



## International Student Application and Enrolment Form (Application Form)

Agent details if applicable	Agency Name		
	Contact Person		
	Contact Details (Email and Phone)		
Course Code and Name <i>Write the name of the course you are enrolling</i>			
Select your delivery: Location preference			
Intake date			
<p><b>Part B</b> Please refer to the course fee schedule available on the link below:  <a href="https://mitt.edu.au/wp-content/uploads/2023/02/Internation-students-fees.pdf">https://mitt.edu.au/wp-content/uploads/2023/02/Internation-students-fees.pdf</a>  Please refer to the administrative fee schedule available on the link below  <a href="https://mitt.edu.au/wp-content/uploads/2024/02/MIIT-Administrative-Fees.pdf">https://mitt.edu.au/wp-content/uploads/2024/02/MIIT-Administrative-Fees.pdf</a>  <b>Part C</b> Please refer to the Refund Policy available on the link below.  <a href="https://mitt.vic.edu.au/policies-and-procedures/">https://mitt.vic.edu.au/policies-and-procedures/</a></p>			
<p><b>Part A Please Complete All Sections in Block Letters Using a Blue or a Black Pen. Print Your Name as it Appears in Your Passport</b></p>			
<b>Personal Details</b>			
Title			
<b>1. Enter full Name*</b>			
Family name (surname)			
Given names			
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want MITT to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.			
2. Enter your birth date (DD/MM/YYYY)		3. Gender (Tick ONE box only)	<input type="checkbox"/> Male <input type="checkbox"/> Female  <input type="checkbox"/> Other
Passport Number		City of Birth	
Country of Birth		Citizenship	

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4. Enter your contact details			
Home Phone		Work Phone	
Mobile Number		Email Address	
Alternative email address (optional)			
<b>5. What is the address of your usual residence?</b>			
<p>Please provide the physical address (street number and name not post-office box) where you usually reside rather than any temporary address at which you reside for training, work, or other purposes before returning to your home.</p> <p>If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.</p> <p>Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park, or unbounded address site.</p>			
<b>Home Country Contact Details</b>			
Address			
Suburb/Town/City		Country	
Post code		Telephone	
Mobile		Email:	
<b>Australian Contact Details (if applicable)</b>			
Building/property name			
Flat/unit details		Street or lot number (e.g. 205 or Lot 118)	
Street name		Suburb, locality, or town	
State/territory		Postcode	
<b>6. What is your postal address (if different from above)?</b>			
Building/property name			
Flat/unit details		Street or lot number (e.g. 205 or Lot 118)	
Street name		Suburb, locality, or town	
State/territory		Postcode	
<b>Emergency Contact details</b>			
Name		Relationship	
Address			
Suburb/Town		Country	
Post code		Telephone	
Mobile		Email:	

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Visa details	
<p>Are you currently in Australia?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Visa processing branch (if applicable) _____</p>
<p>Do you hold a valid Australian Visa which has study rights?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I understand and agree that it is my responsibility and obligation to obtain and retain a visa which permits me to study full time in Australia for the duration of the Course.</p>	<p>Indicate Visa type (i.e.: Student, Working Holiday)</p> <p>_____</p> <p>Visa Number (if applicable)</p> <p>_____</p>
<p>Do you have Overseas Student Health Cover? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide your card number and OSHC provider _____</p>	
<p>If NO, I require:     Single cover <input type="checkbox"/>                  Dual Cover <input type="checkbox"/>                  Family Cover <input type="checkbox"/></p>	
Language and Cultural Diversity	
<p>7. In which country were you born?</p> <p><input type="checkbox"/> Australia</p> <p><input type="checkbox"/> Other please specify: _____</p>	<p>8. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)</p> <p><input type="checkbox"/> No, English only (English only - Go to Question 10)</p> <p><input type="checkbox"/> Yes, other. Please specify. _____</p>
<p>How well do you speak English?</p> <p><input type="checkbox"/> Very well</p> <p><input type="checkbox"/> Well</p> <p><input type="checkbox"/> Not well</p> <p><input type="checkbox"/> Not at all</p>	<p>9. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Aboriginal</p> <p><input type="checkbox"/> Yes, Torres Strait Islander</p>
Disability	
<p>10. Do you consider yourself to have a disability, impairment, or long-term condition?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p style="border: 1px solid black; padding: 2px;">No - Go to Question 12</p>	<p>11. If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list: (You may indicate more than one area.)</p> <p><input type="checkbox"/> Hearing/Deaf</p> <p><input type="checkbox"/> Physical</p> <p><input type="checkbox"/> Intellectual</p> <p><input type="checkbox"/> Learning</p> <p><input type="checkbox"/> Mental Illness</p> <p><input type="checkbox"/> Acquired Brain Impairment</p> <p><input type="checkbox"/> Vision</p> <p><input type="checkbox"/> Medical Condition</p> <p><input type="checkbox"/> Other</p>
Schooling	
<p>12. What is your highest COMPLETED school level? (Tick ONE box only.)</p> <p><input type="checkbox"/> Year 12 or equivalent</p> <p><input type="checkbox"/> Year 11 or equivalent</p> <p><input type="checkbox"/> Year 10 or equivalent</p> <p><input type="checkbox"/> Year 9 or equivalent</p> <p><input type="checkbox"/> Year 8 or below</p> <p><input type="checkbox"/> Never attended school.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: inline-block;"> <p>Never completed any primary or secondary level education – go to question 14.</p> </div>	<p>In which year did you complete that school level?</p> <p>_____</p>
<p>13. Are you still enrolled in secondary or senior secondary education?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
Previous Qualifications Achieved	

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<p>14. Have you SUCCESSFULLY completed any of the following qualifications?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;">No - Go to Question 18</div>	<p>15. If YES, please place an A, E or I on the applicable row below (A= Australian Qualification, E= Australian Equivalent, I= International).</p> <p>___ Bachelor's degree or Higher Degree ___ Advanced Diploma or associate degree ___ Diploma (or Associate Diploma) ___ Certificate IV (or Advanced Certificate/Technician) ___ Certificate III (or Trade Certificate) ___ Certificate II ___ Certificate I ___ Other education (including certificates or overseas qualifications not listed above)</p>
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Employment	Study Reason
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<p>16. Of the following categories, which BEST describes your current employment status? (Tick ONE box only) <i>For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).</i></p> <p><input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed - not employing others. <input type="checkbox"/> Self-employed – employing others. <input type="checkbox"/> Employed – unpaid worker in a family business. <input type="checkbox"/> Unemployed – seeking full-time work. <input type="checkbox"/> Unemployed – seeking part-time work. <input type="checkbox"/> Not employed – not seeking employment</p>	<p>17. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.)</p> <p><input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons</p>
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Employment Industry	Occupation Identifier
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<p>If you are currently employed, please select the Industry of Employment the most appropriate for you (Tick ONE box only). <i>Leave blank if not employed.</i></p> <p><input type="checkbox"/> Agriculture, Forestry and Fishing <input type="checkbox"/> Mining <input type="checkbox"/> Manufacturing <input type="checkbox"/> Electricity, Gas, Water and Waste Services <input type="checkbox"/> Construction <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Retail Trade <input type="checkbox"/> Accommodation and Feed Services <input type="checkbox"/> Transport, Postal and Warehousing <input type="checkbox"/> Information Media and telecommunications <input type="checkbox"/> Financial and Insurance Services <input type="checkbox"/> Rental, Hiring and real Estate Services <input type="checkbox"/> Professional, Scientific and Technical Services <input type="checkbox"/> Administrative and Support Services <input type="checkbox"/> Public Administration and Safety <input type="checkbox"/> Education and Training <input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Arts and recreation</p>	<p>Please choose the occupation identifier that best describes your role (Tick ONE box only). <i>Leave blank if not employed.</i></p> <p><input type="checkbox"/> Manager <input type="checkbox"/> Professionals <input type="checkbox"/> Technicians and Trades Workers <input type="checkbox"/> Community and personal Service Workers <input type="checkbox"/> Clerical and Administrative Workers <input type="checkbox"/> Sales Workers <input type="checkbox"/> Machinery Operators and Drivers <input type="checkbox"/> Labourers</p>
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**Unique Student Identifier (USI)**

From 1 January 2015, MITT can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

18. Enter your Unique Student Identifier (USI) (if you already have one)

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**USI application through your RTO (if you do not already have one)**

Application for Unique Student Identifier (USI)

If you would like MITT to apply or locate for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf> . You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] .....authorise

[Mechanical Institute of Training and Technology] ..... to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf> , and NCVET policies, procedures and protocols published on NCVET’s website at [www.ncver.edu.au](http://www.ncver.edu.au)

Town/City of Birth \_\_\_\_\_  
 (please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.  
 Please provide details for one of the forms of identity below (numbered 1 to 8).  
 Please ensure that the name written in 'Personal Details' section is the same as written in the document you provide below.

<p><b>1. Australian Driver’s Licence</b></p> <p>State: _____</p> <p>Licence Number: _____</p>	<p><b>2. Medicare Card</b></p> <p>Medicare card number _____</p> <p>Individual reference number (next to your name on Medicare card): _____</p> <p>Card colour: (select which applies)</p> <p><input type="checkbox"/> Green Expiry date ____/____/____ (day/month/year)</p> <p><input type="checkbox"/> Yellow Expiry date ____/____/____ (day/month/year)</p> <p><input type="checkbox"/> Blue Expiry date ____/____/____ (day/month/year)</p>
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3. Australian Birth Certificate State/Territory _____ Details vary according to State/Territory (see note above)	4. Australian Passport Passport number _____
5. Non-Australian Passport (with Australian Visa) Passport number _____ Country of issue _____	6. Immi card Immi card Number _____
7. Citizenship Certificate Stock number _____ Acquisition date ____/____/_____	8. Certificate of Registration by Descent Acquisition date _____/____/____(day/month/year)

In accordance with section 11 of the Student Identifiers Act 2014, MITT will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose.

**Victorian Student Number (For students in VICTORIA only)**  
**This section only needs to be completed for students who are up to 24 years old.**

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years. Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. All students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools' program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form. *Students who are enrolling for the first time since the VSN was introduced will get a new VSN.*

<b>22. Enter your Victorian Student Number (VSN)</b>	----- If you have entered your VSN you do not need to answer the following questions.
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23. Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

- No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.
- Yes – I have attended a Victorian school since 2009.
- Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011. List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)

- 1.
- 2.
- 3.

Have you enrolled in a similar course elsewhere? (please tick) (If yes, you may be eligible for a credit transfer or Recognition of Prior Learning – contact MITT for further information)	<input type="checkbox"/> Yes Credit Transfer or National Recognition. Certified copies of transcripts from previous qualifications must be provided with this form.  <input type="checkbox"/> No
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Have you been employed in the area covered by the course applied for? (If yes, you may be eligible for Recognition of Prior Learning – contact MITT for further information)	<input type="checkbox"/> Yes Recognition of Prior Learning. An RPL Application Form must also be submitted with this form.  <input type="checkbox"/> No
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Self-assessment of English level (please tick)	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
--	--

English exams completed and score	
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Tell us the reason you want to enrol in a course with MITT	
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Where did you hear about us?

### Privacy Statement

Information is collected on this form and during your enrolment to meet our obligations under the ESOS Act and the National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Information collected about you on 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). In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

If you do not already have a Unique Student Identifier (USI) and you want MITT to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf. For information on details provided to Registrar refer to MITT's

Privacy Policy. The information will also be provided to you with your Letter of Offer and written agreement.

### Student Declaration:

#### Privacy Notice

Under the *Data Provision Requirements 2012* MITT is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by MITT for statistical, regulatory and research purposes. MITT may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
- Employer – if you are enrolled in training paid by your employer.
- Commonwealth and State or Territory government departments and authorised agencies.
- NCVER.
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification and populating authenticated VET transcripts.
- facilitating statistics and research relating to education, including surveys.
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring, and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent, or third-party contractor.

You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use, and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

#### Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

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I declare that I have read the international section of MITT’s website which includes pre-arrival information, policies and procedures and the information on this application form. I understand and acknowledge that I have received information about:

1. the minimum level of English language proficiency required for acceptance into my preferred course/s;
2. the structure, course content, progression rules, duration, modes of study, term breaks and assessment methods for my preferred course/s.
3. the qualifications obtained at the end of my preferred course/s.
4. the campus locations, facilities, equipment and learning and library resources available at the Institute for my preferred course/s.
5. details of arrangements with other registered providers, persons, or businesses to provide the course or part of my preferred course/s.
6. the course related fees payable for my preferred course/s and the applicable MITT Refund Policy.
7. Information on fee change: Prior to enrolment fees may be altered without notice. Once enrolled fees will not be subject to change for the normal duration of the course. If a course length is extended by the student, then any fee increases will be required to be paid for the extended component of the course.
8. withdrawing from courses, deferring, and cancelling of enrolment from my preferred course/s.
9. the ESOS framework; and
10. Living in Australia, including indicative costs of living; accommodation options; the need for school aged dependants to be enrolled to attend at school and my liability to pay their fees for their education.
11. The attendance requirements of The Department of Immigration and Home Affairs (DIHA), which is 20 hours per week.
12. MITT’s reporting obligations to DIHA for course progress.
13. Recognition of prior learning and credit transfer and how successful application will reduce the duration and fees of the course if applicable.
14. I acknowledge that the Application Fee of AUD \$250.00 which I am including to have this application assessed is non-refundable, irrespective of the outcome of my application.
15. In selecting this course, I have read and understood Part B of this application form.
16. In selecting this course, I have read and understood the attached refund policy and procedure as outlined in Part C.
17. I understand that I must notify the relevant state campus of MITT as soon as my visa approval has been granted by emailing a copy of the approval document.

**I understand, acknowledge, and agree to:**

1. Make timely payments of any fees or associated costs for which I am liable. I have the necessary financial capacity to meet all such costs for the duration of my course. I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise MITT to obtain further relevant documentation where necessary either directly or through the accredited education agent or representative.

**I acknowledge that:**

1. The provision of incorrect information or withholding of relevant information relating to my application, might invalidate my application and that MITT may withdraw an offer of a place or cancel my enrolment in consequence.
2. I am fully responsible for my educational and living expenses while studying at MITT.
3. I have read and understand:
  - The Schedule of Fees, Application Procedure and Refund Policy.
  - I have read and understand the Privacy Policy.
  - I have read the requirements for USI and VSN.
  - I have read and understand the RPL and Credit transfer policy and procedure.

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- I have read and understand the Complaints and Appeals Policy.
  - I have read and understand the Transfer Policy.
- I have read and understand the grounds for Deferment, Suspension and Cancellation.

**Student Checklist**

Make sure the following are attached (Please Tick)

<input type="checkbox"/>	Completed application form with details of which courses student wants to enrol in
<input type="checkbox"/>	Certified copies of all qualifications
<input type="checkbox"/>	Passport and Visa copy
<input type="checkbox"/>	Cancelled COE if applicable
<input type="checkbox"/>	All current and future CoEs issued
<input type="checkbox"/>	Release letter if applicable
<input type="checkbox"/>	Certified English proficiency test results (IELTS or equivalent)
<input type="checkbox"/>	Certified documents which may include certificate, statement of attainment, transcript if you are applying for Credit Transfer or RPL
<input type="checkbox"/>	*Credit card details supplied, or bank draft or bank cheque attached for the application fee of AUD 250.00
<input type="checkbox"/>	*Airport Pickup (if applicable)
<input type="checkbox"/>	*OSHC (if applicable)
<input type="checkbox"/>	Overseas Police Clearance completed within the past three (3) months.
<input type="checkbox"/>	A certified copy of an Australian Police Criminal Check completed on the Applicant within the past three (3) months if applicable
<input type="checkbox"/>	Working with Children Check or DCSI clearances if applicable

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only**

Details verified and approved by:

**Student Support officer/Student Administration Officer:**

Name..... Signature..... Date: ...../...../.....

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