# APPLICATION TO STUDY FORM
# INTERNATIONAL STUDENTS - ONSHORE

TR4INRIGHT
RTO : 22281 I CRICOS : 03618G

**OFFICE USE ONLY:** ☐ **Direct** ☐ **via Agent** **Preferred course start date (Month/Year):** _____

If you have previously been enrolled at Tr4in Right, provide your Student ID number: T**R180**_____

- You must obtain a copy of the Student International Handbook and Course Information prior to enrolment.
- For course start dates, refer to the Academic Calendar on the website (or contact us).
- Include one set of supporting documents with this application including certified English translation copies where required.
- All supporting documents for this application must be certified as true copies of originals; refer to: https://immi.homeaffairs.gov.au/help-support/applying-onlineor-on-paper/onpaper/certifies-copy for more details.
- You must sign the declaration at the end of this of this form
- Submit your application along with AUD$250.00 enrolment/application fee (this fee is non-refundable).
- Delays may occur in the processing of this application if the application is incomplete.

## 1. Preferred Course(s)

| Course Code/Name and CRICOS Code | CRICOS Code | Course Code/Name | CRICOS Code |
|---|---|---|---|
| ☐ BSB40520 Certificate IV in Leadership and Management | 103992J | ☐ BSB40820 Certificate IV in Marketing and Communication | 105214B |
| ☐ BSB50420 Diploma of Leadership and Management | 104332D | ☐ BSB50620 Diploma of Marketing and Communication | 105215A |
| ☐ BSB60420 Advanced Diploma of Leadership & Management | 108423B | ☐ BSB60520 Advanced Diploma of Marketing & Communication | 105216M |
| ☐ CPC30220 Certificate III in Carpentry | 104873H | ☐ BSB80120 Graduate Diploma of Management (Learning) | 108697J |
| ☐ CPC40120 Certificate IV in Building and Construction | 109004B | ☐ General English ☐ 10 weeks ☐ 20 weeks ☐ 30 weeks ☐ 40 weeks *Note: the above duration does not include holiday/term breaks* | 097896G |
| ☐ CPC50220 Diploma of Building and Construction | 103754A | | |

## 2. Recognition of Prior Learning (RPL) and/or Credit Transfer (CT)

Do you wish to apply for **CT / RPL?** ☐ Yes (If YES, original or certified copies of original testamur with transcripts, or statement of attainment from previous qualifications must be provided with this form, along with a Credit Transfer Form (F-05 & F-06) ☐ No ☐ Maybe - I'd like more information

## 3. PERSONAL DETAILS (as shown in your passport)

| | | | |
|---|---|---|---|
| Title: Mr ☐ Mrs ☐ Miss ☐ Dr ☐ | | Gender: Female ☐ Male ☐ Other ☐ | Marital Status: |
| First Name: | | | |
| Middle Name: | | | |
| Family / Surname: | | | |
| Country of birth: | | Gender (Tick ONE only): | ☐ Male ☐ Female ☐ Other |
| Date of birth (DD/MM/YYYY): | Age | Mobile Number: | |
| Email address: | | Phone number (landline): | |

## Address in Australia (if known) or current address. Please provide the physical address (not the post box or agent address; this is the address where, if required, written correspondence will be sent to you)

| | | | | | |
|---|---|---|---|---|---|
| Address line 1 (House No.) | | Street Name | | | |
| Suburb/Town | | State/Territory | | Post Code | |

## Permanent Address in Home Country - Please provide the physical address (not the post box or agent address)

| | | | |
|---|---|---|---|
| Building/ property name | | P.O. Box | |
| Unit detail: | | Street No. | |
| Street name | | | |
| Suburb or town | | State | |
| Postcode | | Country | |

## Emergency Contact Details in Australia

| | | | |
|---|---|---|---|
| First Name: | | Last Name: | |
| Phone Number (AUS): | | Relationship: | |
| Email Address: | | | |

## Emergency Contact Details in Home Country

| | | | |
|---|---|---|---|
| First Name: | | Last Name: | |
| Phone Number (Overseas): | | Relationship: | |
| Email Address: | | | |

## 4. PASSPORT AND VISA DETAILS

### Passport Details (please attach a copy of your passport)

| | | | |
|---|---|---|---|
| Passport Number: | | Expiry Date (DD/MM/YYYY): | |
| Country of Passport: | | Nationality: | |

### VISA DETAILS

a. Are you currently holding an Australian Visa? ☐ Yes - Expiry Date (DD/MM/YYYY) _____ Visa Grant Number:_____

**Type of Visa:** ☐ *Student Visa, Subclass _____ ☐ Working Holiday Visa ☐ Visitor Visa ☐ Work and Travel Visa ☐ Other, please

*If currently enrolled with any other education provider, please provide a copy of your current student visa and all eCoEs that you are holding with your application

b. What type of visa will you apply to study at Tr4in Right? ☐ Student Visa ☐ Working Holiday Visa ☐ Work and Travel Visa ☐ Visitor Visa

c. Have you ever been refused/rejected of an Australia visa? ☐ Yes ☐ No

## 5. FUNDING

Do you understand the costs associated with studying in Australia and have the financial capacity to meet such costs and any annual fee increase for the duration of your course? (Refer to www.dha.gov.au) ☐ No ☐ Yes ☐ Maybe - I'd like more information

| | |
|---|---|
| Who is responsible for your study and living expenses while in Australia? | ☐ Self-funded ☐ Bank Loan ☐ Sponsored (To be paid by immediate family) Other, please specify |

## 6. OVERSEAS STUDENT HEALTH COVER

*Student Visa applicants are required to have visa length Overseas Student Health Cover (for at least 1 month longer than their course). Tr4in Right can arrange OSHC on your behalf. If you would like Tr4in Right to organise your OSHC, tick YES below & indicate what type of cover is required*

☐ Ye If yes, what type of cover is required: ☐ Single ☐ Family (please provide copy of family member's passport) ☐ Dual ☐ Multi

☐ No (If you have a valid OSHC, provide a copy and OSHC Number: _____

## 7. LANGUAGE AND CULTURAL DIVERSITY

| | |
|---|---|
| In which country were you born? | ☐ Australia ☐ Other, please specify: _____ |
| Do you speak a language other than English at home: | If more than one language, indicate the one that is spoken most often)<br>☐ No, English only ☐ Yes, other – please specify: |
| How well do you speak English? | Very well ☐ Well ☐ Not well ☐ Not at all ☐ |
| Are you of Aboriginal or Torres Strait Islander origin? | (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)<br>☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander |

Did you complete tertiary studies in an English-speaking country? Yes ☐ No ☐

Have you undertaken any English Exam or completed any English Course in the last 24 months? ☐ No ☐ Yes

If **YES,** please tick the applicable test: ☐ IELTS ☐ TOEFL IBT ☐ CAE ☐ PTE ☐ OET ☐ Other: _____

Score: _____ Test Date (DD/MM/YY):_____

| | |
|---|---|
| If **NO**, please provide information regarding qualification(s) completed in Australia in the last 2 years which is Certificate IV level or higher (or partially completed at least 70% of the course) | Qualification: |
| | Name of Institution: RTO/TAFE: |
| | Date completed: |

5.6 Are you of Aboriginal or Torres Strait Islander Origin? No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both ☐

## 8. EDUCATION HISTORY

### What is your highest completed School Level? (tick one box only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9

☐ Year 9 or below ☐ Year 10 ☐ Year 11 ☐ Year 12 ☐ Did not attend school

In what **YEAR** did you complete that school level? _____

**Are you still in secondary or senior secondary education: ☐ Yes ☐ No**

### Studies in Australia

| | |
|---|---|
| Did you complete your course? Yes ☐ No ☐ | Last date of attendance (DD/MM/YYYY): |
| Do you have a release letter? Yes ☐ No ☐ | Are you currently undertaking any studies? Yes ☐ No ☐ |
| Previous/current educational provider (provide academic transcripts of your studies) | |

## Previous qualifications achieved

Have you **SUCCESSFULLY** completed any of the qualifications listed below ☐ If yes, indicate/mark with 'X' below ☐ no

**A** – Qualification has been completed in Australia **E** – Qualification has been completed overseas and recognised formally in Australia by AEI-NOOSR

**I** – Qualification has been completed overseas but not recognised in Australia

| Qualification | A | E | I | Qualification | A | E | I |
|---|---|---|---|---|---|---|---|
| Certificate I or Certificate II | ☐ | ☐ | ☐ | Advanced Diploma/Associate Degree | ☐ | ☐ | ☐ |
| Certificate III (or trade certificate) | ☐ | ☐ | ☐ | Bachelor Degree | ☐ | ☐ | ☐ |
| Diploma | ☐ | ☐ | ☐ | Masters Degree or higher | ☐ | ☐ | ☐ |

**Study Reason – Of the following options, which BEST describes your main reason for undertaking your planned course(s)**

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

## 9. EMPLOYMENT HISTORY

**EMPLOYMENT: What is your current employment status?** (Tick one box only)

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

**If you are employed which of the following categories best describe your occupation?** (Tick one box only)

☐ Manager ☐ Community and Personal Service worker ☐ Machinery Operator and Driver
☐ Professional ☐ Clerical and Administrative Worker ☐ Labourer
☐ Technicians and Trade Worker ☐ Sales Worker ☐ Other

**Which best describes the industry of your employment?** (Tick one box only)

☐ Agriculture, Forestry and Fishing ☐ Mining ☐ Manufacturing ☐ Education and Training
☐ Electricity, Gas, Water and Waste ☐ Construction ☐ Wholesale Trade ☐ Arts and Recreational
☐ Retail Trade ☐ Transport, Postal and Warehousing ☐ Accommodation and Food ☐ Healthcare and Social
☐ Info Media and Telecommunications ☐ Financial and Insurance ☐ Rental, Hiring and Real Estate ☐ Administrative and Support
☐ Scientific and Technical ☐ Public Administration and Safety ☐ Other (please specify)

## 10. DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? (This information is for support services only and does not affect the outcome of your application. Please refer to the Disability supplement for an explanation of the following disabilities)

☐ Hearing/Deaf ☐ Intellectual ☐ Mental illness ☐ Vision ☐ Medical Condition ☐ Physical ☐ Learning ☐ Acquired brain impairment

☐ Other Please provide details: _____

If a disability, impairment or long-term condition has been identified above, please complete the Reasonable Adjustment / Special Needs Form (available with the Student Support team) and attach to this form. Upon receipt of the form, Student Support Services Officer will contact you to further discuss your needs and to determine whether Tr4in Right will be able to accommodate your needs.

## 11. UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, Tr4in Right] can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/students/create-your-usi/ on computer or mobile device. You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/.

**Unique Student Identifier (USI number):** _____ (10 characters)

## 12. DECLARATION

### 12.1 Declaration by Agent (complete if applicable)

☐ I have provided all relevant and required information to the applicant to enable them to make an informed decision about their chosen program of study.
☐ I have provided all relevant and required information to the applicant about the visa conditions including the requirements to maintain the student visa.
☐ I have validated all financial documents and confirm that this student has the financial capacity to pay their full program tuition and ongoing living expenses for the entire duration of their studies.
☐ I am satisfied that to the best of my knowledge the applicant has genuine intentions to complete this program and has the financial capacity to pay for the course/program and living expenses for the duration of the program/s.
☐ I am aware that there are implications to Tr4in Right and my agency if a student visa is for not meeting the Genuine Temporary Entrant (GTE) requirement.

| | | | |
|---|---|---|---|
| Agency Name: | | Contact person: | |
| Phone Number: | | Email Address: | |
| Signature/Stamp: | | Date (DD/MM/YYYY): | |

## 13. DISCLAIMER

All material presented is distributed by Tr4in Right as an information source only. Tr4in Right makes no statements, representations, or warranties about the accuracy or completeness of any information contained in this publication. The State of Victoria disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate or incomplete in any way, and for any reason

## 14. DECLARATION BY APPLICANT – Privacy Notice – National VET Data Policy

**I, the applicant, understand and acknowledge the following:**

- As a registered training organisation (RTO), we collect your personal information to process and manage your enrolment in a vocational education and training (VET) course with us.
- We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.
- We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.
- We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.
- The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.
- The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:
- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information
- The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.
- The NCVER does not intend to disclose your personal information to any overseas recipients.
- For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.
- If you would like to seek access to or correct your information, in the first instance, please contact your TR4IN RIGHT using the contact details listed below or at the bottom page.
- DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice.
- You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.
- At any time, you may contact TR4IN to:
- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Note: refer to our Privacy Notice Policy on our website (https://www.tr4inright.edu.au/student-forms-policies)

- The collection of your personal information is one of the requirements in order to consider approval of your application.

| Applicant's Signature: | | Date (DD/MM/YYYY) : | |
|---|---|---|---|

## 15. APPLICATION CHECKLIST - Before submitting your application, please make sure you have:

- ☐ Completed all sections of this Application Form
- ☐ Provided evidence of English Language ability (if required)
- ☐ Any relevant employment documentation (if available)
- ☐ Attached certified copies of academic qualifications (overseas & in Australia)
- ☐ Attached a certified copy of valid passport and visa
- ☐ Certified official translation of any document not in English
- ☐ Evidence of Overseas Student Health Cover
- ☐ If applying for a USI additional copies of support documents as outlined in the USI section of the application.
- ☐ A release letter from your current education provider, current and future COEs from current provider (if applicable and applying for transfer of providers)
- ☐ Certified copies of documents to be assessed for Credit Transfer and/or Recognition of Prior Learning
- ☐ **A$250.00 enrolment/application fee (non-refundable)**
- ☐ Copy of International Student Handbook and course information received

13. **HOW DID YOU KNOW ABOUT TR4IN RIGHT?**

☐ Agent ☐ Face Book/Social Media ☐ Student ☐ Tr4in Right Website ☐ Newspaper / Magazine ☐ Friends/Family Exhibition/Fair ☐ Others: _____

## THIS SECTION IS FOR TR4IN RIGHT STAFF ONLY

| Application received on (DD/MM/YYYY) : | | Received by: | |
|---|---|---|---|
| Decision on Application: | ☐ Accepted | ☐ Rejected | |
| Name: | | Signature: | Date (DD/MM/YYYY): |

**Disability Supplement**

**Introduction:** The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list. Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

**Hearing/deaf:** Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

**Physical:** A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

**Intellectual :** In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

**Learning:** A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

**Mental illness:** Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

**Acquired brain impairment:** Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

**Vision:** This covers a partial loss of sight causing difficulties in seeing up to & including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

**Medical condition:** Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

**Other:** A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.