



## International Student Application Form

### 1. Personal Details

Have you previously applied to OR been a student at Vardhan Institute of Management and Technology (VIMT)? :

No  Yes If Yes, **VIMT Student ID** .....

**Full Name (as in Passport):** Title:  Mr  Mrs  Miss  Ms  Dr  Other

Given Name: ..... Family Name (Surname): .....

**Gender:** Male Female Other **Date of Birth:** ..... / ..... / ..... **Place of Birth:** .....

**Are you of Aboriginal or Torres Strait Islander Origin?**  Yes (Aboriginal)  Yes (Torres Strait Islander)  No

**Please specify your employment status:**  Part-time  Casual  Not employed  Others (Please specify: .....

### 2. Employment

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

- |  |   |
|--|---|
| <input type="checkbox"/> Full-time employee                  | <input type="checkbox"/> Employed- unpaid worker in family business |
| <input type="checkbox"/> Part-time employee                  | <input type="checkbox"/> Unemployed- seeking full time work         |
| <input type="checkbox"/> Self-employed- not employing others | <input type="checkbox"/> Unemployed- seeking part time work         |
| <input type="checkbox"/> Employer                            | <input type="checkbox"/> Not employed- not seeking employment       |

### 3. Contact Details

#### Contact Details in Australia

Address: ..... Suburb/Town: .....

State/Territory: ..... Post Code: .....

Telephone/Mobile: ..... Email: .....

**Postal Address (If Different from above)** Address: ..... Suburb/town:

..... State/ Territory: ..... Post code:.....

#### Contact Details in Home Country Address:

..... Country:.....

..... Post Code: ..... Telephone/Mobile: .....

#### Emergency Contact Details

Name: ..... Relationship: .....

Address: ..... Suburb/Town: .....

State/Territory: ..... Post Code: .....

Telephone/Mobile: ..... Email: .....

Note: It is mandatory requirement that the international student, while studying and living in Australia on a valid student visa must notify VIMT, in writing, within 7 days of change of his/her contact details including, but not limited to:

- Current Residential address, mobile number or email address
- Emergency contact details
- Any change in visa status
- If Student is travelling overseas in emergency because of any unexpected circumstances



## List of Courses

(Tick)	Course Code	Course Title (CRICOS Code)	Duration (Weeks)			Preferred Intake
			Total	Study	Break	
<input type="checkbox"/>	BSB50420	Diploma of Leadership And Management (CRICOS CODE-104364G)	52	44	8	
<input type="checkbox"/>	BSB60420	Advanced Diploma of Leadership And Management (CRICOS CODE-106130J)	52	45	7	
<input type="checkbox"/>	BSB80120	Graduate Diploma of Management(Learning) (CRICOS CODE-106131H)	52	44	8	
<input type="checkbox"/>	CPC31020	Certificate III in Solid Plastering (CRICOS CODE-120157C) <input type="checkbox"/>	54	48	6	
<input type="checkbox"/>	CPC31320	Certificate III in Wall and Floor Tiling (CRICOS CODE-120158B)	52	47	5	
<input type="checkbox"/>	AUR30620	Certificate III in Light Vehicle Mechanical Technology (CRICOS CODE-110076J)	64	60	4	
<input type="checkbox"/>	AUR40216	Certificate IV in Automotive Mechanical Diagnosis (CRICOS CODE-110077H)	32	30	2	
<input type="checkbox"/>	SIT30821	Certificate III in Commercial Cookery (CRICOS CODE-114244K)	60	54	6	
<input type="checkbox"/>	SIT40521	Certificate IV in Kitchen Management (CRICOS CODE-114245J)	82	75	7	
<input type="checkbox"/>	SIT50422	Diploma of Hospitality Management (CRICOS CODE-114246H)	64	60	4	
<input type="checkbox"/>	SIT30821 SIT40521 SIT50422	Certificate III in Commercial Cookery (CRICOS CODE-114244K) Certificate IV in Kitchen Management <b>(Package)</b> (CRICOS CODE-114245J) Diploma of Hospitality Management (CRICOS CODE-114246H)	118	104	14	

### 10. Fee Payment Options

Do you wish to pay 50% or more of your course fees before your course start date?

Please tick one of the desired options: **50% More than 50%**

If more than 50% Please Specify the amount.....



**11. Recognition of Prior Learning (RPL) or Credit Transfer (CT)**

Are you applying for CT for the units successfully completed at another provider?  Yes  No

If yes, please submit the supporting documents such as official transcript or statement of attainment or other evidences to the Administration Staff.

Are you applying for RPL?  Yes  No

Please contact VIMT Administration Staff for further information.

**12. Study Reason**

Of the following categories, which best describes your main reason for undertaking this course (Please tick the relevant box/s):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> To get a job                    | <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> I wanted extra skills for my job           |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To get into another course of study        |
| <input type="checkbox"/> To start my own business        | <input type="checkbox"/> It was a requirement of my job   | <input type="checkbox"/> For personal interest or self- development |

**13. Transfer from Another Provider (if Applicable)**

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

If Yes, Have you completed the first 6 months of your principal course?  Yes  No

Name of Institute: .....

If No, you must provide the release letter from your Provider.

Please refer to VIMT Transfer between Registered Providers Policy and Procedure or contact Administration Staff for further information.

**14. Disability**

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

Yes  No

If you indicated the presence of disability, impairment or long-term medical condition, please select the area(s) in the following list:

*(you may indicate more than one area if applicable)*

- |   |  |  |
|---|--|--|
| Hearing/deaf <input type="checkbox"/>             | Intellectual <input type="checkbox"/>                          | Physical <input type="checkbox"/>                  |
| Learning <input type="checkbox"/>                 | Mental illness <input type="checkbox"/>                        | Acquired brain impairment <input type="checkbox"/> |
| Vision Medical condition <input type="checkbox"/> | Other <input type="checkbox"/> (Please specify if others ..... |  |

**15. Additional Support Required**

Do you require any additional support or anything that might prevent you from progressing through the training and assessment program?

Yes  No

If Yes, Please Specify: .....

**16. Unique Student Identifier (USI)**

From 1<sup>st</sup> January 2015 all students undertaking nationally recognized training delivered by a registered training organization will need to have a USI. The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:

- creates a secure online record of your recognized training and qualifications gained in Australia, even from different training organization
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create

Please enter your USI (If known) 

--	--	--	--	--	--	--	--	--	--

No, I don't have a USI number. I consent VIMT to apply on my behalf.

No I don't have a USI number. I will create it myself. Go to [www.usi.gov.au](http://www.usi.gov.au).



### 17. How did you know about VIMT?

- |  |  |
|--|--|
| <input type="checkbox"/> VIMT's Website              | <input type="checkbox"/> Facebook                          |
| <input type="checkbox"/> Friends/ Family             | <input type="checkbox"/> Recommended by an Education agent |
| <input type="checkbox"/> Other, please specify ..... |  |

### 18. Education Agent Details (if Applicable)

Name of the Agent/ Business: .....

Address: ..... Suburb/Town: .....

State/Territory: ..... Post Code: .....

Telephone/Mobile: ..... Email: .....

### 19. Document Checklist

Certified copies of the following supporting documents must be included when you submit your application. Applications that are submitted without necessary supporting documents will be delayed in processing. Please select all relevant.

- |   |  |
|---|--|
| <b>Certified copies of passport</b>                     | <b>Copy of Australian Visa and CoE (if applicable)</b>       |
| <b>Certified academic transcripts</b>                   | <b>Evidence of OSHC (if applicable)</b>                      |
| <b>Certified copies of qualification certificates</b>   | <b>Certified English translation of documents (if not in</b> |
| <b>English)Evidence of English language proficiency</b> |  |

### Pre-Enrolment Information and Admission Process

- 18 years and above
- Minimum IELTS band 6.0 or equivalent.
- Schooling equivalent to Australian Year XII.

Student must demonstrate their competence in language, literacy, numeracy and digital knowledge prior to commencing the course. This is achieved by undertaking the LLN test.

- ❖ Complete the Application Form and along with required documents (as per checklist on page 5), email to [admin@vimt.edu.au](mailto:admin@vimt.edu.au) or post the application to Level 1, unit 2,48 Gordon Ave, Geelong West, VIC 3218
- ❖ Offer Letter and Agreement will be sent to you within 14 days of receiving a duly completed and verifying the details.
- ❖ You need to meet certain requirements before you can enter your course. These will be outlined in your Letter of Offer. Your Letter of Offer will also state that if you need to provide further information.
- ❖ The student qualifications and English Level Proficiency are assessed according to the Entry Requirements Policy, to determine the appropriateness of these qualifications for entry into the course in which enrolment is sought.
- ❖ Read the VIMT policies and Procedures in the student handbook /website
- ❖ Completed all sections of the Acceptance of Offer and Payment Form, Signed and dated the declaration
- ❖ Completed the airport reception and accommodation form (if required).
- ❖ Make the Initial Payment required
- ❖ VIMT will issue Confirmation of Enrolment(ECoe)
- ❖ Obtain OSHC
- ❖ Organise your student Visa
- ❖ Commence study at VIMT on the scheduled day

### 20 Privacy Statement

- I [NAME],..... understand and acknowledge the following
- Under the Data Provision Requirements 2012, VIMT 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 VIMT for statistical, regulatory and research purposes. VIMT may disclose your personal information for these purposes to third parties, including, Commonwealth and State or Territory government departments and authorised agencies, NCVER, Organisations conducting student surveys, Researchers.
  - Personal information disclosed to NCVER may be used or disclosed for
    - Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts,
    - facilitating statistics and research relating to education,
    - understanding how the VET market operates, for policy, workforce planning and consumer information,
    - administering VET, including program administration, regulation, monitoring and evaluation.



• You may receive an NCVET student survey which may be administered by an NCVET employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

• NCVET will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at [www.ncvet.edu.au](http://www.ncvet.edu.au)).

**I also have been informed about and understand the following**

• Have read and understood VIMT's student prospectus, policies and procedures, website, marketing material, and received full information from VIMT's Education Agent (in case of enrolment through education agent) before making the decision to enroll in the course.

• Understand that the institute also reserves the right to vary courses, subjects, the mode of delivery, assessment and admission requirements at any time at its discretion

• Authorise VIMT to check my visa status on VEVO and IELTS result on IELTS Test Report Form verification service (If IELTS score is provided)

I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

**Office Use Only**

**Authorised College Employee Approving/Rejecting an Offer**

**Name:**

**Signature**

**Date**

**Comments:**