



COURSEWORK PROGRAMS 2017 APPLICATION FORM

International student application for admission to coursework programs. (Please note: if you are an Australian student please apply online at latrobe.edu.au/sydney/apply-now)

Read this application carefully.

You are applying to study at La Trobe University Sydney Campus. Complete all sections and ensure that supporting (certified) documents are attached. Write in BLOCK LETTERS using a blue or black pen. Tick where applicable.

Personal details as shown on your passport

Have you previously enrolled at La Trobe University? Yes No If yes, please provide your student number

Male Female Title Mrs Ms Miss Mr Dr Date of birth

Family name _____ Given name(s) _____

Student's current personal address

Number and Street _____

Suburb/Town _____ City/State _____

Country _____ Post/Zip code _____

Telephone _____ Mobile/Cell phone _____

Student's email (compulsory) _____

Residency information

Country of birth _____

Citizenship _____ Passport number (if available) _____

Are you currently living in Australia? Yes No If no, country where you are living _____

Agent details (if applicable)

Agency name INNOVATIVE FUTURE STEPS Email info@futurestepsedu.com

Branch address and country G-14/15, RACE COURSE, NEAR MLA HOSTEL INDIA 24800A

Agent office code _____

Declaration by agent:

- I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Immigration and Citizenship.
- The applicant is genuine in making this application and has every intention of completing all programs listed in the application.
- I have made every effort to verify the authenticity and validity of the documents which form part of this application.

Tick to confirm

Agency signature

Neelima Jimani



Course selection

Preferred intake year 2017 2018 Preferred intake month March July November

Preferred course

Foundation Studies Program*

Diploma of Business* Diploma of Information Technology*

Bachelor of Accounting (Standard: 3 years)

Bachelor of Business (Standard: 3 years) Bachelor of Business (Fast-track: 2 years)

Please choose your preferred major (Bachelor of Business students only)

Accounting Financial Management Human Resource Management Management Marketing

Bachelor of International Business (Standard: 3 years)

Bachelor of International Business (Fast-track: 2 years)

Bachelor of Information Technology (Standard: 3 years)

Master of Professional Accounting (2 years)

Master of Management (Project Management) (2 years)

Visa information

Are you a permanent resident of Australia? Yes No

If yes, you will be required to apply as a domestic student.
Contact us to find out how.

Current Australian visa number as shown on your visa label (if applicable)

Visa type Student Visitor Spouse

Subclass number

Expiry date

Other Visa type (please specify):

If you hold a current passport and/or an Australian visa, you **must** include a copy with this application.

Have you previously visited or studied in Australia? Yes No

Have you breached any visa conditions? Yes No

If yes, please provide details:

Have you ever been refused a visa for entry into Australia or a country other than Australia? Yes No

If yes, please provide details:

Have you ever been convicted of a crime or offence? If yes, please provide details: Yes No

Please note your family immigration history:

Are you married? Yes No

Date of marriage

Is your spouse currently in Australia? Yes No

If yes, what visa type does your spouse have?

Visa expiry date

Will your spouse/dependants (children) accompany you during your education in Australia? Tick all that apply: Spouse Dependants No

Full name

Date of birth

Full name

Date of birth

Full name

Date of birth

If you have more than three dependants, attach a separate sheet with any remaining dependant's details.

English language proficiency

Is English your first language? Yes No If no, what is your first language?

Was English the language of instruction during the final year of your secondary studies? Yes No Year completed:

Was English the language of instruction during your post-secondary studies? Yes No Year completed:

Have you taken or will you be taking an English Test? Yes No

Name of test (if completed)

Date of test

Location (city and country)

Result

Test Reference Number (if known)

Are you enrolling for an ELICOS program? Yes No

Please note: some courses have higher English language requirements. La Trobe University also accepts other English language tests.
If you answer 'yes' in your selection, you will receive a package offer from La Trobe University Sydney Campus and Navitas English.

Educational background and qualifications

Documentary evidence of qualifications claimed **must be attached**, including a full academic transcript (statement of results and evidence of successful completion). Documents not in English must be accompanied by certified translations. Also describe any current studies you are undertaking. **Please note that documents submitted with your application become the property of La Trobe University and are not returnable.**

1. Current studies —List details of current studies		
Date enrolled (month/year) □□/□□ to □□/□□	Name of qualification (including main field of study)	Date your results will be available (month/year) □□/□□
Institution		Country
Will you complete your current studies prior to the commencement of your proposed La Trobe University program? <input type="radio"/> Yes <input type="radio"/> No		
Have you ever been excluded from an academic institution? <input type="radio"/> Yes <input type="radio"/> No If yes, provide details below: _____		

2. Previous studies —List details of the secondary school or foundation studies you have completed		
Date enrolled (month/year) □□/□□ to □□/□□	Name of qualification (including main field of study)	
Institution		Country

3. Completed post-secondary (tertiary studies) —List details of the post-secondary studies you have completed, from lowest to highest qualification gained (e.g. Certificate, Diploma, Bachelor, Master's)		
Date enrolled (month/year) □□/□□ to □□/□□	Name of qualification (including main field of study)	
Institution		Country
Date enrolled (month/year) □□/□□ to □□/□□	Name of qualification (including main field of study)	
Institution		Country
Date enrolled (month/year) □□/□□ to □□/□□	Name of qualification (including main field of study)	
Institution		Country

4. Employment history — You must attach a CV (curriculum vitae) or resume with relevant work experience (if applicable to the program you are applying for).			
Employer's name	From	To	Position and type of work

Advanced Standing (credit) transfer

Are you seeking Advanced Standing (credit) for previous studies? Yes No

If yes, **you must attach** detailed syllabus or curriculum for Advanced Standing (credit) to be assessed. This must include course content, assessment mode, contact hours, prescribed texts, etc.

Living costs

For a guide to living costs, visit: immi.gov.au/students/student-visa-living-costs.htm

Do you understand the costs associated with studying in Australia? Yes No (including the costs of tuition, living expenses, OSHC, return airfares etc.)

How are you funding your study and living costs? (choose more than one if applicable):

- self-funded
- family-funded
- sponsored by government/organisation/company
- bank loan (please provide proof with this application of employment and income, bank statements and loan letters)
- other (please specify):

Check list

- If you have packaged your La Trobe University degree with a program offered at an approved La Trobe University packaging partner institution, are you aware of the progression conditions and requirements?
 Yes No Not applicable (N/A)

- Does your course selection correspond with your academic and/or professional background?

Yes No N/A

If no, state reasons for your course selection (or attach a statement outlining your reasons):

- Do you understand the career outcomes, structure and delivery mode of the course/s?

Yes No

- Do you understand that La Trobe University and/or an authorised packaging partner institution will not pay your tuition fees or living expenses if you are unable to fund your stay in Australia and that La Trobe University may cancel your enrolment and CoE which will change your student visa status?

Yes No

- Are you aware of your work rights and restrictions while studying in Australia on a student visa?

Yes No

- Have you provided us with all of your education and employment history?

Yes No

- Do you understand that your visa application may be rejected if the Department of Immigration and Border Protection (DIBP) is not satisfied that you are a genuine student, and if you do not pass their health and character checks?

Yes No

- Do you understand that DIBP may cancel your visa if you do not abide by the visa conditions? Visit:

latrobe.edu.au/students/new-students/international/visa

Yes No

- Have you answered all questions?

Yes No

- Have you attached original or certified copies of all necessary documents?

Yes No

- Have you attached certified English translations of documents not in English?

Yes No

- If applying for Advanced Standing (credit), have you attached syllabus/curriculum details (e.g. handbook entry)?

Yes No

- Have you signed and dated the application?

Yes No

- Have you kept a personal copy of all documents?

Yes No

Declaration and agreement

- I am not a permanent resident or citizen of Australia, nor a citizen of New Zealand.
- I am aware of the conditions relating to my admission into La Trobe University.
- I declare to the best of my knowledge that the information supplied on this application form and all supporting documentation is correct and complete, and that any supplementary application documents (personal statement, folio or additional requirements) are my own work. I acknowledge that La Trobe University reserves the right at any stage to vary or reverse any decision regarding admission or enrolment which has been made on the basis of incorrect, fraudulent or incomplete information. I also acknowledge that failure to disclose my full academic record may result in the University revoking an offer or terminating my studies at any stage. I authorise the University to seek verification of my academic and professional qualifications, and work experience.
- The University also reserves the right to vary courses, subjects, the mode of delivery, assessment and admission requirements at any time at its discretion.
- I acknowledge La Trobe University places restrictions on program and institution transfers and that I may not be permitted to change my program or institution without permission.
- I consent to the University using and disclosing my personal information under the conditions relating to the Refund Policy as set out at: latrobe.edu.au/international/fees
- Information I have provided on this form and during enrolment may be made available to the Australian Government, state agencies and other designated authorities under the ESOS Act 2000 and the National Code 2007. Information about me can be disclosed without my consent where authorised or required by law. I further understand that La Trobe University, as an education provider, is required to provide information about my enrolment to the Department of Immigration and Border Protection (DIBP) upon request. I understand that the University reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false. If sponsored by a government body or private institution, I give La Trobe University permission to provide my sponsor with information about my application, enrolment and academic progress.
- La Trobe University Sydney Campus offers diplomas providing an alternative entry point to our degree programmes. These diplomas are delivered on behalf of Navitas Bundoora Pty Ltd, a Higher Education Provider, CRICOS 03312D. I understand that my application will be assessed by the admissions team and an offer may be made for entry to my degree via the diploma if appropriate; this will be clear on my offer documentation. I further understand that if I accept that offer, I will be bound by the rules and regulations of Navitas Bundoora Pty Ltd during my time studying for this diploma. The policies for Navitas Bundoora Ltd are located at latrobemelbourne.edu.au/policies.
- I authorise the University to disclose information relevant to my application and enrolment to the University's preferred OSHC provider and other third parties for the purposes of arranging my OSHC, progressing my application and enrolment, and administering my course. I also authorise La Trobe University to access the DIBP's Visa Entitlement Verification Online System (VEVO) to obtain information on my visa status.

- I understand the fees listed in this publication are an estimate only, based on the subjects in which I enrol, and will vary depending on the subject and the actual subject enrolment load. I agree to pay all fees for which I am liable. I acknowledge that the tuition fee is exclusive of the cost of text books, health insurance or living expenses such as food, accommodation, transport and medical costs. Details on any additional costs can be found within course descriptions on the La Trobe University website: latrobe.edu.au/courses
- I acknowledge that tuition and other fees are subject to change each year. The University reserves the right to vary fees on an annual basis. Tuition fees will not normally rise above seven per cent per year. Should the University decide to increase its fees, that increase will take effect on 1 January of the following year.
- I understand that I must declare to La Trobe University any disability that I may have.
- I understand that if I have any school-aged children or dependants accompanying me to Australia, they must attend school and I will be required to pay a full fee if they are enrolled either in a government or non-government school. However if I hold a 574 or 576 visa, or receive an eligible scholarship from the Australian Government, I may be exempt from paying fees for my dependants at a Government school.
- I have completed all sections of the application form.
- I accept that this application and supporting documentation become the property of La Trobe University and are not returnable.
- I understand this agreement does not remove my right to take further action under Australia's consumer protection laws.
- I have read and I understand the declaration above.

Date

Applicant's (student's) signature:

If you are under 18 years of age, your parent or guardian must also sign this application form:

Contact details

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