



## STUDENT APPLICATION FORM

(Applicant shall be 18 years of age as of course commencement date).

### PERSONAL DETAILS

Title		VSN No		USI No	
First name				Last name	
Gender (Sex)	Male	Female		Date of Birth	

### Contact Details

Street Number		Street Name	
Suburb		State, Post Code	
Mobile		Phone (Home)	
Fax		Phone (Work)	
Email			

### Correspondence Details

Street Number		Street Name	
Suburb		State, Post Code	
Mobile		Phone (Home)	
Fax		Phone (Work)	
Email			

### Emergency Details

Name			
Relationship			
Street Number		Street Name	
Suburb		State, Post Code	
Mobile		Phone	
Email			

Enrollment Form filled V 2.1 May 2018

Melbourne Campus  
 Suite 401 – 404  
 343 Little Collins St  
 Melbourne VIC 3000  
 P > 03 9670 1015  
 E > admission@mivs.edu.au

United Business College Pty Ltd T/as  
 Melbourne Institute of Vocational Studies  
 A.C.N 108 960 596  
 A.B.N 85 108 960 596  
 RTO 41161  
 CRICOS 3514E



### Nationality Citizenship Details

Nationality (as indicated on Passport / Birth Certificate / Citizenship Certificate)	
Country of Birth & City of Birth	
Passport Number / Driver's License Number (State of Issue)	
Expiry Date of Document	

### Overseas Address

Street Number		Street Name	
Suburb		State, Post Code	
Mobile		Phone (Home)	
Fax		Phone (Work)	
Email			

### Current Education Provider

Are you transferring within the first months of your principle course? If yes, a letter of release is required from your provider.

<input type="checkbox"/>	Yes (if yes attach letter of release)
<input type="checkbox"/>	No

### Credit transfer & Recognition of Prior Learning

If you request a Credit transfer or Recognition of Prior Learning please indicate in the section below.

Do you wish to apply for recognition of prior learning?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Do you wish to apply for Credit transfer? (if so attach evidence)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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### Do you require Accommodation ?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Do you require airport pick up?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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### Course you wish to study

<input type="checkbox"/>	Diploma of Project Management (BSB51415)	Start Date:
<input type="checkbox"/>	Diploma of Leadership and Management (BSB51915)	Start Date:
<input type="checkbox"/>	Advanced Diploma of Leadership and Management (BSB61015)	Start Date:

### How did you hear about the Institute?

<input type="checkbox"/>	Friend	<input type="checkbox"/>	Agent	<input type="checkbox"/>	VTAC	<input type="checkbox"/>	Website	<input type="checkbox"/>	Advertisement	<input type="checkbox"/>	Other: _____
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## English Language Proficiency

Melbourne Institute of Vocational Studies has minimum English language requirements in some courses and you must provide proof of your English proficiency to the required standards.

1. English as the language of instruction: attach course certificate and results documents.

College Name: \_\_\_\_\_

Please provide a copy of the certificate you have received from course along with the application.

2. IELTS/TOEFL/other: Attach original results or documents

Please note that only results achieved within 2 years of the test date will be considered. If you have not sat an IELTS/TOEFL/other relevant ESL exam please indicate when you sit one below.

I have sat an English language proficiency test

IELTS      TOEFL      PTE      Other: \_\_\_\_\_      Date taken:

I will sit an English language proficiency test

IELTS      TOEFL      PTE      Other: \_\_\_\_\_      Date for exam:

## Disability

Do you consider yourself to have a disability, impairment or long-term condition?      No      Yes

(If Yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area)

Hearing/Deaf      Physical      Intellectual      Learning      Mental Illness

Acquired Brain Impairment      Vision      Medical Condition      Other: \_\_\_\_\_

MIVS Admission Officer will contact you to know more details.

## Employment Status

Following categories, which BEST describes your current employment status? (Tick ONE box only)

Full-time Employee      Part-time Employee      Self Employed - Not Employing Others

Employer      Employed - Unpaid Worker in a Family Business      Not Employed - Not Seeking

Unemployed - Seeking Full-time Work      Unemployed - Seeking Part-time

## Previous Qualification(s) Achieved

Have you successfully completed any of the following Qualifications?      No      Yes (Tick any applicable boxes)

Bachelor Degree or Higher Degree      Associate Degree      Advanced Diploma



Diploma or Associate Diploma	Certificate IV	Certificate I
Certificate III or Trade Certificate	Certificate II	
Certificates Other Than the Above(Please Specify)_____		

### Study Reason

Following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

To get a job                     
  To develop my existing business                     
  To start my own business

To get a better job or promotion                     
  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                     
  To try for a different career

Other Reasons (please specify): \_\_\_\_\_

### Unique Student Identifier(USI)

If you have a USI number provide the number in Personal Details section. If you want the MIVS to create one on your behalf, Please give the authorisation to the MIVS to use the details provided in the application form to create the USI number.

I have a USI number and provided in Personal Details section

I don't have a USI number and I am authorizing the MIVS to create my USI on my behalf. I understand and consent that the personal information that I provided to the MIVS in connection with my application for the USI number will be collected by Student Identifiers Registrar and may be disclosed to Commonwealth and State/Territory government departments and agencies and statutory bodies, VET Regulators, VET Admission Bodies, National Centre for Vocational Education Research, education and training related researchers, any entity contractually engaged by the Student Identifiers Registrar and any other person or agency that may be authorized or required by law.

### Application Checklist

- Please attach the following documents along when submitting the application.
- Completed application form
  - Certified copy of your education transcript
  - Certified copy of your passport
  - Certified copy of your IELTS/PTE/TOFEL score card
  - Certified copy of your Visa stamp page (if applicable)
  - Relevant employment details (if applicable)

## Terms and Conditions

### Study Reason (Genuine Temporary Entrant - Statement of Purpose) :

In line with the Australian Government's student visa application process – please complete a short summary reflecting your individual circumstances that demonstrate that you genuinely intend to stay in Australia temporarily. Please refer to: <https://www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant> .

### Privacy and student Declaration

1. The personal information you provide on this form is protected by the Commonwealth Privacy Act 1998 and the health information is protected by the Health Records and Information Privacy Act 2001.
2. I also understand that:
  - RTO will communicate with me via electronic means.
  - My personal information may be made available to Commonwealth and State Government Agencies such as the Australian Skills and Quality Authority (ASQA), the Tuition Protection Service (TPS), Overseas Student Health Cover Provider (OSHC), the Department of Immigration and Border Protection (DIBP) and other relevant agencies for reporting and/or statistical data collection purposes, pursuant to obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas students.
  - Providing information to us is not required by law, however, if you choose not to, we cannot process your application for admission.
  - I declare I am a genuine temporary entrant and genuine student and intend to come to Australia with the primary purpose of academic study and have the language, educational ability and financial capacity to undertake and successfully complete my academic plan.
  - RTO is unable to provide me with financial assistance if I experience financial difficulties during the course of my studies. I have read and understand the description of the ESOS framework Student Fact Sheet available at: <https://docs.education.gov.au/node/39586>. I declare that the information provided in this application and the documentation supporting it is true and complete and that the submission of incorrect or incomplete information may delay or lead to my application being refused. If nominated, I authorise the Education Agent on this form to act on my behalf in matters relating to my enrolment. I have read and understand the **entry requirements** for the course that I have enrolled in, as well as the Terms and Conditions of Enrolment and the policies and procedures relating to my enrolment as outlined on the website [www.lms.mivs.edu.au](http://www.lms.mivs.edu.au) and referred to in the RTO's Student Handbook/Prospectus including the Privacy Policy, Cancellation and Refund Policy and I agree with these conditions

Melbourne Institute of Vocational Studies (MIVS) respects Student's privacy rights and operates in compliance with the Privacy Act and National Privacy Principles 2001. Refer to [www.privacy.vic.au](http://www.privacy.vic.au) for more details.

MIVS will treat all Student personal information confidentially and will not disclose any details to a third party without the Student's prior written consent. \*\* Personal information may also be collected, or disclosed to relevant bodies for the verification of your previous qualifications.

\*\*Except where required through its commitment to comply with the National Vocational Education and Training Regulator Act 2011 and ESOS Act 2000 and supply Student data to the National VET Regulator (ASQA), National Centre for Vocational Education Research (NCVER), Department of Border Protection & Immigration (DBP&I) and other regulatory bodies or to a court of Law.



**Declaration**

I warrant that the information on this form, or provided in support of my application is correct and complete, I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that MIVS may withdraw an offer of a place or cancel my enrolment in consequence.

I declare:

1. I have read and understood the Fees and Charges Policy, The Student Deferral, Suspension and Cancellation Policy, the Student Refund Policy and Procedures allocated at Melbourne Institute of Vocational Studies
2. I have read and understood the information for the course content and course guide at Melbourne Institute of Vocational Studies
3. I acknowledge that that is my responsibility to seek independent advice prior to signing this application;
4. I acknowledge that Melbourne Institute of Vocational Studies committed to protecting individual's rights to privacy in accordance the Privacy Act 2001;
5. I have reviewed all the information in the Student prospectus and understand the information.

\_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_\_