ☐ To get a job ☐ To get a better job/promotion ☐ To develop my existing business
- ☐ To start my own business ☐ It was a requirement of my job ☐ To get into another course of study
- ☐ To try for a different career ☐ I wanted extra skills for my job ☐ For personal interest or self-development
- ☐ Other reason – please specify _____

SCHOOLING AND EDUCATION

What is your highest qualification achieved?

In which country was this qualification achieved?

Additional qualifications achieved

Please list all previous studies in Australia whether successfully completed or not

Start date	End date	Provider	Course

LANGUAGES

Do you speak a language other than English at home? ☐ Yes ☐ No

If YES, please specify language/s _____

What is your certified English language level?

☐ IELTS _____ ☐ TOEFL _____ ☐ PTE _____ ☐ Other _____

Are you currently or planning to study English whilst in Australia? ☐ Yes ☐ No

If YES, please specify at which college _____



SPECIAL NEEDS

Do you consider yourself to have a permanent and significant special needs requirement? ☐ Yes ☐ No

If YES, please indicate which:

- | | | | |
|--|---|---------------------------------------|-----------------------------------|
| ☐ Hearing/Deaf | ☐ Physical | ☐ Intellectual | ☐ Learning |
| ☐ Medical condition | ☐ Mental illness | ☐ Vision | |
| ☐ Other (please specify): _____ | | | |

EMPLOYMENT

Of the following categories, which BEST describes your current employment status?

- | | |
|--|--|
| ☐ Full-time employee | ☐ Part-time employee |
| ☐ Employer | ☐ Not employed – not seeking employment |
| ☐ Employed – unpaid worker in a family business | ☐ Self-employed – not employing others |
| ☐ Unemployed – seeking part-time work | ☐ Unemployed – seeking full-time work |

MARKETING

How did you hear about CIC?

- | | | | | |
|--|---|-----------------------------------|--|--|
| ☐ CIC website | ☐ Existing or Past CIC Student | ☐ Facebook | ☐ Exhibition/Fair | ☐ Education agent |
| ☐ Other (please specify): _____ | | | | |

DOCUMENTS ATTACHED TO THIS APPLICATION

- | | |
|--|---|
| ☐ Certified academic transcripts | ☐ Advanced Standing application form (if applicable) |
| ☐ Copy of Australian Visa (if applicable) | ☐ IELTS Certificate or equivalent proof of English |
| ☐ Clear colour copy of your passport (in cases where holographic imagery obscures the passport photo, please provide a clear colour passport photo) | |

STUDENT DECLARATION

I, _____ acknowledge that I have read and understand the information provided above. I also acknowledge that I have read CIC's student prospectus, website, marketing material and received full information from CIC's Educational Agent (for enrolment through an educational agent) before making the decision to enrol in the course. The information and documents provided by me are true, genuine and correct in all respects.

Student signature: _____ Date: ____/____/____

SUBMIT APPLICATION

MELBOURNE CAMPUS

Email:	admissions@cic.vic.edu.au
Post:	Admissions, CIC Higher Education, Level 4, 108 Lonsdale Street, Melbourne VIC 3000

This form aligns with CIC Higher Education (CIC) Admissions Policy and Procedure

Please refer to the policy and/or procedure on the CIC website www.cic.vic.edu.au for more information

Privacy Statement

CIC Higher Education collects personal information about you for the purposes of enrolling you into your chosen course(s) or program(s) of study. It is essential that you supply us with current and accurate details in order to process your enrolment. We may also collect and use your information to improve our products and services. CIC will ensure that your personal information is always stored securely and will not be traded improperly. Any disclosure of your data and personal information will be done in strict adherence to CIC's Privacy and Personal Information Policy and the Privacy and Data Protection Act 2014 (Vic). Please contact our student services if you have any concerns or make a privacy complaint at info@cic.vic.edu.au