INSTITUTE OF MANAGEMENT & COMPUTING
Be educated & feel empowered

Ph: 0391 913 448
Email: info@imc.vic.edu.au
Website: www.imc.vic.edu.au
Address: Unit 1/61 Riggall Street, Broadmeadows, VIC 3047, Australia.

International Student Application Form

Preferred Intake Month ____

INTENDED COURSES

			DURATION (Weeks)
☐	BSB80120	Graduate Diploma of Management (Learning)	104
☐	BSB50420	Diploma of Leadership and Management	52
☐	BSB60420	Advanced Diploma of Leadership and Management	78
☐	BSB50120	Diploma of Business	52
☐	BSB60120	Advanced Diploma of Business	78
☐	ICT60220	Advanced Diploma of Information Technology	104
☐	RII60520	Advanced Diploma of Civil Construction Design	104

ENGLISH LANGUAGE COURSES (ELICOS)

☐ General English (Please specify the number of weeks…… (CRICOS CODE: 116249M)
☐ English for Academic Purposes (Please specify the number of weeks……(CRICOS CODE: 116250G)

Personal Details

Title: ☐Mr. ☐Mrs. ☐Ms. ☐Dr. ☐Other Gender: ☐Male ☐Female
Family name (as in passport): ____ Given name(s): ____
Date of Birth (dd/mm/yy): ____ Nationality (as per passport): ____

Contact Details in Home country

Address: ____ Country: ____ Post Code: ____
Telephone/ Mobile: ____ Email: ____

Contact Details in Australia

Address: ____ State: ____ Post Code: ____
Telephone/ Mobile: ____ Email: ____

Emergency Contact Details

Name: ____ Phone Number: ____
Address: ____ Relationship to Applicant: ____

Visa Information

Passport Number: ____ Expiry Date: ____
Visa Type: ____ Subclass: ____ Expiry Date: ____

What type of visa will you be holding when you commence your studies?
☐Student ☐Working Holiday ☐ Tourist ☐ Other
Have you applied to become a permanent residence of Australia? ☐Yes ☐No
If yes, date of application (dd/mm/yy): ____

INSTITUTE OF MANAGEMENT & COMPUTING
Be educated & feel empowered

Ph: 0391 913 448
Email: info@imc.vic.edu.au
Website: www.imc.vic.edu.au
Address: Unit 1/61 Riggall Street,
Broadmeadows, VIC 3047, Australia

USI Information (Unique Student Identifier)

USI Number:

If you do not have USI yet, please go to www.usi.gov.au to apply for it. If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment.

Language and Cultural Diversity

In which country were you born? ☐ Australia ☐ Other – Please specify:

Do you speak a language other than English at home? ☐No ☐Yes – 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? ☐ No ☐Yes – Please specify:

Previous Education

Have you done your schooling? ☐Yes ☐No

Highest Qualification:

Name of Institute: Completed Year:

Disability

Do you have any of the following disabilities, impairments or long-term conditions? ☐Yes ☐No

If '**Yes'**, then please indicate the areas of disability, impairment or long-term condition:

☐Hearing/Deaf ☐Physical ☐Intellectual ☐Acquired Brain Impairment
☐Mental Illness ☐Vision ☐Medical Condition ☐Other

Employment

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

☐Full-time employee ☐Part-time employee ☐Self-employed ☐Employer
☐Employed in a family business ☐Unemployed - seeking work ☐Not employed - not seeking employment

Study Reason

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

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

RPL/Credit

Are you seeking recognition of prior learning (RPL) or course credit transfer? ☐Yes ☐No

If '**Yes'**, then please contact training manager for further details about the RPL/CT process

Transferring student information: (if applicable)

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

If '**Yes'**, then have you completed the first 6 months of your principal course? ☐Yes ☐No

Name of Institute:

If you currently enrolled in another institute in Australia please provide release letter.

Education Agent Details

If you were referred by an Education Agent, please provide details below.

Agent Name/Business Name:	As an approved agent of Institute of Management and Computing, I am also certifying that I have verified all the original documents of the student. **Signature**_____

Ph: 0391 913 448
Email: info@imc.vic.edu.au
Website: www.imc.vic.edu.au
Address: Unit 1/61 Riggall Street,
Broadmeadows, VIC 3047, Australia

Privacy Notice

Under the Data Provision Requirements 2012, Institute of Management and Computing Pty Ltd 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 Institute of Management and Computing for statistical, regulatory and research purposes. Institute of Management and Computing may disclose your personal information for these purposes to third parties. This practice is also required by the ESOS Act and the ESOS National Code 2018. 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 authorized agencies
- NCVER
- 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).

Student Declaration and Consent

I , Declare that the information I have provided to the to the best of my knowledge is true and correct. I further declare that I have gone through the following policies and procedures available on www.imc.vic.edu.au:

- **Admissions Policy and Procedure**
- **Complaints and Appeals Policy and Procedure**
- **Course Progress Policy and Procedure**
- **Deferring, Suspending and Cancelling Overseas Student Enrolment Policy and Procedure**
- **Refund Policy and Procedure** *(All refunds will be in accordance with the policy and refund arrangements defined in Agreement)*
- **RPL and Credit Transfer Policy and Procedure**
- **Student Support Policy and Procedure**
- **Transfer Between Registered Providers Policy and Procedure**

INSTITUTE OF MANAGEMENT & COMPUTING
Be educated & feel empowered

Ph: 0391 913 448
Email: info@imc.vic.edu.au
Website: www.imc.vic.edu.au
Address: Unit 1/61 Riggall Street,
Broadmeadows, VIC 3047, Australia

I Consent to the collection use and discloser of my personal information in accordance with the Privacy Notice Above.

Applicant Name

Applicant Signature

Date..... / ..... / .....

Document Checklist

- ☐ **Passport bio-data pages**
- ☐ **IELTS (or other English Language test) Results (if applicable)**
- ☐ **Evidence of highest academic qualifications**
- ☐ **Copy of current Australian Visa (if applicable)**
- ☐ **OSHC Certificate (if applicable)**

FOR OFFICE USE ONLY

DATE | D | D | M | M | Y | Y | Y | Y |

Approved by: _____ **Signature:** _____