



## International Student Application Form

<b>Note to agents</b>	Complete the Agent declaration section on the last page of this form before submitting the form. Incomplete applications will not be processed.				
<b>Do you hold a current CoE with another provider</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Is the course you wish to enroll with Training Australia First a concurrent course</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Intake Date</b>			<b>Initial deposit</b>		
<p>Course Fees include Tuition fees. Course fees include learning materials.                  Health cover is not included in the course fees. Automotive students will need to buy their own Personal Protective Equipment. This is not included in the course fees.</p>					
<b>Select the course by ticking the appropriate boxes below</b>					
Selected Course	CRICOS Course Code	Course Code	Course Name	Course Duration	Course Fees
<input type="checkbox"/>	103643H	AUR30620	Certificate III in Light Vehicle Mechanical Technology	52 weeks	\$10,000
<input type="checkbox"/>	103606B	AUR31120	Certificate III in Heavy Commercial Vehicle Mechanical Technology	52 weeks	\$10,000
<input type="checkbox"/>	094324B	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	26 weeks	\$4,500
<input type="checkbox"/>	094325A	AUR50116	Diploma of Automotive Management	36 weeks	\$6,500
<b>Personal Details</b>					
Title			USI		
<b>1. Enter full Name*</b>					
Family name (surname)			Given names		
<p>Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Training Australia First to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.</p>					
2. Enter your birth date (DD/MM/YYYY)			3. Gender (Tick ONE box only)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	

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Passport Number		City of Birth	
Country of Birth		Citizenship	
<b>4. Enter your contact details</b>			
Home Phone		Work Phone	
Mobile Number			
Email Address			
Alternative email address (optional)			
<b>5. What is the address of your usual residence?</b>			
<p><i>Please provide the physical address (street number and name not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.</i></p> <p><i>If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.</i></p> <p><i>Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.</i></p>			
<b>Home Country Contact Details</b>			
Address			
Suburb/Town/City		Country	
Post code		Telephone	
Home Phone		Mobile	
<b>Australian Contact Details (if applicable)</b>			
Building/property name			
Flat/unit details		Street or lot number (e.g. 205 or Lot 118)	
Street name		Suburb, locality or town	
State/territory		Postcode	
<b>6. What is your postal address (if different from above)?</b>			
Building/property name			
Flat/unit details		Street or lot number (e.g. 205 or Lot 118)	
Street name		Suburb, locality or town	
State/territory		Postcode	
<b>Emergency Contact details</b>			
Name		Relationship	
Address			
Suburb/Town		Country	

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Post code		Telephone	
Mobile			
<b>Visa details</b>			
Are you currently in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No		Visa processing branch (if applicable) _____	
Do you hold a valid Australian Visa which has study rights? <input type="checkbox"/> Yes <input type="checkbox"/> No		Indicate Visa type (i.e.: Student, Working Holiday) _____	
I understand and agree that it is my responsibility and obligation to obtain and retain a visa which permits me to study full time in Australia for the duration of the Course.		Visa Number (if applicable) _____	
Do you have Overseas Student Health Cover? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, provide your card number and OSHC provider _____			
If NO, I require: Single cover <input type="checkbox"/> Dual Cover <input type="checkbox"/> Family Cover <input type="checkbox"/>			
<b>Language and Cultural Diversity</b>			
7. In which country were you born? <input type="checkbox"/> Australia <input type="checkbox"/> Other please specify: _____		8. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.) <input type="checkbox"/> No, English only (English only - Go to Question 9) <input type="checkbox"/> Yes, other. Please specify _____	
8a. How well do you speak English? <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all		9. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.) <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander	
<b>Disability</b>			
10. Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No		11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area.) <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness	

No - Go to Question 12

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	<input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other
<b>Schooling</b>	
12. What is your highest COMPLETED school level? (Tick ONE box only.)  <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> Year 12 or equivalent  <input type="checkbox"/> Year 11 or equivalent  <input type="checkbox"/> Year 10 or equivalent  <input type="checkbox"/> Year 9 or equivalent  <input type="checkbox"/> Year 8 or below  <input type="checkbox"/> Never attended school                             </div> <div style="width: 15%; border: 1px solid black; padding: 5px; font-size: small;">                                 Never completed any primary or secondary level education – go to question 14                             </div> </div>	In which year did you complete that school level  _____  _____
13. Are you still enrolled in secondary or senior secondary education?  <div style="display: flex; justify-content: space-around;"> <span><input type="checkbox"/> Yes</span> <span><input type="checkbox"/> No</span> </div>	
<b>Previous Qualifications Achieved</b>	
14. Have you SUCCESSFULLY completed any of the qualifications in question 15?  <input type="checkbox"/> Yes <input type="checkbox"/> No  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">                     No - Go to Question 16                 </div>	15. If YES, please place an A, E or I on the applicable row below (A= Australian Qualification, E= Australian Equivalent, I= International). _____ Bachelor Degree or Higher Degree _____ 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 certificates or overseas qualifications not listed above)
<b>Employment</b>	<b>Study Reason</b>
16. Of the following categories, which BEST describes your current employment status? (Tick ONE box only) <i>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 part-time employed (less than 35 hours per week).</i> <input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed - not employing others <input type="checkbox"/> Self employed – employing others <input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment	17. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.)  <input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons

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**Employment Industry**

If you are currently employed, please select the Industry of Employment the most appropriate for you (Tick ONE box only). *Leave blank if not employed.*

- Agriculture, Forestry and Fishing
- Mining
- Manufacturing
- Electricity, Gas, Water and Waste Services
- Construction
- Wholesale Trade
- Retail Trade
- Accommodation and Feed Services
- Transport, Postal and Warehousing
- Information Media and telecommunications
- Financial and Insurance Services
- Rental, Hiring and real Estate Services
- Professional, Scientific and Technical Services
- Administrative and Support Services
- Public Administration and Safety
- Education and Training
- Health Care and Social Assistance
- Arts and recreation

Please choose the occupation identifier that best describes your role (Tick ONE box only). *Leave blank if not employed.*

- Manager
- Professionals
- Technicians and Trades Workers
- Community and personal Service Workers
- Clerical and Administrative Workers
- Sales Workers
- Machinery Operators and Drivers
- Labourers

**Unique Student Identifier (USI)**

From 1 January 2015, we [insert RTO name] 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/students/create-your-usi/> on computer or mobile device.

18. Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faws/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI)

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*Unique student identifier*

**Skip the section below and on page 6**

- *if you do not want Training Australia to create an USI for you OR*
- *If you already have a USI*

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## USI application through your RTO (if you do not already have one)

### Application for Unique Student Identifier (USI)

If you would like us Training Australia First to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf> . You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] .....authorise

[Training Australia First]..... to apply pursuant to

sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

- 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> , and NCVET policies, procedures and protocols published on NCVET's website at [www.ncvet.edu.au](http://www.ncvet.edu.au)

Town/City of Birth \_\_\_\_\_

(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Please provide details for one of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

<p>1. Australian Driver's Licence</p> <p>State: _____ Licence</p> <p>Number: _____</p>	<p>2. Medicare Card</p> <p>Medicare card number _____</p> <p>Individual reference number (next to your name on Medicare card): _____</p> <p>Card colour: (select which applies)</p> <p><input type="checkbox"/> Green Expiry date ____/____/____ (format MM/YYYY) (month/year)</p> <p><input type="checkbox"/> Yellow Expiry date ____/____/____ (format MM/YYYY) (day/month/year)</p> <p><input type="checkbox"/> Blue Expiry date ____/____/____ (format DD/MM/YYYY) (day/month/year)</p>
<p>3. Australian Birth Certificate</p> <p>State/Territory _____</p> <p>Details vary according to State/Territory (see note above)</p>	<p>4. Australian Passport</p> <p>Passport number _____</p>
<p>5. Non-Australian Passport (with Australian Visa)</p> <p>Passport number _____</p> <p>Country of issue _____</p>	<p>6. Immicard</p> <p>Immicard Number _____</p>
<p>7. Citizenship Certificate</p> <p>Stock number _____</p>	<p>8. Certificate of Registration by Descent</p> <p>Acquisition date ____/____/____</p>

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Acquisition date ____/____/____	(day/month/year)
In accordance with section 11 of the Student Identifiers Act 2014, Training Australia First will securely destroy personal information, which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.	
<b>Victorian Student Number</b> This section only needs to be completed for students who are up to 24 years old.	
<p>Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.</p> <p>Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.</p> <p><i>Students who are enrolling for the first time since the VSN was introduced will get a new VSN.</i></p>	
<b>22. Enter your Victorian Student Number (VSN)</b>	<p>_____</p> <p>If you have entered your VSN you do not need to answer the following questions.</p>
<b>23. Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?</b>	
<input type="checkbox"/> No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. <input type="checkbox"/> Yes – I have attended a Victorian school since 2009. <input type="checkbox"/> Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011. List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations) <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	
Have you enrolled in a similar course elsewhere? (please tick) (If yes, you may be eligible for a credit transfer or Recognition of Prior Learning – contact Training Australia First for further information)	<input type="checkbox"/> Yes – Credit Transfer or National Recognition. Certified copies of transcripts from previous qualifications must be provided with this form.  <input type="checkbox"/> No
Have you been employed in the area covered by the course applied for? (If yes, you may be eligible for Recognition of Prior Learning – contact Training Australia First for further information)	<input type="checkbox"/> Yes – Recognition of Prior Learning. An RPL Application Form must also be submitted with this form.  <input type="checkbox"/> No
English exams completed and score	

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Where did you hear about us?

## Privacy Notice

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. The provisions of the information are voluntary, but if this information is not provided, TAF may be unable to process your enrolment.

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

Information is also collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme (TPS).

In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Training Australia First is also required to, under S19 of the ESOS Act 2000, inform the Department of Home Affairs about certain changes to the student's enrolment and any breach by the student of a student visa condition relating to attendance or unsatisfactory academic performance.

The Education and Training Reform Act 2006 requires Training Australia First to collect and disclose your personal information for a number of purposes including the allocation to you of a Victorian Student Number and updating your personal information on the Victorian Student Register.

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing 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:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage

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- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil 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>.

## **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 *Training Australia First* 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

## **Student Declaration and consent:**

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I declare that I have a genuine intention to study the course for which I have applied, and that I have access to sufficient funds to cover tuition fees, living expenses, travel expenses, Overseas Student Health Cover for the duration of my studies and to support my dependants (if coming along with me).
- I acknowledge that any false or misleading statement may result in denial of my admission application or subsequent cancellation of my enrolment at Training Australia First, which may affect the validity of my visa.
- Authorise TAF 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 I will be solely responsible for meeting the conditions listed on my current student visa and liaise with DHA and my agent (if applicable).
- I further understand that the RTO reserves the right to inform other RTOs or tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false or fraudulent.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I declare that I have read the International Pre-Enrolment Handbook, International Student Handbook and the information on this application form. I understand and acknowledge that I have received information about:
  1. the minimum level of English language proficiency required for acceptance into my preferred course/s;
  2. the structure, course content, progression rules, duration, modes of study, term breaks and assessment methods for my preferred course/s;
  3. the qualifications obtained at the end of my preferred course/s;
  4. the campus locations, facilities, equipment and learning and library resources available at the Institute for my preferred course/s;
  5. details of arrangements with other registered providers, persons or businesses to provide the course or part of my preferred course/s;

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6. the course related fees and charges payable for my preferred course/s and the applicable Refund Policy of the RTO;
7. information on fee change: Prior to enrolment fees may be altered without notice. Once enrolled fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.
8. withdrawing from courses, deferring and cancelling of enrolment from my preferred course/s;
9. the ESOS framework; and
10. living in Australia, including indicative costs of living; accommodation options; the need for school aged dependants to be enrolled to attend at school and my liability to pay their fees for their education;
11. the attendance requirements of The Department of Home Affairs (DHA), which is 20 hours per week,
12. Training Australia First's reporting obligations to DHA for course progress,
13. recognition of prior learning and credit transfer and how successful application will reduce the duration and fees of the course if applicable.

**I understand, acknowledge and agree to:**

1. Make timely payments of any fees or associated costs for which I am liable. I have the necessary financial capacity to meet all such costs for the duration of my course. I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise Training Australia First to obtain further relevant documentation where necessary either directly or through the accredited education agent or representative.

**I acknowledge that I have read and understand:**

- The Schedule of Fees, Application Procedure and Refund Policy.
- the Privacy Policy.
- the requirements for USI and VSN.
- the RPL and Credit transfer policy and procedure.
- the Complaints and Appeals Policy.
- the Transfer Policy.
- the grounds for Deferment, Suspension and Cancellation.

**Nt: Electronic signature will not be accepted.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application Document Checklist:**

- Ensure you have submitted all the documents below.
- Tick the documents submitted along with this form, write NA where not applicable

	Tick / NA
Certified copies of all qualifications	<input type="checkbox"/>
Certified copies of IELTS 5.5 or equivalent evidence	<input type="checkbox"/>
Certified copies of Passport	<input type="checkbox"/>
Certified copies of Visa copy and eCoE (if applicable)	<input type="checkbox"/>
Health cover evidence and details start and end date of health cover should be at least till the end date of CoE	<input type="checkbox"/>
Complete application form	<input type="checkbox"/>
RPL/Credit transfer form including certified copies of documents/ qualifications needed to be assessed (if applicable)	<input type="checkbox"/>

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Agent Declaration (you can use your Agent stamp to provide personal details)	
Company's Name	
Agent's Name	
Email Address	
Contact Number	
<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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).</li> <li>4. I recommend the RTO proceed with the assessment for admission of this applicant.</li> <li>5. I confirm the student has signed this application form.</li> <li>6. I have provided the student's personal email address and residential address, as disclosed to me by the student.</li> </ol>	
Agent Signature	Date

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