# INTERNATIONAL STUDENT APPLICATION FORM

**AUSTRALIAN ACADEMY**
OF BUSINESS & TECHNOLOGY, AUSTRALIA
RTO ID: 45457 | CRICOS: 03734D

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to ensure our course is suitable for your needs. All staff at Australian Academy of Business and Technology are required by law to protect the information provided on this Enrolment Form. More information about privacy is included in the notice at the end of this form.

## APPLICANT CURRENT LOCATION

☐ Onshore   ☐ Offshore

**STUDENT ID**   (Existing AABT student only)

[ ]

Please write the name that you used when you applied for your Unique Student Identier(USI), including any middle names. If you do not yet have a USI and want AABT 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 chose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

## 1 PERSONAL DETAILS

First Name
[ ]

Middle Name
[ ]

Last Name
[ ]

Gender:
☐ M   ☐ F   ☐ Other

Date of Birth   ( dd/mm/yy)
[ ]

Marital Status
☐ Married   ☐ Unmarried

Country of Birth
[ ]

Passport Number
[ ]

Passport Expiry Date
[ ]

Mobile
[ ]

Phone
[ ]

Email
[ ]

## 2 CONTACT DETAILS

**Current address in Australia**   (If available)

Street Address
[ ]

Suburb
[ ]

State
[ ]

Postcode
[ ]

**Permanent address in your home country**

Street Address
[ ]

Town/city
[ ]

District/Region
[ ]

State
[ ]

Postcode
[ ]

Country
[ ]

## 3 EMERGENCY CONTACT DETAILS

Full Name
[ ]

Relationship
[ ]

Phone/Mobile
[ ]

Email
[ ]

## 4 Do you speak a language other than English?

☐ No English only   ☐ Other

If other please Indicate the one that you speak more often
[ ]

## 5 ENGLISH LANGUAGE ABILITY

Which English test have you completed in the last 2 years?

☐ TOEFL   ☐ IELTS   ☐ PTE   ☐ CAE   ☐ None

Other
[ ]

Date test taken
[ ]

Result of the test
[ ]

Have you completed any English course in Australia?

☐ Yes (attach relevance evidence)   ☐ No

## 6  COURSES AND INTAKE:

Tick the courses you wish to enrol into

### GRADUATE DIPLOMA - MANAGEMENT ( LEARNING )

☐ BSB80120 **Graduate Diploma of Management ( Learning )**
CRICOS COURSE CODE: 111533C | 52 Weeks

### INFORMATION TECHNOLOGY AND CYBER SECURITY

☐ ICT50220 **Diploma of Information Technology**
CRICOS CODE: 110119C | 52 Weeks

☐ ICT60220 **Advanced Diploma of Information Technology ***
CRICOS CODE: 110120K | 52 Weeks

### ACCOUNTING

☐ FNS40222 **Certificate IV in Accounting and Bookkeeping**
CRICOS COURSE CODE: 110814B | 52 Weeks

☐ FNS50222 **Diploma of Accounting***
CRICOS COURSE CODE: 112866G | 52 Weeks

### HUMAN RESOURCE MANAGEMENT

☐ BSB40420 **Certificate IV in Human Resource Management**
CRICOS COURSE CODE: 107606C | 52 Weeks

☐ BSB50320 **Diploma of Human Resource Management**
CRICOS COURSE CODE: 107608A | 52 Weeks

### COMMERCIAL COOKERY AND HOSPITALITY MANAGEMENT

☐ SIT30821 **Certificate III in Commercial Cookery**
CRICOS COURSE CODE:110703J | 52 Weeks

☐ SIT40521 **Certificate IV in Kitchen Management***
CRICOS COURSE CODE:110704H | 26 Weeks*

☐ SIT50422 **Diploma of Hospitality Management***
CRICOS COURSE CODE: 110705G | 26 Weeks*

### BUSINESS

☐ BSB40120 **Certificate IV in Business**
CRICOS COURSE CODE: 107605D | 52 Weeks

☐ BSB50120 **Diploma of Business**
CRICOS COURSE CODE: 107606C | 52 Weeks

*Prerequisite for FNS50217 is FNS40217 and Prerequisite for FNS60217 is FNS50217 and FNS40217 | Prerequisite for ICT 60220 is ICT 50220

*Prerequisite for BSB50320 is BSB40420 | Prerequisite for BSB50120 is BSB40120 | Prerequisite for SIT40521 is SIT30821, and for SIT50422 is SIT30821.

**Which INTAKE do you wish to commence your course from?**

| Month | Year |
|-------|------|
|       |      |

We have Monthly intakes, please indicate Month and Year. Based on that we provide with real intake date

## 7  EDUCATION HISTORY

| NAME OF QUALIFICATIONS | PROVIDER | COUNTRY | YEAR COMPLETED | SCORE OBTAINED |
|------------------------|----------|---------|----------------|----------------|
|                        |          |         |                |                |
|                        |          |         |                |                |
|                        |          |         |                |                |
|                        |          |         |                |                |

## 8 VISA STATUS

If you hold a current Australian Visa, provide the following information;

Type of Visa ☐ Student ☐ Visitor ☐ Working holiday

Other

Current Visa Expiry Date

## 9 CURRENT STUDIES IN AUSTRALIA

Are you currently studying in Australia? If Yes, please provide the following details ☐ Yes ☐ No

Name of Institution

Date of Commencement

Course Enroled

## 10 CREDIT TRANSFER

Do you wish to apply for Credit Transfer? If **Yes**, certified copies of transcripts from previous qualifications must be provided with this form, along with a credit transfer form.

☐ Yes ☐ No ☐ I need more information

## 11 OVERSEAS STUDENT HEALTH COVER-OSHC

Do you require AABT to arrange OSHC insurance for you?

☐ Yes ☐ No

If **Yes**, which cover do you require?

☐ Single ☐ Couple ☐ Family

## 12 UNIQUE STUDENT IDENTIFIER - USI

From 1 January 2015, if you do not have a **Unique Student Identifier (USI)**, Australian Academy of Business and Technology can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course . If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/create-your- USI/ on computer or mobile device.

**Enter your Unique Student Identifier - USI if you have one)**

## 13 RECOGNITION OF PRIOR LEARNING

Do you wish to apply for Recognition of Prior Learning? If YES, you will be contacted to discuss this further.

☐ Yes ☐ No ☐ I need more information

## 14 DISABILITIES

Do you consider yourself to have a disability, impairment or long-term condition?

☐ Yes ☐ No

If **Yes** please indicate the type of disabilities.

## 15 ADDITIONAL SERVICES

Do you require airport pick up? ☐ Yes ☐ No

Do you require assistance with accomodation ?

☐ Yes ☐ No

## 27 STUDENT UNDER 18 YEARS

Parent/Guardian full name

Address

Phone/mobile

Email

## 17 AGENT DETAILS IF APPLICABLE

Organisation Legal Name

Agent Representative Name

Phone/mobile

Email

## 18 PRIVACY NOTICE

Under the Data Provision Requirements 2012, Australian Academy of Business and Technology 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 Australian Academy of Business and Technology for statistical, regulatory and research purposes. Australian Academy of Business and Technology may disclose your personal information for these purposes to third parties, including: Commonwealth and State or Territory government departments and authorized agencies;

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER -

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- debt recovery agencies
- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

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. 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

## 19 STUDENT DECLARATION (Student to complete)

☐ I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Australian Academy of Business and Technology.

☐ I understand that my RTO, Australian Academy of Business and Technology  is required to submit data sourced from this application form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my application form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:
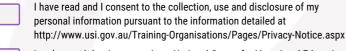  • Government departments and agencies and authorized VET related bodies.
  • VET regulators.

If you would like us to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at https://www.usi.gov.au/documents/privacy-notice-when-r to-applies-their-behalf.

I, _____ authorise Australian Academy of Business & Technology to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf.

☐ I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx

☐ I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey

☐ Upfront payment of fees rules as per ESOS act was explained to me; I understand that I have option to pay more than 50% of my tuition fees.

☐ I Would like to pay more than 50% of my tuition fees (Please tick if you would like to pay more than 50 % of your tuition fees)

### Student signature

_____

### Date (dd/mm/yy)

_____

## 20 STUDENT UNDER 18 YEARS TO COMPLETE

**Signature of parent/guardian 1**

[          ]    Date [          ]

Printed name

[          ]

**Signature of parent/guardian 2**

[          ]    Date [          ]

Printed name

[          ]

**DOCUMENT CHECKLIST**   Please select the documents below you are submitting

☐ Valid passport copy                ☐ Copy of valid visa (if you have one)         ☐ Genuine Temporary Entrant (GTE) form

☐ High school certificate and transcript   ☐ Proof of English language proficiency   ☐ Supporting documents. E.g. Resume