Polytechnic Victoria

Representative / Agent Stamp

Application form

International Students

www.pv.edu.au

Read this application carefully, complete all sections and ensure that supporting documents are attached. Please write in **BLOCK LETTERS** using a blue or black pen.

CURRENT LOCATION:	☐ ONSHORE	☐ OFFSHORE	NATIONALITY:	

1. Personal Details

TITLE:	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ other	GENDER:	☐ M ☐ F	DATE OF BIRTH: (dd / mm / yyyy)	
GIVEN NAME:					
FAMILY NAME:					
ADDRESS:				SUBURB/ TOWN:	
STATE:		POST CODE:		COUNTRY:	
EMAIL:				MOBILE NUMBER:	
COUNTRY OF CITIZENSHIP:				PHONE NUMBER:	
COUNTRY OF BIRTH:				PASSPORT NUMBER:	
UNIQUE STUDENT IDENTIFIER (USI)	If you have a Unique Student Identifier (USI) please specify the number:	☐ Yes ☐ No		USI Number	
DO YOU HOLD A VALID AUSTRALIAN VISA:	☐ Yes ☐ No	TYPE OF VISA / SUB CLASS:		EXPIRY DATE: (dd / mm / yyyy)	

Have you ever had a visa application rejected?	☐ Yes ☐ No
If yes, when, which country and for what reason? Please provide a copy of the rejection letter or details below:	

Have you visited or studied in Australia previously?	☐ Yes ☐ No	Have you breached any visa conditions?	☐ Yes ☐ No
Have you ever been refused a visa for entry into Australia?	☐ Yes ☐ No	If yes, please provide reason:	

Please provide details of family immigration history.				
Are you married?	☐ Yes ☐ No	Date of marriage: (dd / mm / yyyy)		Please provide a certified copy of your marriage certificate.
Is your spouse already in Australia?	☐ Yes ☐ No			
What visa does your spouse hold?				
What is the expiry date of your spouse's visa?				

Please provide details of all dependents that will be included in your student visa application, including their date of birth.

Name:		Date of birth: (dd/mm/yyyy)	
Name:		Date of birth:	
Name:		Date of birth:	

If you have more than four dependents, please attach a separate sheet with any remaining dependents details.

Have you ever been convicted of any criminal activity?	☐ Yes ☐ No	If yes, please provide relevant details:

Do you have a disability, impairment or long-term medical condition?	☐ Yes ☐ No	if yes: Tick one or more of the following:				
☐ Hearing/Deaf	☐ Intellectual	☐ Mobility	☐ Learning	☐ Visual	☐ Mental Illness	☐ Medical Condition

Providing information about a disability or medical condition will not disadvantage your application. However Polytechnic Victoria needs to assess if it can make reasonable adjustments to accommodate your disability or medical condition in order to advise you appropriately. In some cases, the support required may be a cost to you.

Do you have a medical or health-related issue that may prevent a student visa being issued?	☐ Yes ☐ No
Please refer to www.immi.gov.au/allforms/health-requirements/meeting-health-req.htm	
If yes, please provide details:	

Have you been granted a scholarship?	☐ Yes ☐ No	Scholarship name:	

2. Language and cultural diversity

ENGLISH LANGUAGE PROFICIENCY								
☐	IELTS - **6.0** or above		☐	TOEFL iBT - **60** or above		☐	Advanced CAE - **169** or above	
☐	OET - score of 'pass'		☐	PTE - **51** or above				
☐	I have successfully completed an English course in Australia.		☐	I have successfully completed Certificate IV Level course in Australia				
Do you speak a language other than English at home?	☐ Yes ☐ No		If Yes: Please Specify your Language at home					
How well do you speak English?	☐ Very Well ☐ Well ☐ Not well ☐ Not at all							

3. Select the Course for which you are filling the application

	COURSE CODE AND COURSE NAME	DURATION
☐	AUR30320- Certificate III in Automotive Electrical Technology	52 Weeks
☐	AUR30620 - Certificate III in Light Vehicle Mechanical Technology	52 Weeks
☐	AUR40216 - Certificate IV in Automotive Mechanical Diagnosis	42 Weeks
☐	AUR50216 - Diploma of Automotive Technology	37 Weeks
☐	BSB50420 - Diploma of Leadership and Management	52 Weeks
☐	BSB60420 - Advanced Diploma of Leadership and Management	52 Weeks
☐	BSB80120 - Graduate Diploma of Management (Learning)	52 Weeks
☐	MSF30322 Certificate III in Cabinet Making and Timber Technology	64 Weeks
☐	CPC50220 Diploma of Building & Construction (Building)	72 Week

4. Educational Details

A certified copy of original transcripts of all official results must accompany this application. Please include grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. If you would like Polytechnic Victoria to consider your employment history in support of your application, please attach your curriculum vitae (résumé). Include English translations if transcript/s is not in English.

Secondary School Studies

MONTH / YEAR COMMENCED	MONTH / YEAR COMPLETED	TITLE OF COURSE	NAME AND COUNTRY OF SCHOOL

Tertiary or post-secondary studies

	MONTH / YEAR COMMENCED	MONTH / YEAR COMPLETED	TITLE OF COURSE	NAME AND COUNTRY OF SCHOOL	FULL / PART-TIME
1					
2					
3					

Are you applying for Credit Transfer or Recognition of Prior Learning (RPL)?	☐ Yes ☐ No	If yes, you must attach a detailed Course or Unit (Subject) syllabus. Or a Statement of Attainment from other RTO
Have you previously been excluded or suspended from Polytechnic Victoria or any other educational institution for academic or non-academic reasons?	☐ Yes ☐ No	
If yes, institution and reason:		

5. Employment History - Provide details of your employment history in the table below (list up to four positions).

EMPLOYER	POSITION	START DATE	END DATE	FULL / PART-TIME

6. Funds Required

EXPENSES	PER PERSON	FUNDS REQUIRED	FUNDS
Travel	Applicant (One return airfare to Australia)		
	Family Members (One return airfare to Australia per person)	Number___ x$	
Tuition Fees	Applicant (Course Fees –annual tuition fee)		
	School aged children (aged 5-8)	$13,502 per year	
Living	Applicant	$29,710 per year	
	Partner	$10,394 per year	
	First child	$4,449 per year	
	Each other child	$2790 per year	
Health Insurance	(Visa Length cover as listed on offer letter) If you are bringing your partner and/or children please check the applicable visa length premium at www.ahm.com.au	$ visa length cover	

DETAILS OF ACCESSIBLE FUNDS (Please attach supporting documentation)

Funding Source eg: Bank Loan, Government Sponsored, Family	Relationship to Applicant (if any)	Bank Name (if Applicable)	Account Type (if applicable)	Current Balance in Local Currency
			Total Funds:	

7. Overseas Student Health Cover

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

If YES, what is your Membership Number?		OSHC expiry date:	
If NO, what type of OSHC will you require?	Single ☐	Couple Family ☐	I do not require OSHC ☐

* Single membership – covers the student only. * Couple membership – covers the student and their spouse/partner as listed on the student's dependant visa. * Family membership – covers the student and their dependants (such as their spouse/partner, and any dependent children.

8. Living Costs and policies

Please visit our website for a guide to living costs: http://www.pv.edu.au/cost-of-living/ , tuition fees details: http://www.pv.edu.au/courses/ , for all our Policies including Refund Policy: http://www.pv.edu.au/publications-policies-forms/ * Applicant to note that for transfer between providers the National Code Standard 7 applies. Polytechnic Victoria Currently does not enrol student less than 18 year of age.

Do you understand the costs associated with studying in Australia and associated policies of Polytechnic Victoria?

☐ Yes ☐ No

(Including the cost of tuition, living expenses, overseas student health cover and return airfares etc.)

9. Checklist, please make sure the following are attached (if applicable): Documents not in English must be translated

☐	Certified Passport bio-data pages	☐	Certified Birth Certificate
☐	Certified IELTS (or other English Language test)	☐	Related work experience, if any
☐	Certified year 12 certificate	☐	Copy of current Australian Visa, if applicable
☐	Certified copy of Marriage certificate if applicable	☐	Evidence of highest academic qualifications
☐	Course or unit syllabus, if you are applying for exemptions (credit transfer or RPL) or Statement of attainment		

Do you require any language, literacy or numeracy assistance?	☐ Yes ☐ No
Do you require help organising accommodation? Or Temporary Accommodation	☐ Yes ☐ No
Do you require airport pick-up?	☐ Yes ☐ No

10. Applicant's declaration

Applicant's declaration

1) I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.
2) I acknowledge that failure to disclose my academic record may result in Polytechnic Victoria revoking an offer or terminating my studies at any stage.
3) I authorise Polytechnic Victoria to seek verification of my academic and professional qualifications, and work experience. I understand that Polytechnic Victoria reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
4) I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
5) I acknowledge that Polytechnic Victoria reserves the right to alter any course, subject, admission requirement or fee without prior notice.
6) 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 this application.
7) I acknowledge that I have read and understand the description of the courses/s that I am applying for on Polytechnic Victoria's website.
8) I authorise Polytechnic Victoria to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
9) I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on www.immi.gov.au
10) 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. I will make timely payments of any fees or associated costs.
11) I understand that if I have any school-aged children or dependents accompanying me to Australia, they must attend school and I will be required to pay a full fee if they are enrolled either in a government or non-government school.
12) I have read and understand the description of the ESOS framework made available at: www.aei.gov.au
13) I declare that the information provided in this application and the documentation supporting it is true and complete
14) I declare that my signature is true and correct and matches the signature in my passport.

Declaration by applicant:

I (full name) _____ understand all of the requirements for the course 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)

11. Where did you first hear about Polytechnic Victoria?

☐ Agent	☐ Polytechnic Victoria's Website	☐ Website other than Polytechnic Victoria	☐ Friend
☐ Advertisement	☐ Exhibition	☐ Other:	

12. 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 Australian immigration authorities 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 temporary entrant and 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 Polytechnic Victoria proceed with the assessment for admission of this applicant.
5) I confirm the student has signed this application form.
6) I have provided the student's personal email address and residential address, as disclosed to me by the student.

Agency name:			
Agency branch office:			
Agent staff member name:			
Signature of Agent:		Date: (dd / mm / yyyy)	

13. Sending your application:

Please send your application to:

Polytechnic Victoria Pty. Ltd,
Address: 147 Islington Street Collingwood Vic 3066, AUSTRALIA
Phone: + 0 3 9654 7395
email: admissions@pv.edu.au
website: http://www.pv.edu.au