



International Student Application Form

Note to agents	Complete the Agent declaration section on the last page of this form before submitting the form. Incomplete applications will not be processed.		
Intake Date		Initial deposit	

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.

Select the course by ticking the appropriate boxes below

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"/>	120302K	AUR40226	Certificate IV in Automotive Mechanical Diagnosis	26 weeks	\$4,500
<input type="checkbox"/>	120384C	AUR50126	Diploma of Automotive Management	36 weeks	\$6,500

Personal Details

Title		USI										
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1. Enter full Name*

Family name (surname)		Given names	
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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.

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
Passport Number		City of Birth	
Country of Birth		Citizenship	

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4. Enter your contact details			
Home Phone		Work Phone	
Mobile Number			
Email Address			
Alternative email address (optional)			
5. What is the address of your usual residence? <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. 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. 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>			
Home Country Contact Details			
Address			
Suburb/Town/City		Country	
Post code		Telephone	
Home Phone		Mobile	
Australian Contact Details (if applicable)			
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	
6. What is your postal address (if different from above)?			
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	
Emergency Contact details			
Name		Relationship	
Address			
Suburb/Town		Country	
Post code		Telephone	
Mobile			

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Visa details	
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 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.	Indicate Visa type (i.e.: Student, Working Holiday) _____ 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"/>	
Language and Cultural Diversity	
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
Disability	
10. Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; padding: 5px; width: fit-content;"> No - Go to Question 12 </div>	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 <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other

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- 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

- 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 Training Australia First 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 NCVET. 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*

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

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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

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>Acquisition date ____/____/____</p>	<p>8. Certificate of Registration by Descent</p> <p>Acquisition date ____/____/____</p> <p>(day/month/year)</p>

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.

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Victorian Student Number This section only needs to be completed for students who are up to 24 years old.	
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. 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. <i>Students who are enrolling for the first time since the VSN was introduced will get a new VSN.</i>	
22. Enter your Victorian Student Number (VSN)	_____ If you have entered your VSN you do not need to answer the following questions.
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?	
<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"> 1. 2. 3. 	
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	
Where did you hear about us?	

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Privacy Notice

Training Australia First collects, uses and discloses personal information in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**.

As a registered training organisation (RTO), we collect your personal information for the purpose of processing and managing your application and enrolment in a vocational education and training (VET) course, delivering training and assessment services, and meeting our legal and regulatory obligations.

The provision of personal information is voluntary; however, some information is required by law or for training administration purposes. If this information is not provided, Training Australia First may be unable to process your application or enrolment, deliver training services, or issue a qualification or statement of attainment.

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.

Use and disclosure of personal information

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

The **Education and Training Reform Act 2006 (Vic)** requires Training Australia First to collect and disclose personal information for purposes including the allocation of a **Victorian Student Number (VSN)** and updating personal information on the Victorian Student Register.

Information collected on this form or during your enrolment may be disclosed without your consent where authorised or required by law.

Training Australia First takes reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure, including through secure storage arrangements and restricted access to authorised personnel.

Disclosure to NCVER and government authorities

Training Australia First is required by law under the **National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)** to disclose personal information to the **National VET Data Collection**, which is held by the **National Centre for Vocational Education Research Ltd (NCVER)**.

NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised under the NVETR Act to disclose personal information to relevant state or territory training authorities.

How NCVER and other bodies handle personal information

NCVER collects, holds, uses and discloses personal information in accordance with the **Privacy Act 1988 (Cth)** and the **NVETR Act**. Personal information may be used and disclosed by NCVER for purposes including:

- populating authenticated VET transcripts
- administration of VET

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- facilitation of statistics and research relating to education, including surveys and data linkage
 - understanding the VET market for policy, workforce planning and consumer information
- NCVER is authorised to disclose personal information to the **Australian Government Department of**

Education, Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulation, 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
- understanding how the VET market operates

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on its behalf.

NCVER does not intend to disclose personal information to overseas recipients.

For more information about how NCVER handles personal information, please refer to the NCVER Privacy Policy at www.ncver.edu.au/privacy.

The **Australian Government Department of Education** is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose personal information to perform its functions and activities. Further information is available in the Department's VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may be contacted to participate in a student survey conducted by a government department, NCVER, an NCVER employee, agent, third-party contractor or another authorised agency. Participation in surveys is voluntary, and you may opt out at the time you are contacted.

Overseas disclosure

Training Australia First does not disclose personal information to overseas recipients.

Data breaches

In the event of a data breach that is likely to result in serious harm, Training Australia First will comply with its obligations under the **Notifiable Data Breaches scheme**.

Access, correction and complaints

At any time, you may contact Training Australia First to:

- request access to your personal information
- request correction of your personal information
- make a complaint about how your personal information has been handled
- ask questions about this Privacy Notice

Contact details for Training Australia First are provided in the Student Handbook and on our website.

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.

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• Pre-training review and LLN assessment

I understand that before enrolment is finalised, Training Australia First will conduct a pre-training review and may require me to complete an LLN (and digital literacy) check to confirm my suitability and support needs. I understand this may result in additional support being offered or advice about a more suitable course or pathway.

- 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;
 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:** _____

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Application Document Checklist:	
<ul style="list-style-type: none"> 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 according to TAF policy and procedure 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"/>

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"> 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. 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. 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). I recommend the RTO proceed with the assessment for admission of this applicant. I confirm the student has signed this application form. I have provided the student's personal email address and residential address, as disclosed to me by the student. 	
Agent Signature	Date

Nt: Training Australia First may accept electronic signatures where the identity of the student can be verified. Where required, a wet signature may be requested.

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