

International Student Application Form



Please complete this form and attach **certified** copies of all documents required. If these documents are not provided, your application will be incomplete. Your application cannot be considered without full documentation being attached. All application forms are located at <http://novainstitute.net.au/application-forms/>

PLEASE PRINT YOUR NAME AS IT APPEARS IN YOUR PASSPORT.
Please use BLOCK CAPITALS. Please use BLACK or BLUE pen.

Application Deadline: There is no application deadline, but prospective students are advised to apply as early as possible in order to allow sufficient time for application and visa processing by the Australian authorities.

Personal Details

Title: (Mr, Miss, Mrs, etc.) _____ Date of Birth: / / Male Female Other

Family Name: _____
(As indicated on passport)

Given Name: _____ Middle Name: _____

Email Address: _____

Residential Address: _____
Number/Street

Suburb/City _____

Country _____ Postcode _____

Contact: _____
Mobile Phone Number _____ Fax Number _____

Postal Address: _____
Number/Street

Suburb/City _____

Country _____ Postcode _____

Contact: _____
Home Phone Number _____ International code _____ Number _____

Do you have a USI number? Please visit <https://www.usi.gov.au/> for more information
 Yes > **No >** USI Number: _____
If no, I give Nova Institute of Technology permission to seek a USI number on my behalf: **Yes >** **No >**

Agent Contact Details Agent name: _____ Agent branch office: _____ Agent (signing): _____ Telephone: _____ Fax number: _____ Postal address: _____ _____ _____ Country: _____ Email Address: _____	Agent's declaration (if applicable) <ol style="list-style-type: none">1. I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Department of Home Affairs at homeaffairs.com.au2. 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. I have made every effort to verify the authenticity and validity of the documents with form part of this application. I am satisfied that 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 dependents (if applicable).4. I recommend the Institute 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.7. I declare that I will forward all correspondence as applicable to this application to the student. Agent Signature: _____ Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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International Student Application Form



Country of Citizenship:

Country of Birth:

Do you hold a valid Australian visa? Yes No

If yes, type of visa _____

Visa expiry date: / /

English Language Proficiency

English is my first language Yes No

Please specify your first language: _____

English was the language of instruction during my secondary studies and I gained a satisfactory pass in final year English Yes No

English was the language of instruction during my post-secondary studies Yes No

Have you completed an English Language Proficiency test within the last 24 Months? Yes No

If yes, please attach a certified copy of your results, or submit a certified copy as soon as possible.

IELTS Date of test: / /
Overall Band Score:

Pearsons Date of test: / /
Score:

Cambridge Date of test: / /
Score:

TOEFL Date of test: / /
Score:

Computer Based Test (CBT) Score:

Internet Based Test (IBT) Score:

Work Experience/ Relevant Employment History

(If applicable)

Years: _____

Employer's name: _____

Position held: _____

Duties: _____

Documentary evidence must be provided.

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: _____

Do you have disability, impairment or long term medical condition? Yes No
If yes, please specify: _____
Will it impact your ability to study? Yes No

Have you ever had a visa application rejected (country other than Australia)? Yes No

If yes, which country and for what reason? Please provide a copy of the rejection letter or details below. _____

Have you ever been convicted of a crime or offence in any country? Yes No
If yes, please provide relevant details: _____

Please provide details of your family immigration history:

Are you married? Yes No

Date of marriage / /

Is your spouse currently in Australia? Yes No

What visa does your spouse have? _____

Visa expiry date / /

Please provide details of all dependents who will be included in your student visa application including their date of birth:

Name:

Date of birth: / /

Name:

Date of birth: / /

Name:

Date of birth: / /

If you have more than three dependents, please attach a separate sheet with any remaining dependent's details.

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Page 2 of 5

Document Number: NIT035
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Secondary Studies (High School)

Are you currently completing secondary studies?
 Yes > Go to Section 1 **No** > Go to Section 2

Section 1

Name of examination:

Date results available: / /

Documentary evidence must be provided.
 Please fax/email results as soon as they become available.

Section 2 > details of highest qualification

Name of qualification:

(Eg. A Levels, STPM, IB)

School/Institution:

Country:

Year completed:

Date completed: / /

Documentary evidence must be provided.

Passport & Visa

Passport Country:

Passport Number: Expiry:

DHA office where you will apply for student visa:

Country: City:

Medical Coverage

Do you require Nova Institute to organise OSHC?

Yes **No** (If no please provide following information)

Provider Name: Membership Number:

Expiry Date:

Please note, it is not mandatory for the student to have an education provider organise their insurance and they may choose to arrange their own OSHC. Nova Institute will Organise OSHC through NIB Health Insurance.

Further Education

University/Institution:

Name of the qualification:

Years attended: (Eg. 2010–2012)

Date completed: / /

Documentary evidence must be provided.

Course Preferences

Please enter the correct program or course name as per <http://novainstitute.net.au/courses/>

1: _____

2: _____

3: _____

4: _____

When do you wish to commence your studies?

English course: / /
(if applicable)

Vocational Course: / /

Nova Student number
(If currently enrolled)

Do you currently hold a Confirmation of Enrolment (CoE) for a Nova Institute course?

Yes **No**

If yes, please supply your CoE number:

Recognition of Prior Learning

Are you seeking recognition of prior learning?

Yes **No**

If you answered YES, **you must attach** RPL application form, with all the required evidence of successfully completed units.

Privacy Statement

The information being sought in this form is collected for the purposes of processing your application to the Nova Institute of Technology. The information will be held by the Institute in accordance with its Record Management Policy and may be accessed and used by people employed or engaged by the Institute.

The provision of this information is voluntary, but if this information is not provided the Institute may be unable to process your application or provide services to you. The information may be made available to government departments and agencies pursuant to the Institute's obligations under law including the Education Services for Overseas Students (ESOS) Act 2000. In addition, the information may be used or disclosed to other organisations outside the Institute where permitted by relevant privacy legislation and Institute's Record Management Policy

You have a right to access and correct your personal information in accordance with privacy legislation and the Institute's Record Management Policy. Please direct any enquiries to the Institute at 1300362883

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 Page 3 of 5

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Living Costs

Please visit

<https://novainstitute.net.au/financial-requirements/>

for a guide to living costs and tuition fees

Do you understand the costs associated with studying in Australia? Yes No

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

How will you fund your study and living costs?

(Choose more than one if applicable).

- Self-funded
- Sponsored by family/government/institution/employer
- Other

Please provide details:

- Bank loan:** Please provide proof of employment and income, bank statements and loan letters.

Please complete the **Annual Living Cost** table below for yourself and any dependents who may accompany you as proof that you understand the costs associated with study in Australia.

Expenses \$ (AUD)	Self	Dependents	Total
Tuition fees			
OSHC (health insurance cover)			
Living costs (accommodation, food etc.)			
Study related expenses (computer, text books etc.)			
Total \$ (AUD)			

Previous qualifications achieved

- Bachelor degree or higher
- Advanced diploma or associate degree
- Diploma (or associate diploma)
- Certificate IV (or advanced certificate/technician)
- Certificate III (or trade certificate)
- Certificate II
- Certificate I
- other education (including certificate or overseas qualification not listed above)

Have you previously applied to study with Nova Institute of Technology? Yes No

Do you require an airport pick up? Yes No

Do you require Accommodation Assistance? Yes No

Do you require any language, literacy or numeracy assistance? Yes No

Are you of Aboriginal or Torres Strait Islander Origin? Yes, Aboriginal No Yes, Torres Strait Islander

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

(Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or parttime employed (less than 35 hours per week).

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

Of the following categories, select the one which BEST describes the main reason you are undertaking this course

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

Do you have any pre-existing injury or disability or impairment that will require special assistance? Yes No

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

- Hearing/deaf
- Physical
- Intellectual
- Learning
- other
- Mental illness
- Acquired brain impairment
- Vision
- Medical condition

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 Page 4 of 5

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What you need to do

(It is suggested that if any doubts about any of the information seek clarification from the agent if applicable or college directly) (List not limited to mentioned below)
STEP 1: Read & understand the Following:

- Application Form**
- Genuine Temporary Entrant Student Assessment Form (For Offshore Students only)**
- Nova Institute Policies and Procedures**
- English language requirements**
- ESOS Code**
(<https://www.legislation.gov.au/Details/F2017L01182>)
- Department of Home Affairs requirements for overseas students and on Genuine Temporary Entrant.**

STEP 2: Attach the following Documents:

- Completed Application Form**
- Certified Copy of my passport**
- Certified Copy of Year 12 Certificate and academic transcripts**
- Certified Copy of IELTS results or equivalent**
- Copy of my Visa (if applicable)**
- Copies of Previous Studies or employment (if required)**
- Copy of Release Letter (if required)**
- Copies of translation of the above documents (if required)**
- Copy of Overseas Student Health Cover (OSHC)**
- Evidence of Source of Funds may include:**
 - Pay slips in student's name from his/her employer
 - Bank statement in the student's name, or the name of the person providing financial support to him/her
 - A signed Statement declaring financial capacity from the person providing financial support to student
 - Bank Statements showing the amount of available credit for a loan
 - Official Statement on Interest earned from investments
 - Business registration papers
 - Business income statements
- Original supporting documents sighted and copies stamped by assessing agent**

Return this form to:

Nova Institute of Technology
PO Box 87 Collins Street West, VIC 8007

Telephone: 1300362883

Email: applications@nit.edu.au

OR to one of the Institute's agents.

Applicant Declaration

- I declare that the information submitted with this Application Form is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results that I have obtained from every tertiary institution I have attended.
- I acknowledge that failure to disclose my academic record may result in the Institute revoking an offer or terminating my studies at any stage.
- I authorise the Institute to seek verification of my academic and professional qualifications and work experience. I understand that the Institute 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.
- I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
- I acknowledge that the Institute reserves the right to alter any program, course, admission requirement or fee without prior notice.
- 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 progressing my application.
- I acknowledge that I have read and understand the description of program/s that I am applying for on the Nova Institute website.
- I authorise the Institute to access the Australian Immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
- I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to these requirements.
<https://www.homeaffairs.gov.au/>
- 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 program. I will make timely payments of any fees or associated costs.
- I declare that my signature is true and correct, and matches the signature in my passport.
- I choose to pay more than 50% of the total tuition fees (if applicable)
- 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>

Signature: _____

Date: _____

D	D	/	M	M	/	Y	Y	Y	Y
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Witness/Agent Declaration:

I Confirm that this Student Declaration has been signed in my presence:

Name of the Witness/Agent: _____

Qualification of Witness/Agent: _____

Contact email of Witness/Agent: _____

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Page 5 of 5

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