How To Apply

If you require support with your application, we recommend reaching out to our approved agents who are available worldwide to offer guidance and assistance. For advice and support, please visit auscanus.edu.au/agents

AUSCANUS
INSTITUTE OF AUSTRALIA
CRICOS: 04062J | RTO: 45202

1 Pre-Application

Before proceeding with the application, please ensure that you have completed the following steps:

- Visit the Department of Home Affairs website (www.homeaffairs.gov.au) to familiarise yourself with the visa application process and eligibility criteria.
- Familiarise yourself with the available academic programs, including details about the course structure, delivery methods, campus locations and projected career outcomes.
- Review the academic entry requirements for your desired course.
- Understand the English language proficiency requirements.
- Determine the financial obligations associated with studying at AIA and living in Australia.
- Familiarise yourself with the requirements of the Genuine Temporary Entrant (GTE) and ensure compliance with all student visa conditions.

2 Application

To initiate the application process, please follow these steps:

- Complete all sections of the International Student Application Form.
- Gather all the required certified documents as specified in the Document Checklist for Application.
- Submit your completed application form and the set of certified documents to your agent or email it directly to the AIA at admissions@auscanus.edu.au

3 Application Assessment

Once your application is received, the AIA Admissions Administration will assess it and may request additional documents or information, including:

- Any supplementary questions or information related to your application.
- Financial evidence: Please be aware that the Institute reserves the right to ask for evidence of sufficient funds, which will be assessed in relation to your application.

4 Offer

If your application is successful, you will receive a Letter of Offer and an Acceptance Agreement from AIA;

- Carefully review the terms and conditions outlined in the Letter of Offer and Acceptance Agreement, as well as the accuracy of the offered course(s).
- Ensure that both the applicant and the agent (if applicable) fully understand the terms and conditions.

5 Acceptance

To secure your place at AIA, follow these steps:

- Thoroughly read and comprehend all the details presented in the Letter of Offer and Acceptance Agreement.
- Sign the Letter of Offer and Acceptance Agreement, including the Student Declaration and Agent Declaration (if applicable).
- Return the signed Letter of Offer and Acceptance Agreement, along with the evidence of payment, to AIA.
- Upon receiving your documents and payment, AIA will issue a Confirmation of Enrolment (CoE), which you will need for your student visa application.
- Attend the scheduled Orientation and Enrolment session at AIA campus.

Submit your completed application form and the set of certified documents to your agent or email it directly to the AIA at admissions@auscanus.edu.au. Alternately, you could also submit your application online at www.auscanus.edu.au/apply-now/.

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Document Checklist for Application

Application Form

☐ Completed all sections
☐ Signed declaration by applicant
☐ Signed declaration by agent (if applicable)

Passport

☐ Copy of bio-data pages
☐ Copy of current Australian visa (if applicable)

Academic Documents

☐ Evidence of highest academic qualifications in your home country
☐ Evidence of highest academic qualifications in Australia (if relevant)

English Proficiency Documents

☐ Evidence of IELTS, PTE or other equivalent English language test results.
☐ Evidence of CoE and Letter of Offer, if studying English course in Australia (if relevant)
☐ Evidence of English Language Course Certificate, if you have completed English course in Australia (if relevant)

Other Documents

☐ Evidence of Overseas Student Health Cover (OSHC) certificate, if you are currently in Australia.
☐ Financial Evidence (if applicable)
☐ Other (if requested by AIA)

Important Information Before Your Arrival in Australia

1. You are required to apply for a Unique Student Identifier (USI) as soon as your student visa has been granted. USI is a unique reference number that is assigned to you and is used to track your training and qualifications across all Australian education provider. Apply for your USI before your Orientation day at usi.gov.au/students/get-a-usi/.

2. Check details of study and life in Melbourne at studymelbourne.vic.gov.au

3. Check details of study and life in Sydney at study.nsw.gov.au

4. Check details of study and life in Australia at studyaustralia.gov.au/english/live/living-costs

   For any other international student information, please visit auscanus.edu.au
   or phone AIA on +61 3 9945 8247 or email admissions@auscanus.edu.au

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Intended Course

Course	CRICOS Code	Course Title	Intake (Month)	Campus (Melboure/Sydney)
Course 1				
Course 2				
Course 3				
Course 4				
Course 5				

If packaging any qualifications such as Business or Commercial Cookery Stream, please include the details of all courses.

Personal Details

Office use Only

Title: ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr. ☐ Other   Gender: ☐ Male ☐ Female

Family name (as in passport): _____   Given name(s): _____

Date of Birth (dd/mm/yyyy): _____   Nationality (as per passport): _____

Contact Details in Home country

Address: _____   Country: _____   Post Code: _____

Telephone/ Mobile: _____   Email: _____

Contact Details in Australia

Address: _____   Country: _____   Post Code: _____

Telephone/ Mobile: _____   Email: _____

Emergency Contact Details

Name: _____   Phone Number: _____

Address: _____   Email: _____

Visa Information

Passport Number: _____   Expiry Date: _____

What type of visa will you be holding when you commence your studies?

☐ Student   ☐ Working Holiday   ☐ Tourist   ☐ Other

Are you currently in Australia?   ☐ NO   ☐ YES (if yes, please specify below)

Visa Type: _____   Subclass: _____   Expiry Date: _____

Have you applied to become a permanent residence of Australia?   ☐ Yes   ☐ No

If yes, date of application (dd/mm/yyyy): _____

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Unique Student Identifier (USI) Details

USI Number: [   ]

☐ Office use Only

If you do not have USI yet, please go to usi.gov.au/students/get–a–usi/. If you are a new or continuing student and undertaking the nationally recognised training, you need a USI number in order to receive your qualification or statement of attainment.

Language and Cultural Diversity

☐

In which country were you born? ☐ Australia ☐ Other – Please specify: [   ]

Do you speak a language other than English at home? ☐ No ☐ Yes – Please specify: [   ]

Are you of Aboriginal or Torres Strait Islander origin? ☐ No ☐ Yes – Please specify: [   ]

How well do you speak English? ☐ Very well ☐ Well ☐ Not well ☐ Not at all

Previous Education

☐

Have you done your schooling? ☐ Yes ☐ No

Highest Qualification: [   ]

Name of Institute: [   ] Completed Year (yyyy): [   ]

Disability

☐

Do you have any of the following disabilities, impairments or long–term conditions? ☐ Yes ☐ No

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

☐ Hearing/Deaf ☐ Physical ☐ Intellectual ☐ Acquired Brain Impairment

☐ Mental Illness ☐ Vision ☐ Medical Condition ☐ Other

Employment

☐

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

☐ Full–time employee ☐ Part–time employee ☐ Self–employed ☐ Employer

☐ Employed in a family business ☐ Unemployed – seeking work ☐ Not employed – not seeking employment

Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course?

☐ 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 ☐ It was a requirement of my job

☐ To get into another course of study ☐ For personal interest or self–development ☐ Other reasons

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RPL/Credit Transfer and OSHC Information

Are you seeking recognition of prior learning (RPL) or course credit transfer (CT)?   ☐ Yes   ☐ No

If 'Yes', then please contact training manager for further details about the RPL/CT process

Do you require AIA to obtain Overseas Student Health Cover (OSHC)?   ☐ Yes   ☐ No

If 'Yes', AIA will include the quote for OSHC in your Letter of Offer

Transferring Student Information (if applicable)

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

If 'Yes', then have you completed the first 6 months of your principal course?   ☐ Yes   ☐ No

Name of Institute: _____

If you currently enrolled in another institute in Australia please provide release letter.

Education Agent Details

If you were referred by an Education Agent, please provide details below.

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 the Department of Home Affairs 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 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 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, as disclosed to me by the student

As an approved agent of AIA, I am also certifying that I have verified all the original documents of the student.

Agency Name: _____

Agency Office: _____

Agent Name: _____

Signature: _____

Date (dd/mm/yyy): _____

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Privacy Notice

Under the Data Provision Requirements 2012, Workplace Health and Safety Services Pty Ltd 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 Auscanus Institute of Australia for statistical, regulatory and research purposes. Auscanus Institute of Australia may disclose your personal information for these purposes to third parties. This practice is also required by the ESOS Act and the ESOS National Code 2018. including:

- School: if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship
- Employer: if you are enrolled in training paid by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- Researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:
- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts
- Facilitating statistics and research relating to education, including surveys
- Understanding how the VET market operates, for policy, workforce planning and consumer information, and
- Administering VET, including program administration, regulation, monitoring and evaluation

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. 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).

Student Declaration and Consent

I [_____] , Declare that the information I have provided to the to the best of my knowledge is true and correct. I further declare that I have gone through the following policies and procedures available on www.auscanus.edu.au:

- Admissions Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Course Progress Policy and Procedure
- Deferring, Suspending and Cancelling Overseas Student Enrolment Policy and Procedure
- Refund Policy and Procedure (All refunds will be in accordance with the policy and refund arrangements defined in Agreement)
- RPL and Credit Transfer Policy and Procedure
- Student Support Policy and Procedure
- Transfer Between Registered Providers Policy and Procedure
- **I Consent to the collection use and discloser of my personal information in accordance with the Privacy Notice Above.**

Applicant Name: [_____]

Applicant Signature: [_____]

Date (dd/mm/yyy): [_____]

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