

# International Student Application Form

Information is collected on this form in order to meet the University's obligations under the Education Services for Overseas Students (ESOS) legislative framework, and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the ESOS Act 2000, the ESOS Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you in this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme (TPS) Director. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised by law. Please read Torrens University Australia's Privacy Statement which describes how the University uses and protects your personal information.

## 1. Personal Details

Title:	Mr.	Mrs.	Miss.	Other.	Gender:	Male	Female	Other	
Family Name:	_____				Given Names:	_____			
Preferred Name:	_____				Date of Birth:	_____			
Country of Birth:	_____				Country of Citizenship:	_____			
Passport Number:	_____								
Will you be applying for your Australian Student Visa :					Offshore (outside Australia)				
					Onshore (within Australia)				
If you currently hold an Australian Visa please provide a copy with your application					Visa Expiry: (DD/MM/YYYY): _____				

## 2. English Language Proficiency

All applicants must demonstrate an acceptable level of English language to gain admission to Torrens University Australia. Please refer to our English Language Proficiency requirements, answer the following questions and provide certified evidence if required.

Is English your first language?    Yes            No, my first language is: \_\_\_\_\_

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

Have you completed an English language proficiency test?\*    Yes            No

What test score do you hold            IELTS            TOEFL            PTE            Other            Score: \_\_\_\_\_

\*Note that your English Language Proficiency Test must be no more than two years old at the time of commencement of your program and a certified copy of results must be provided.

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### 3. Employment

#### Current Employment Status

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

#### Main reason for undertaking course:

To get a job                      To develop my existing business                      To start my own business  
To try for a different career                      To get a better job or better promotion  
It was a requirement of my job                      I wanted extra skills for my job  
To get into another course of study                      Other Reasons                      For personal interest or self development.

Are you in Australia?                      Yes                      No                      Year of Arrival in Australia: \_\_\_\_\_

Do you have any pre-existing learning difficulties, disabilities or other conditions, for which additional assistance will be required?  
Yes                      No

(If yes, please attach all relevant documents to your application. This information will be confidential and will not affect your admission to the area of study for which you are applying.)

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### 4. Education

Are you still attending secondary school?                      Yes                      No

Did you complete year 12 in Australia?                      Yes                      No                      ATAR/UAI/OP score: \_\_\_\_\_

What is your highest completed education level? \_\_\_\_\_ Year of completion: \_\_\_\_\_

Please list all studies you have undertaken including high school, bridging/preparation course, Vocational and Education Training courses, and university or college. Certified copies of qualifications and transcripts, including a certified translation if the original documents are not in English, must be attached to this application.

Course / Program	Institution	Start Date	End Date

#### Educational Qualifications of Parents

Parent 1: \_\_\_\_\_

Parent 2: \_\_\_\_\_

Have you ever been excluded from a course/program and/or institution?                      Yes                      No

(If yes, attach details including effective dates)

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## 5. Course Selection

Which location would you like to enrol at?

Sydney

Adelaide

Melbourne

Brisbane

Online

What courses you would like to study and when would you like to commence:

Course 1: \_\_\_\_\_ Start Date: \_\_\_\_\_

Course 2: \_\_\_\_\_

Course 3: \_\_\_\_\_

Course fees, dates, delivery options and course codes including codes for vocational courses can be found on the Schedule of Fees and Dates form at <http://www.torrens.edu.au/about/policies>

\*Not all courses are available at all campuses. Please refer to the appropriate International Course Guide.

Do you wish to apply for Course Credit: Yes No  
(based on previous academic study or informal learning)?

If yes, please complete the Credit Transfer Request Form and attach to this application together with the certified documentation as advised in the form. If unknown, please contact your International Recruitment Manager to find out if any prior learning you have completed will assist in a credit transfer.

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## 6. Contact Details

Permanent overseas address (Mandatory): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_ Overseas Phone: \_\_\_\_\_

### Australian Address (must be provided - can be agent or similar):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Student Email (Mandatory): \_\_\_\_\_

### Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

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## 7. Overseas representative Details (If applicable)

If you are applying through an agent, you should ensure that your agent is registered with Torrens University Australia to avoid delays in your application.

### Name of Overseas Representative (Agent)

Name:	Email:
Country:	Phone Number:

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## 8. Overseas Student Health Care

8: Do you require OSHC to be arranged?    Yes    No

If Yes:                    Single            Couples            Family

\*For couples and family OSHC please provide passports of additional policy holders.

\*If arranging own OSHC please provide a copy of your OSHC policy

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## 9. Declaration and Signature

### **Torrens University Australia Final Declaration:**

1. The information provided by me in this application form is correct and complete.
2. I can view the current Policies and Procedures online at <http://torrens.edu.au/about/policies> including the Refund Policy and Procedure, Student Privacy Policy and Procedure, Deferral Policy and Procedure, Suspension and Expulsion Policy and Procedure and the Terms and Conditions of Enrolment. I can contact my Course & Career Advisor or Agent if I would like a paper copy sent to me.
3. If I instruct an agent to complete this application form on my behalf, I do so on the basis that the agent is acting for me and is authorised to release my personal information and visa documentation relevant to my application and it remains my responsibility to read and accept the terms and conditions of my enrolment.
4. I authorise the University to verify the authenticity of my academic/professional qualifications and my work experience and I understand the University may inform other organisations or regulatory agencies if any of the information in my application is not accurate.
5. I authorise the University to complete a visa check using the Visa Entitlement Verification Online system.
6. I understand that enrolment in the University will require compliance with the provisions established by the Australian Government for fee-paying overseas students which include the following:
7. Temporary entrant to Australia, if granted, will be for study purposes only;
8. I will be permitted to continue my study in Australia only if I make satisfactory progress in my program;
9. I understand that I must inform the University of my Australian residential address and telephone number at the time of my enrolment; and
10. I will promptly advise the University of any changes to these details while enrolled at the University.
11. By submitting this application, I agree to the above declaration.

I acknowledge that I have read and understood Torrens University Australia's policies and procedures. By ticking this box and submitting my application, I agree to be bound by the University's policies and procedures as they may be updated from time to time and I consent to the collection, processing, storage, use and disclosure of my personal information to the extent set out in the University's privacy policy.

**Think Final Declaration:**

1. The information provided by me in this application form is correct and complete.
2. I can view the current Policies and Procedures online at <http://www.think.edu.au/studying-at-think/policies-and-procedures> including the Refund Policy and Procedure, Student Privacy Policy and Procedure, Deferral Policy and Procedure, Suspension and Expulsion Policy and Procedure and the Terms and Conditions of Enrolment. I can contact my Course & Career Advisor or Agent if I would like a paper copy sent to me.
3. If I instruct an agent to complete this application form on my behalf, I do so on the basis that the agent is acting for me and is authorised to release my personal information and visa documentation relevant to my application and it remains my responsibility to read and accept the terms and conditions of my enrolment.
4. I authorise the College to verify the authenticity of my academic/professional qualifications and my work experience and I understand the College may inform other organisations or regulatory agencies if any of the information in my application is not accurate.
5. I authorise the College to complete a visa check using the Visa Entitlement Verification Online system.
6. I understand that enrolment in the College will require compliance with the provisions established by the Australian Government for fee-paying overseas students which include the following:
7. Temporary entrant to Australia, if granted, will be for study purposes only;
8. I will be permitted to continue my study in Australia only if I make satisfactory progress in my program;
9. I understand that I must inform the College of my Australian residential address and telephone number at the time of my enrolment; and
10. I will promptly advise the College of any changes to these details while enrolled at the College.
11. By submitting this application, I agree to the above declaration.

I acknowledge that I have read and understood Think Colleges' policies and procedures. By ticking this box and submitting my application, I agree to be bound by the Colleges' policies and procedures as they may be updated from time to time and I consent to the collection, processing, storage, use and disclosure of my personal information to the extent set out in the College's privacy policy.

I have read and understood the above conditions and accept them fully.  
(Must be signed personally by applicant, not the applicant's representative)

Signature: \_\_\_\_\_

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

If you are under 18 at the time of applying, the signature of a Parent or Guardian is also required.

Signature: \_\_\_\_\_

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

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## 10. Checklist

Please ensure you complete the checklist as assessment of your application will be delayed without full information.

Check that you have:

Completed Application Form

Completed Genuine Temporary Entrant Form

Attached certified copies of all required documentation

Equivalent of the Australian year 12 (High School Certificate, Secondary School Certificate)

Certified English translations of all required documentation

Current Passport

Visa (If in Australia already)

Overseas Student Health Cover (OSHC) (If in Australia already)

English Test Results (If applicable)

Attached certified English translations of all required documentation

Signed the declaration (page 4 of this form)

Provided an email address and Australian phone number

Credit Transfer Form (If applicable) Transcripts must be attached with this form

Portfolio Submission - electronic file preferable (Applicable only for Media Design Applications)

CV which must have a minimum of 3 years work experience (Applicable only for Masters Courses)

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## 11. Submitting application

**Please forward your application to:**

**Torrens University Australia**

**GPO Box 2025**

**ADELAIDE, SA, 5001**

**Telephone: +61 8 8113 7888**

**Email: [intadmissions@laureate.net.au](mailto:intadmissions@laureate.net.au)**

Or through an authorised representative (Agent)

**Successful applicants will be sent an offer of place which must be signed and returned to International Admissions, along with payment of a tuition deposit. Once payment has been received, a Confirmation of Enrolment (CoE) will be issued and this is the document required for processing your Student Visa application.**

## Guidelines for Documentation Certification

The following guidelines are applicable to the certification of any documents being submitted to the University.

### What is a certified document?

A certified document is a scanned copy of photocopy of an original document, which is certified by an authorised certifier to show this it is an authentic copy of the original document.

### How to certify a document

Authorised certifier to show that this is an authentic copy of the original document:

- Write “I certify this to be a true copy of the original document sighted by me”
- Sign and date the document
- Include their full name
- Indicate the capacity to certify documents (e.g. their profession or occupation)
- Provide details that will allow the University to contact them, if necessary

A Justice of the Peace should include their ID number and the State or Territory in which they are registered. For multipage documents, certifiers may sign or initial each page, and number each page in the manner “page 1 of 40”, “page 2 of 40” etc. and certify the last page as above, rather than endorsing each page.

### Who can certify documents within Australia?

Health Professionals	Medical Practitioner, Registered Nurse, Dentist, Chiropractor; Pharmacist, Optometrist, Physiotherapist
Legal Professionals	Barrister, Solicitor, Patent Attorney
Court and Law Enforcement Positions	Police Officer, Bailiff, Sheriff, Sheriff’s Officer, Justice of the Peace, Notary Public, Judge, Magistrate, Registrar or Deputy Registrar, Clerk or Master of a court, CEO of a Commonwealth court. Commissioner for Affidavits or Commissioner for Declarations (dependent on jurisdictions).
Government Representatives	Federal, State or Local Government elected representatives
Public Servants	Federal, State or Local Government – employed for five years or more
Finance Professionals	Bank Officer, building society officer, credit union officer, finance company officer – employed for five years or more. Accountant (member of ICA, ASA, NIA or CPA, ATMA, NTAA)
Members of Professional Associations	Member of the Governance Institute of Australia, Engineers Australia (other than at the grade of a student), Australasian Institute of Mining and Metallurgy
Other Professions	An Officer or Warrant Officer in the Australian Defence Force, or a non-commissioned officer with five years of continuous service. Minister of Religion or Marriage Celebrant, Agent of the Australian Postal Corporation, Teacher (full time) at a school or tertiary education institution, Veterinary Surgeon

**Outside Australia**, the following people are authorised to certify documents:

The official records department of the institution that originally issued the documents

- An Australian Consular Officer or Australian Diplomatic Officer
- Employees of the Commonwealth or the Australian Trade Commission who work outside of Australia
- Registrars of institutions who are members of the Laureate International Universities network.
- Registered agents of Torrens University Australia