



INTERNATIONAL STUDENT APPLICATION FORM

Instructions to Applicants: Please use BLOCK LETTERS when completing this form. Return the completed form to Queens College of Vocational Education **Post:** Level 2, 376 Bourke Street, Melbourne, VIC 3000 or **Email:** admin@qcve.edu.au

APPLICATION INFORMATION

Select Course <i>(Please Tick)</i>	Preferred Intake <i>(MM/YYYY)</i>	Course Code	Course Title	CRICOS Code	Course Duration
		BSB50215	Diploma of Business	087871M	52 Weeks
		BSB51918	Diploma of Leadership and Management	098707K	52 Weeks
		BSB61015	Advanced Diploma of Leadership and Management	087860C	78 Weeks
		SIT40516	Certificate IV in Commercial Cookery	093936D	60 Weeks
		SIT50416	Diploma of Hospitality Management	091576F	52 Weeks
		BSB80515	Graduate Certificate in Management (Learning)	102347B	26 Weeks
		BSB80615	Graduate Diploma of Management (Learning)	102348A	52 Weeks
		AUR30616	Certificate III in Light Vehicle Mechanical Technology	102548D	60 Weeks
		AUR40216	Certificate IV in Automotive Mechanical Diagnosis	102549C	34 Weeks
		AUR50216	Diploma of Automotive Technology	102550K	36 Weeks

PERSONAL DETAILS

Given Name: _____ Family Name: _____ One name only

If you have only one name, you must enter it under Family Name and tick the box labelled "Only One Name".

Date of Birth: _____ Gender: Male Female

Passport Number: _____

Do you have a Student Visa? Yes No VISA Number:
 Have you been denied a visa for Australia? Yes No If No, Date of Arrival:
 Are you currently living in Australia? Yes No

*Enter your Unique Student Identifier (USI)

Do you require Overseas Student Health Cover Yes No (If No, please arrange OSHC prior to Visa)

If yes, Please Specify, Single Dual Family

Duration: _____

AUSTRALIAN CONTACT DETAILS (IF KNOWN)

Address: _____

Contact Phone no.: _____ Email: _____

Postal Address (If different to the Address above): _____



PERSON TO CONTACT IN CASE OF EMERGENCY

Name: _____ Relationship: _____
 Address: _____
 Mobile: _____ Email: _____

HOME COUNTRY DETAILS

Address: _____
 Contact Phone: _____ Email: _____

SCHOOLING

1. What is your highest COMPLETED school level ? (Tick ONE box only)

If you are currently enrolled in secondary education, the highest school level completed refers to the highest school level you have actually completed and not the level you are currently undrtaking. For example, if you are currently in Year 10 the highest school level completed is Year 9.

Year 12 or equivalent	12	Are you still enrolled in secondary or senior secondary education?	
Year 11 or equivalent	11	Yes	No
Year 10 or equivalent	10		
Year 9 or equivalent	09		
Year 8 or equivalent	08		
Never attended school	02		

LANGUAGE & CULTURAL DIVERSITY

In which country were you born? Australia Other, please specify _____
 Is English your first language? Yes No My first language is: _____
 Have you taken an English proficiency test (e.g. IELTS, OET, Cambridge, TOEFL, or PTE) in the past 2 years? Yes No
 If Yes, Name of Test: _____ Date of Test: _____ Test Score: _____
 Are you of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)



EDUCATION

Qualification Level	Recognition		
	Australian Qualification	Australian equivalent	International
Bachelor Degree or Higher Degree			
Advanced Diploma or Associate Degree			
Diploma			
Certificate IV			
Certificate III			
Certificate II			
Certificate I			
Miscellaneous Education			
Have you enrolled in the same or a similar course elsewhere?			
	Yes	No	
Are you seeking Credit Transfer / recognition of prior learning?			
	Yes	No	
<i>(If yes, complete credit transfer / recognition of prior learning form and provide relevant supporting documents along with this application form)</i>			

DISABILITY INFORMATION

Do you consider yourself to have a disability, impairment or long-term condition?				Yes	No
Hearing	Physical	Intellectual	Mental Illness	Acquired Brain	Impairment
Vision	Learning	Medical Condition	Other		

STUDY REASON

Tell us the reason you want to take our course		
To get a job	To develop my existing business	Start my own business
To get a better job or promotion	Requirement of my job	Develop my skills
Pre-requisite of another course	Self development	Other reasons

EMPLOYEMENT

Which BEST describes your current employment status?			
Full-time	Part-time	Self employed - not employing others	Self employed - employing others
Employed - unpaid worker in a family business		Unemployed - seeking full time work	Unemployed - not seeking employment
Where did you hear about us?			
Agent	Website	Search Engine (Google/Yahoo, Bing etc)	Friend
Other, specify			



PRE-ENROLMENT INFORMATION

Admission Process

- Complete the Application Form and along with required documents (as per checklist on page 4), email to admin@qcve.edu.au or post the application to Level 2, 376 Bourke Street, Melbourne, VIC 3000
- 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 QCVE 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
- QCVE will issue Confirmation of Enrolment(eCoE)
- Obtain OSHC
- Organise your student Visa
- Commence study at QCVE on the scheduled day

UNIQUE STUDENT IDENTIFIER (USI)

* From 1 January 2015, we QCVE can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI, you can apply for it directly at <https://www.usi.gov.au/your-usi/create-usi> on your computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

PRIVACY POLICY STUDENT DECLARATION

I [NAME]..... understand and acknowledge the following

- Under the Data Provision Requirements 2012, QCVE 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 QCVE for statistical, regulatory and research purposes. QCVE 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 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).

I also have been informed about and understand the following

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

STUDENT SIGNATURE

DATE

PARENT SIGNATURE^

DATE

(^ Only required, if candidate is below 18 years of age at the time of application)

Completed all sections of this application form
 Attached copy of Australian Visa and/or eCOE
 (if applicable)
 Attached certified academic transcripts
 (English translation together with original, if it is
 not in English)
 Attached relevant employment details
 (if applicable)

AUTHORISED COLLEGE EMPLOYEE APPROVING / REJECTING AN OFFER

Name:

Signature:

Date:

Comments (Optional):