

Student Application Form

How to Complete this Form

- ☐ Please write clearly in black ink using capital letters in English.
- ☐ Include one set of supporting documents with this application including certified English translation copies where required.
- ☐ All supporting documents for this application must be certified as true copies of originals.
- ☐ Ensure that you sign the declaration in the end of this form.
- ☐ Please note that delays may occur in the processing of this application if the application is incomplete

(A) COURSE DETAILS

SELECT	CRICOS CODE	VET CODE	COURSE TITLE	DURATION
	116541G	MEM40119	CERTIFICATE IV IN ENGINEERING	104 WEEKS
	116541G	MEM40119	CERTIFICATE IV IN ENGINEERING	52 WEEKS
	116542F	BSB80120	GRADUATE DIPLOMA IN MANAGEMENT (LEARNING)	52 WEEKS

(B) PERSONAL DETAILS

(C) CONTACT DETAILS

Address (Home Country):		
City:	Country:	Postcode:
Address (if in Australia):		
Suburb:	State:	Postcode:
Phone Number:	Mobile:	
Email Address:		

(D) EMERGENCY CONTACT DETAILS

Full Name:		
Phone Number:	Relationship :	Email:

In Case of an Emergency: In the event of circumstances requiring urgent medical care where the student is incapable of speaking on their own behalf, MIC is authorized as a mater of urgency to seek and provide appropriate medical care on behalf of the student.

(E) DISABILITY SUPPORT

Do you consider yourself to have a disability, impairment of long-term condiion? ☐ No ☐ Yes, please specify

If yes, please indicate the areas of disability, impairment or long-term condiion: *You may indicate more than one area*

- | | | | |
|---|---|---------------------------------------|--|
| ☐ Hearing / Deaf | ☐ Physical | ☐ Intellectual | ☐ Mental illness |
| ☐ Vision | ☐ Medical condiion | ☐ Learning | ☐ Acquired brain impairment |

(F) LANGUAGE & CULTURAL DIVERSITY

Language and Cultural Diversity

Question	Answer
In which country were you born?	☐ Australia ☐ Other, please specify
Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most oten</i>	☐ No, English only ☐ Yes, please specify:
How well do you speak English?	☐ Very Well ☐ Not Well ☐ Well ☐ Not at all
Are you Aboriginal or Torres Strait Islander origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes</i>	☐ No ☐ Yes ☐ Yes, Torres Strait Islander

(G) EDUCATION DETAILS

G.1 Schooling

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 undertaking.

☐ Year 12

☐ Year 10

☐ Year 8 or lower

☐ Year 11

☐ Year 9 or equivalent

☐ Never attended school

Year completed

Are you still attending secondary school?

☐ Yes

☐ No

G.2 Previous qualifications achieved

Have you **successfully** completed any of these qualifications? ☐ Yes ☐ No

If yes, please provide details of your qualifications. Highest Level (Select one only)

select	Course	A	E	I	Note:
☐	Bachelor Degree or Higher Degree	☐	☐	☐	Note: If you have multiple Prior Education Achievement Recognition Identifiers for any other qualifications, use the following priority order to determine which identifier to use: A - Australia E - Australia Equivalent I - International
☐	Advanced Diploma or Associate Degree	☐	☐	☐	
☐	Diploma (or Associate Diploma)	☐	☐	☐	
☐	Certificate IV (or Advanced Certificate/Technician)	☐	☐	☐	
☐	Certificate III (or Trade Certificate)	☐	☐	☐	
☐	Certificate II	☐	☐	☐	
☐	Certificate I	☐	☐	☐	
☐	Certificates other than the above	☐	☐	☐	

(H) ENGLISH PROFICIENCY

Please provide details of any English test / Course taken:

☐ IELTS Academic

☐ PTE Academic

☐ OET

☐ TOEFL IBT

Reading Score	Writing Score	Speaking Score	Listening Score	Overall Score	Date Achieved

ELICOS

Course Name:

Date Completed:

Other

Please Specify:

(I) STUDY REASON

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/
traineeship/appreniceship (Tick ONE box only)

- ☐ To get a job
- ☐ To develop my exising business
- ☐ To start my own business
- ☐ To try for a diferent career
- ☐ To get a beter job or promoion
- ☐ It was a requirement of my job
- ☐ I wanted extra skills for my job
- ☐ To get into another course of study
- ☐ for personal interest or self-development
- ☐ Other reasons
- ☐ To get skills for community/voluntary work

(J) EMPLOYMENT

Of the following categories, which BEST describes your current employment status? (Select one only)

- ☐ Full-ime employee
- ☐ Part-ime employee
- ☐ Self-employed – not employing others
- ☐ Self-employed – employing others
- ☐ Employed – unpaid worker in a family business
- ☐ Unemployed – seeking full-ime work
- ☐ Unemployed – seeking part-ime work
- ☐ Not employed – not seeking employment

Which of the following classiicaions BEST describes your current or recent occupaion? (Select one only)

If never employed go to next question.

- ☐ 1 – Managers
- ☐ 2 – Professionals
- ☐ 3 – Technicians and Trade Workers
- ☐ 4 – Community and Personal Service Workers
- ☐ 5 – Clerical and Administraive Workers
- ☐ 6 – Sales Workers
- ☐ 7 – Machinery Operators and Drivers
- ☐ 8 – Labours
- ☐ 9 – Other

(K) UNIQUE STUDENT IDENTIFIER

Enter Unique Student ideniier (if you already have one):

From 1 January 2015, we MIC can be prevented from issuing you with a naionally recognized VET qualiicaion or statement of atainment when you complete your program if you do not have a Unique Student Ideniier (USI). If you have not yet obtained a USI you can ap ply for it directly at <https://.usi.gov.au/your-usi/create-usi> on a computer or mobile device. If you want MIC to apply to the Student Ideniiers Registrar on your behalf for a USI, please complete and atach the Unique Student Ideniier Applicaion form.

(L) OVERSEAS STUDENT HEALTH COVER (OSHC) DETAILS

Do you already have OSHC? If yes then please provide details.

Provider's Name:

Membership Number:

Expiry Date (dd/mm/yyyy) :

Do you want MIC to arrange OSHC for you? If yes then please provide details:

(Note: MIC will arrange NIB OSHC only)

Type: ☐ Single ☐ Couple ☐ Family

(M) HOW DID YOU HEAR ABOUT MATIC INTERNATIONAL COLLEGE?

☐ Agent Google Search

☐ Events Radio

☐ Exhibitions

☐ Facebook

☐ Instagram / LinkedIn / Google+

☐ Newspaper / Magazine

☐ MIC Student. Please provide ID:

☐ MIC Staf. Please provide name:

☐ Google Search

☐ Radio

(N) AGENT DETAILS (If applying through an agent)

Company Name:

Agent's Name:

Email Address:

Contact:

I confirm that I have verified the above -mentioned potential student's application, supporting documents, and financial documents, and I am satisfied that this *Enrolment Form* contains accurate information. I have assessed the applicant as a Genuine Temporary Entrant (GTE) and Genuine Student. I am further satisfied that all information and documentation provided are authentic, and where documents have been stamped or translated by the agency, the original documents have been sighted and certified.

Agent's / Representative Signature

Agent's Stamp

(O) PAYMENT PLAN OPTIONS (Conditions apply)

Prior to establishing a payment plan, please ensure your initial deposit has been made.

Please choose one preferred payment plan option:

☐ Every Months

☐ Every 2 Months

☐ Every 3 Months

☐ Every 6 Months

(P) ENROLMENT PROCEDURE

1. Enrolment Procedure:

Fill out the Application to Study Form provided by MIC and send it through email to **admission@maic.vic.edu.au** OR Post to:

a. Melbourne Campus

Level 1, 620 Bourke Street, Melbourne CBD, Victoria, Australia, 3000, OR

2. Enrolment and Acceptance:

MIC enrolment officer will assess the application to study form and if accepted successfully letter of offer will be issued through email within 5 working days.

3. Payment of Fee:

The application will accept the letter of offer and deposit fee in the nominated bank account of MIC. MIC will then issue Confirmation of Enrolment (COE) and send through email.

(Q) ATTACHMENT CHECKLIST

Provide all the relevant documents, incomplete applications will cause delays in processing:

- ☐ Certified evidence of English language proficiency like IELTS, TOEFL, PTE and ELICOS, etc.
- ☐ Certified documented evidence of Year 12 education or equivalent (with certified translation, if not in English)
- ☐ Certified documented evidence of other previous qualifications if applicable (with certified translation, if not in English)
- ☐ Certified copy of Passport
- ☐ Financial declaration form (if applicable)
- ☐ Copy of Visa (if applicable)
- ☐ Evidence of Overseas Health Cover (if applicable)
- ☐ Copies of Confirmation of Enrolments (if applicable)
- ☐ Certified copies of documents to be assessed for Credit Transfer and/or Recognition of Prior Learning (RPL) if required

Others

(R) DECLARATION AND AGREEMENT

In signing this Application Form, I agree that I have read and understood the following:

☐ 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 dependents (if coming along with me).

☐ I understand that the application fee accompanying this application to study form is non-refundable.

☐ I acknowledge that any false or misleading statement may result in denial of my admission application or subsequent cancellation of my enrolment at MIC, which may affect the validity of my visa.

☐ The information on this form is true and correct. This information may be used for monitoring, program planning and statistical purposes.

☐ 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 declare that I have also read the ESOS framework provided by MIC in Student's Handbook.

_____ have honestly and accurately completed this application form.

Student Signature:

Date (dd/mm/yyyy):

For more information :-

Website: www.maic.vic.edu.au

Phone: 0435269929

Location:

Level 1, 620 Bourke Street, Melbourne CBD, Victoria, VIC, AUSTRALIA, 3000