



## International Student Application Form

### Instructions:

Please complete this form up to full possible extent in black or blue ink pen and attach certified photocopies of the documents requested – **do not attach original documents.**

### Send the completed form to:

Enrolment Office – Australian Institute of Entrepreneurship  
Level 1, 367 Victoria Street, Abbotsford  
Melbourne, Victoria 3067  
Australia  
Phone: 61 03 9428 9432

Email: [info@aiemel.vic.edu.au](mailto:info@aiemel.vic.edu.au)

<u>Office Use Only</u>
Processed by:

### Section – A: Personal Details

Mr.     Mrs.     Miss.     Ms.

Family Name (as shown in the passport)

Givens Names (as shown in the passport)

Date of Birth

Gender: Male

Female

Other

Passport Number

Town / City of Birth

Expiry Date

Are you currently holding any Australian Visa?

Yes, visa-subclass

No

Nationality

Country of Birth

### Permanent Address in Home Country

Number and Street

Suburb / Town

State / Province

Postcode

Country

### Address in Australia (if known)

Number and Street

Suburb / Town

State / Province

Postcode

### Contact Details

Home Phone

Mobile Phone

Email Address

### Postal Address

Use my Home Country address

Use my Australian address

(If different from above)



Number and Street

Suburb / Town

State / Province

Postcode

Country

## Emergency Contact Details

Name

Relationship

Home Phone

Mobile Phone

Email Address

## Section B - Language and Cultural Diversity

In which country you were born?

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

No

Yes, Aboriginal

Yes, Torres Strait Islander

Do you speak a language other than English at home?

No, English only

Yes, other – please specify

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

Have you taken an IELTS test in the past 12 months? (Tick as applicable)

Academic Band Score

General Band Score

## Section C – Education Details

Are you still attending secondary school?

Yes

No

What is your highest COMPLETED school level? (Tick one box only)

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent

Year 8 or below

Never attended school

Year of Completion



## Prior education achievement

Have you SUCCESSFULLY completed any of the following qualifications?

Yes  If YES, then tick ANY applicable boxes below

No  go to the next question

Bachelor degree or higher degree	<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/>
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>
Certificate III (or trade certificate)	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>
Certificates other than the above	<input type="checkbox"/>

## Section D – Employment Details

### Current Employment Status

- Full-time employee   
  Part-time employee   
  Employer   
  Self-employed - Not employing others  
 Employed - unpaid worker in a family business   
 Unemployed - seeking full time work   
 Unemployed - seeking part time work  
 Not employed - Not seeking employment

### Current Employment

Name of Employer	Start Date	End Date	Job Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Previous Employment – If you believe you have relevant employment experience (Please attach certified copies of all employment certificates)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section E – Study Reason

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

## Section F - Course(s) Preferences

Management	<input type="checkbox"/>	BSB42615	Certificate IV in New Small Business	26 Weeks
	<input type="checkbox"/>	BSB50615	Diploma of Human Resource Management	52 Weeks
	<input type="checkbox"/>	BSB60915	Advanced Diploma of Management (Human Resources)	52 Weeks
	<input type="checkbox"/>	BSB51915	Diploma of Leadership and Management	52 Weeks
	<input type="checkbox"/>	BSB61015	Advanced Diploma of Leadership and Management	52 Weeks

### Intake Preference:

Dec / Jan   
  Feb / Mar   
  Apr / May   
  Jun / Jul   
  Aug / Sept   
  Oct / Nov   
 Year



## Section G – Support Services

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

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N

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)

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	<input type="checkbox"/>

Do you require assistance with Airport pickup (Extra cost of Aus. \$ 95.00 need to pay in advance)?  Yes  No

Do you require assistance in finding accommodation?  Yes  No

Are you seeking Credit Transfer/Recognition of Prior Learning?  Yes  No

## Section H – Checklist

Before submitting your application, please make sure you have:

- Completed all sections of this Application Form
- Attached certified academic transcripts (English translation as necessary)
- Attached evidence of your IELTS Score / other recognised English Exam result sheet
- Attached copy of your passport (including address details)
- Attached copy of Australian Visa and/or eCoE / PVA (if applicable)
- Attached relevant employment details (if applicable)

## Section I – Educational Agent Details (AIE’s approved educational agent only)

Agent’s Number	<input type="text"/>	Agent’s Stamp	<input type="text"/>
Company Name	<input type="text"/>		
Address	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>



## Section J – Privacy statement and Applicant’s Declaration

I [NAME] .....

- 1) Understand that the RTO is required to submit data sourced from this enrolment form and the training data to the national VET administrative collection as a regulatory reporting requirement.
- 2) Understand that the RTO and the regulatory departments may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of student enrolment and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER) as necessary and where lawful,
- 3) Understand that the information contained on my application form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:
  - Government departments and agencies and authorised VET related bodies.
  - VET regulators.
- 4) Authorize Australian Institute of Entrepreneurship to check my visa status on VEVO
- 5) Authorize Australian Institute of Entrepreneurship to check IELTS result on IELTS Test Report Form verification service
- 6) Read and understood the RTO’s policies on “Student Fee and Refund Policy”, “Complaints and Appeals”, “Assessment” and other policies that are published on the college website or prospectus or student’s handbook.
- 7) Read and understood College Prospectus, flyers and/or relevant information on the institute website relating to my selected courses.
- 8) Declare that the information I have provided in this application form is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by AIE.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be signed by a Parent or Legal Guardian if the applicant is under 18 years of age at time of application)

Parent / Legal guardian Signature \_\_\_\_\_ Date \_\_\_\_\_