



## ENROLMENT APPLICATION FORM

Please complete all section and ensure all certified copies of your academic transcripts, English language assessments and passport are attached. Please note that VIITE will not be accepting students less than 18 years of age at the time of enrolment.

**INTERNATIONAL STUDENT (Onshore)**     **INTERNATIONAL STUDENT (Offshore)**

**CHOOSE YOUR CAMPUS (for Vocational Educational Training (VET) courses) :**    **Melbourne**    **Gold Coast**    **Sydney**

### 1 PERSONAL DETAILS

Please select your title:     Mr.     Mrs.     Miss

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:     Female     Male     Others    Country of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport number: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_

Are you living in Australia?     Yes (Onshore)     No (Offshore)    Are you an Australian resident?     Yes (Onshore)     No (Offshore)

### 2 CONTACT DETAILS (Australian Residential Address):

Unit/Flat/Suite: \_\_\_\_\_ Street number: \_\_\_\_\_ Street name: \_\_\_\_\_

City/Suburb/Town: \_\_\_\_\_ State/Province/Region: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternate Email Address (optional): \_\_\_\_\_

Do you give permission to VIITE to contact you by e-mail or SMS for marketing purposes?     Yes     No

### EMERGENCY CONTACT DETAILS

Name: \_\_\_\_\_ Relations:     Family     Friend     Others

Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Country of Origin Address:

Unit/Flat/Suite: \_\_\_\_\_ Street number: \_\_\_\_\_ Street name: \_\_\_\_\_

City/Suburb/Town: \_\_\_\_\_ State/Province/Region: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternate Email Address (optional): \_\_\_\_\_

### 3 VISA DETAILS:

Current Visa you hold for Australia: \_\_\_\_\_ Expiry Date (current Visa): \_\_\_\_\_

Do you need to apply for an overseas student visa for Australia?     Yes     No

Have you ever been denied an Australian visa? \_\_\_\_\_

Do you give VIITE permission to complete a VEVO check?     Yes     No

Do you consider yourself to have a disability, impairment or long-term condition?     Yes     No



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### 4 PLEASE SELECT THE AREA/S IN THE FOLLOWING LIST, IF YOU TICKED ON "YES" ON THE BOX IN THE PREVIOUS SECTION:

- Hearing/Deaf       Intellectual       Physical       Learning       Acquired Brain Impairment  
 Mental illness       Vision       Medical Condition

Other : \_\_\_\_\_

Do you suffer from any medical problems?  Yes  No

If yes, please provide further information below: \_\_\_\_\_

### 5 GENUINE TEMPORARY ENTRANT (GTE)

Are you aware of the Genuine Temporary Entrant (GTE) required by the Department of Home Affairs?

- Yes  No

### 6 EDUCATIONAL BACKGROUND *(Please attach evidence of previous studies undertaken E.g., High School, Diploma, Degree)*

**What is your highest completed Qualification in Australia?**

Name of school/Institution: \_\_\_\_\_

State/Country: \_\_\_\_\_ Years of study: \_\_\_\_\_ Year completed : \_\_\_\_\_

Name of qualification: \_\_\_\_\_

**What is your highest completed Qualification from overseas?**

Name of school/Institution: \_\_\_\_\_

State/Country: \_\_\_\_\_ Years of study: \_\_\_\_\_ Year completed : \_\_\_\_\_

Name of qualification: \_\_\_\_\_

### 7 Employment Of the following categories, which BEST describes your current employment status (tick ONE box only):

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

### 8 ADVANCED STANDING

Credit Transfer and Recognition of Prior Learning (RPL)

Do you wish to apply for Course Credit/RPL?  Yes  No

Please attach a copy of your academic transcripts or other evidence of your studies or work experience, and complete a copy of the Application for Recognition Form from our website (enquires@viite.edu.au). If any documents are not in English, please include a certified translation.



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### 9 UNIQUE STUDENT IDENTIFIER (USI)

Do you have a USI?  Yes  No

If yes, please provide your USI number in the box below-

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If you do not have a USI number, you can visit [www.usi.gov.au](http://www.usi.gov.au) to create your USI. You can also contact our Student Support Officers to guide you how you could create your USI using the website.

### 10 OVERSEAS STUDENT HEALTH COVER (OSHC)

- Yes (I authorise VIITE to organise OSHC on my behalf).  Single  Couple  Family  
 No (Please provide the name, duration and expiry date of your OSHC).

### 11 ACCOMMODATION AND AIRPORT TRANSFER

- Do you wish to apply for Homestay accommodation?  Yes  No  
 Do you wish to be met at the airport and transferred to your accommodation?  Yes  No

How did you hear about our course? \_\_\_\_\_

### 12 PREFERRED INTAKE DATE

For Courses :

### 13 VET COURSES DETAILS

What is your course selection?

Course Code	Course Name	Duration	Melbourne	Gold Coast	Sydney
111925J	Advanced Diploma of Civil Construction Design	104 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
113216M	Diploma of Hospitality Management	78 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
113213C	Advanced Diploma of Hospitality Management	104 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
113213C	Certificate III in Commercial Cookery	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
116766A	Certificate III in Individual Support	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
114145B	Certificate IV in Ageing Support	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
113215A	Certificate IV in Kitchen Management	78 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
115604E	Diploma of Community Services	104 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
116765B	Graduate Diploma of Management (Learning)	104 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
117334F	Certificate III in Cabinet Making & Timber Technology	104 weeks	<input type="checkbox"/>	—	—
117333G	Certificate III in Carpentry	104 weeks	<input type="checkbox"/>	—	—

Note: Certificate III in Commercial Cookery, Certificate IV in Kitchen Management, Certificate IV in Ageing Support, Certificate III in Cabinet Making and Timber Technology, Certificate III in Carpentry courses will have mandatory placement.



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### 14 PRE-TRAINING REVIEW

Why have you chosen to enrol in this course? (tick ONE box only):

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

What outcomes are you seeking from completing this course (e.g., career/better employment/ further academic pathways etc.)? \_\_\_\_\_

Do you have any learning difficulties so that we could provide extra support?

- Reading support       Writing support       One-on-one guidance       Additional resources

Others (please specify): \_\_\_\_\_

### 15 LANGUAGE AND CULTURAL DIVERSITY

Do you identify as any of the following:

- Indigenous       Aboriginal & Torres Strait Islander       Aboriginal       Torres Strait Islander  
 No, none of the above

Do you have any special cultural requirements?

- Yes       No       Prayer room       Other (please specify below): \_\_\_\_\_

### 16 FEEDBACK

How did you learn about us?

- Google       Parent       Expo       Magazine       Internal memo       Website  
 Newspaper       Facebook       Internet       Friend       Teacher  
 Agent (Please provide further info) \_\_\_\_\_

Agent name : \_\_\_\_\_

### 17 SUMMARY CHECKLIST

Please ensure that you submit the following:

- Completed signed Application Form       Proof of other studies or employment (if required)

## ENROLMENT APPLICATION FORM

### 17 PRIVACY POLICY

#### Why do we collect your personal information and how do we use and maintain it?

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrollment 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 as needed to comply with our obligations as an RTO. We are required by law (under the National Vocational Education & Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you for the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analyzing, 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.

#### How the NCVER and other bodies handle your personal information?

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 DESE, who is authorised by law, including the Privacy Act and the NVETR Act, to collect, use, and disclose your personal information to fulfill 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>](<https://www.dese.gov.au/national-vet-data/vet-privacy-notice>).

#### Surveys:

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.

#### Contact information:

At any time, you may contact Victorian International Institute of Technical Education 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.

#### Victoria International Institution of Training & Education

**Website:** [www.viite.edu.au](http://www.viite.edu.au)

**Melbourne Address:** Level 5, 271 William St, Melbourne, VIC 3000

**Gold Coast Address:** Level 1, 9 Bay Street, Southport QLD 4215

**Sydney Address:** 27-29 Argyle Street, Parramatta NSW 2150

### Student Declaration and Consent

- I acknowledge that I have read and understood VIITE College Privacy Policy.
- I confirm that I have read & understood VIITE College current International Student Prospectus and/or information provided on VIITE College website ([www.viite.edu.au](http://www.viite.edu.au)) which details information about the ESOS framework, course entry and progress requirements, English entry requirements, and LLN requirements. I also understand the fee payments and refund policy, including an explanation of what occurs, if for some unforeseen reason, the course is not delivered. I agree that my temporary entry to Australia, if granted, will be for study purposes only.
- I understand that OSHC health cover is compulsory for all international students, and I will be responsible for arranging my own.
- I understand that if I have appointed an education agent, I have authorised VIITE College to release personal information and visa documentation relevant to my application to that agent.
- I authorise VIITE College to obtain official records from any educational institution previously attended by me in Australia.

### Applicant Acknowledgement and Signature

Student full name:

Student full name:

Date:

Day

Month

Year

### Applicant Checklist

Please ensure you attach the following documents with your application.

- Completed all sections of the International Student Application Form
- Certified copy of personal details page of your passport
- Certified copy of your English language qualification or provide details of your English proficiency
- Certified copy of all academic qualifications, including secondary school studies
- CoE document(s) for all courses enrolled - if you are currently studying in Australia
- Certified official translation of any document not in English