

HOW TO APPLY

- Print this form and complete it as a hard copy.
- Send the completed form to Study Options, 83 Alma Road, Clifton, Bristol, BS8 2DP, with your supporting documents.

Supporting documents required for application:

1. A photocopy of the personal details page of your passport
2. Original certificates for your school (and any other) academic qualifications, for example, GCSE, A Level, BTEC Diploma
3. Original certificates for any professional qualifications you would like included in the assessment
4. A copy of your CV

Application fees

Study Options can waive applications fees for qualified candidates, so please do not enter any payment or card details on this form.

Application notes

1. If any further material or documents are required for your application, Study Options will be in touch to request these after we have received and checked your application.
2. All academic documents must be submitted as originals, we can't accept photocopies. We'll make certified copies to send with your application, and will return the originals by recorded delivery. To ensure their safe arrival, please send your documents to us by recorded delivery.

If you have any questions or problems making your application please contact a student advisor at Study Options on 020 7353 7200 or mail@studyoptions.com

INTERNATIONAL STUDENT APPLICATION FORM

STUDY OPTIONS LTD
83 ALMA ROAD, CLIFTON
BRISTOL, BS8 2DP
+44 117 911 5610
MAIL@STUDYOPTIONS.COM

1. This Application Form is for applicants that intend to study while on a Student Visa.
2. Please ensure all sections are completed clearly, typing or printing in BLOCK LETTERS. Missing or incorrect information may cause delays in the application process.
3. Return your completed application form and supporting documentation to Melbourne Polytechnic International or an authorised representative agent
www.melbournepolytechnic.edu.au/international-students/education-agents-and-representatives/agents/

1. PERSONAL DETAILS

If you have previously been enrolled at Melbourne Polytechnic, provide your Student ID number.....

Provide your personal details as shown in your passport.

Family name

Given names

Date of birth DD / MM / YYYY Age Male Female

2. CONTACT DETAILS

Note – please clearly state your personal email address (not the same as your education agent's). All successful offers will be sent to this address and you will be contacted via email with important information about this application, enrolment and compulsory orientation activities.

Applicant's email address

Permanent address in your home country

Street address

Town / City Postcode Country

Telephone Skype.....

Address.....

Current address (only complete if different from above)

Street address

Town / City Postcode Country

Telephone Mobile

3. RESIDENCY DETAILS

Country of Birth Citizenship

Passport Number

Do you hold a valid Australian visa? YES NO Visa Type Visa Expiry Date DD / MM / YYYY

Will you be applying for a student visa to study at Melbourne Polytechnic? YES NO

If yes, which country will you lodge your student visa application?

Have you already organised Overseas Student Health Cover (OSHC)? YES NO

Do you require Melbourne Polytechnic to organise OSHC for you? YES NO

- Single *Single covers only the overseas student.*
- Dual Family *Dual Family covers the overseas student and either one adult spouse or recognised de facto partner or one or more children or step-children under the age of 18 years who are not married.*
- Multi Family *Multi Family covers the overseas student and more than one dependant, which can only include one adult spouse or recognised de facto partner and one or more dependent children.*

RESIDENCY DETAILS (continued)

Have you ever had a visa application refused or withdrawn? YES NO If yes, provide the date, country and details below.

Have you ever had a visa application cancelled, or breached any visa conditions? YES NO If yes, provide the details below.

Have you ever been convicted of any criminal activity? YES NO If yes, provide the details below.

4. FAMILY DETAILS

Are you married? YES NO Date of marriage DD / MM / YYYY

Is your spouse already in Australia? YES NO Visa Type Visa Expiry Date DD / MM / YYYY

List all dependants (spouse and children) who will be included in your student visa application and accompany you to Australia.

1. Full name	Relationship	Date of Birth DD / MM / YYYY
2. Full name	Relationship	Date of Birth DD / MM / YYYY
3. Full name	Relationship	Date of Birth DD / MM / YYYY

List all close family members (i.e. dependants, parents, grandparents, aunt/uncles, cousins) currently living in Australia.

1. Full name	Relationship	Date of Arrival DD / MM / YYYY	Residency status
2. Full name	Relationship	Date of Arrival DD / MM / YYYY	Residency status
3. Full name	Relationship	Date of Arrival DD / MM / YYYY	Residency status

Note – For each family member, specify the current residency status (citizenship, permanent resident or temporary resident). If the family member is a permanent or temporary resident please provide their current visa details (including visa type, subclass, and visa grant date).

5. PROGRAM DETAILS

Note – see melbournepolytechnic.edu.au/international-students/courses-for-international-students/ to assist you with your course selection. Check for correct course name and codes, intake availability and entrance requirements to see if you qualify for the course.

I am applying for admission in Semester 1 (Feb) Semester 2 (July) Year Other

Name of course	Campus	CRICOS Code
Name of course	Campus	CRICOS Code
Name of course	Campus	CRICOS Code
Name of course	Campus	CRICOS Code

Do you intend to study English Language Intensive Course for Overseas Students (ELICOS) at Melbourne Polytechnic?

ELICOS English language Number of weeks

ELICOS language as part of a pathway to an Melbourne Polytechnic course (Melbourne Polytechnic will advise how many weeks is required)

Note – ELICOS is delivered in modules of 5 weeks – 5, 10, 15, 20, 25, 30, 35, 40, 45, 50.

10. FUNDING SOURCE

What is your planned source of funding while studying? You may choose more than one.

- Self-financed
 Family in home country
 Family in Australia
 Bank loan
 Sponsorship/scholarship
 Other – please specify

11. STATEMENT OF PURPOSE, GENUINE STUDENT AND GENUINE TEMPORARY ENTRANT (TO BE COMPLETED ONLY IF APPLYING FOR VISA OUTSIDE AUSTRALIA)

To be granted a student visa, applicants must be both a Genuine Student and a Genuine Temporary Entrant.

Will you have family (husband/wife/children/de facto partner) accompanying you to Australia either (a) included in your visa application or (b) joining after you have had your visa granted as a subsequent entrant?

- Yes – Please complete: *International Students Genuine Temporary Entrant – Statement of Purpose Dependent Applicant Form*
 No – Please complete: *International Students Genuine Temporary Entrant – Statement of Purpose Single Applicant Form*

Note: these forms are available at melbournepolytechnic.edu.au/international-students/policies-and-forms/

12. HOW DID YOU HEAR ABOUT MELBOURNE POLYTECHNIC?

How did you hear about Melbourne Polytechnic?

- Friend/family
 Exhibition/education fair
 Education Agent
 Internet/website
 Advertisement
 Other – please specify

13. AGENT DETAILS – TO BE COMPLETED BY AGENT

STUDY OPTIONS LTD
83 ALMA ROAD, CLIFTON
BRISTOL BS8 2DP
+44 117 911 5610
MAIL@STUDYOPTIONS.COM

Agency name Study Options
 Branch office Bristol
 Agent address 83 Alma Road, Bristol, BS8 2DP, UK
 Email address mail@studyoptions.com

Agent declaration

I am satisfied that the applicant is a genuine student and genuine temporary entrant as defined by DHA and I recommend them for admission to Melbourne Polytechnic.

I am satisfied that the applicant has access to sufficient funds to cover tuition, travel, living and OSHC costs for themselves and any dependants.

I am satisfied that the documentation provided with this application is authentic, and where the document has been stamped or translated by the agency, the original document has been sighted.

Agent's signature _____ **Date** _____
 Signature DD / MM / YYYY

DECLARATION – TO BE COMPLETED BY STUDENT

I declare that the information given in this application and the supporting documentation is true and correct.

I understand that any incorrect information or documentation given or the withholding of relevant information or documentation that relates to this application may result in cancellation of an offer letter or enrolment as a consequence.

I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Home Affairs (homeaffairs.gov.au/trav/stud/more/genuine-temporary-entrant)

I declare that I have access to sufficient funds to cover tuition fee, travel, living and OSHC costs for myself and my dependants for the total duration of my stay in Australia.

I declare that I have visited Melbourne Polytechnic's website and/or read the International Course Guide and understand the relevant sections, including the course information of the courses I have selected, admission requirements, tuition fees, terms and conditions and refund policy.

I agree to allow Melbourne Polytechnic to check my visa entitlements via DHA's Visa Entitlement Verification Online (VEVO) system.

I agree to allow Melbourne Polytechnic to obtain official records from any prior or current educational institutions I have attended or employers I have stated on this application form.

I understand that tuition fees do not include books and other course materials other than those specifically stated on an offer letter.

I have read and understood the above conditions and accept them in full.

Applicant's signature _____ **Date** _____
 Signature DD / MM / YYYY
Parent or Legal Guardian's signature (if applicant is under 18 years) _____ **Date** _____
 Signature DD / MM / YYYY

APPLICATION CHECKLIST

Please ensure you attach the following documents with your application.

- Completed and signed *International Student Application Form*
- Certified copy of the personal details page of your passport
- Certified copy of your English language qualification or provide details of your English proficiency
- Certified copy of all academic qualifications, including secondary school studies
- Additional documents as outlined by the course entrance requirements - eg. folio, personal statement
- Course syllabus / detailed course outlines - if applying for credit exemption
- CoE document(s) for all courses enrolled - if you are currently studying in Australia
- Documentation verifying name change - if your academic documents are under a previous name
- Certified official translation of any document not in English
- Completed in applicants handwriting and signed *International Students Genuine Temporary Entrant Profile – Statement of Purpose (Dependent/Single) Form* – if you are applying for student visa from outside Australia

A **certified copy** is a copy of an original document that has been verified as an authentic copy by an authorised person who has sighted the original document. A certified copy should include the certifier's name, signature, date of certification and agency/organisation stamp.

An **authorised person** includes – a Melbourne Polytechnic authorised agent representative, public notary, justice of the peace, commissioner for declarations, or a Melbourne Polytechnic staff member.

A **certified official translation** are translations performed by a National Accreditation Authority for Translators and Interpreters (NAATI - naati.com.au) accredited translator, or a Melbourne Polytechnic authorised agent representative.

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STUDENT DECLARATION

Name:			
Date of birth:		Nationality:	
Mobile:		Landline:	
Email:			

Who will fund your tuition fees and living costs? Please give further details below:

Please circle your answers:

Have you ever been refused a visa for Australia or another country?	Yes / No
Do you have any health issues that may affect your application for a student visa?	Yes / No
Will you have any family members joining you? If so please state name, age and relationship to you in the box below.	Yes / No

- I declare that I have read and understand the information relating to the cost of living in Australia at:
<https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool>
and I have access to sufficient funds to cover all associated costs with my study, travel to and from Australia, living expenses for the duration of my studies for myself and my family members (if applicable) for the total period of my stay in Australia.
- I understand that the tuition fees do not include expenses such as textbooks, stationery and additional programme specific requirements.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, I will not seek assistance from the College or the Australian government.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, the College reserves the rights to terminate my enrolment and eCoE.
- I hereby certify that all the statements made on this declaration of finances are true and correct.

Student signature:	
Name:	
Date:	

Please return this declaration with your application form(s)