



Agent Stamp

International Student Enrolment Application Form

Before completing this enrolment application form ensure you have read and understood the ASG International Student Handbook, Refund Policy, Grievance Procedure available of the ASG website.

PERSONAL DETAILS (use block capital letters)			
Note: ASG do not enrol students under 18 years of age			
FAMILY NAME:			
FIRST GIVEN NAME (as per passport)			
SECOND GIVEN NAME (Middle Name)			
Single name only?	<input type="checkbox"/> Tick this box if you have one name only. Write your single name in the 'Family Name' section		
GENDER (Tick ONE box only)	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER <input type="checkbox"/>	DATE OF BIRTH:	
NATIONALITY		COUNTRY OF BIRTH	
Do you speak a language other than English at home? <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other			
If yes other (please specify) _____			
Are you of Aboriginal origin YES <input type="checkbox"/> NO <input type="checkbox"/>			
Ate you of Torres Strait Islander origin? YES <input type="checkbox"/> NO <input type="checkbox"/>			
(If you are both, tick yes to both boxes)			
STUDENT CONTACT DETAILS (please print clearly)			
HOME COUNTRY ADDRESS:			
POSTAL ADDRESS (if different from above)			
HOME PHONE: (include country code)		MOBILE	
EMAIL			
ADDRESS IN AUSTRALIA (if applicable)			
PHONE NUMBER IN AUSTRALIA (if applicable)			
EMERGENCY CONTACT:	FULL NAME:		
	RELATIONSHIP:		
	ADDRESS:		
	CONTACT NUMBER	EMAIL:	



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EDUCATION DETAILS

What is your highest COMPLETED secondary school level? (please tick **ONE** box only)

- | | |
|--|---|
| <input type="checkbox"/> Completed a Year 12 or equivalent | <input type="checkbox"/> Completed a Year 11 or equivalent |
| <input type="checkbox"/> Completed a Year 10 or equivalent | <input type="checkbox"/> Completed a Year 9 or equivalent |
| <input type="checkbox"/> Completed Year 8 or below | <input type="checkbox"/> Never attended primary or secondary school |

Are you still attending Secondary or Senior Secondary School? ☐ Yes ☐ No

Have you successfully completed any of the following qualifications? ☐ Yes ☐ No

If YES tick any applicable boxes:

- | | |
|---|--|
| <input type="checkbox"/> Bachelor Degree or higher degree | <input type="checkbox"/> Advanced Diploma or Associate Degree |
| <input type="checkbox"/> Diploma or Associate Diploma | <input type="checkbox"/> Certificate IV (or advanced certificate/technician) |
| <input type="checkbox"/> Certificate III (or Trade Certificate) | <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I |

☐ Other education (including certificates or overseas qualifications not listed above)

Where was this qualification achieved? ☐ Australia ☐ Overseas: Specify country _____

ENGLISH PROFICIENCY

(Please note: certified copies of all qualifications and English results must accompany this application)

What is your English language level?

☐ English is my First language

☐ IELTS Score _____ Date Obtained _____

☐ Other* Please specify _____ Score: _____ Date Obtained: _____

*Other includes: TOEFL minimum score 46;

CAE minimum score 162;

PTE minimum score 42

RECOGNITION OF PRIOR LEARNING/ CREDIT TRANSFER

Would you like to apply for Credit Transfer or Recognition of Prior Learning ☐ Yes ☐ No

If yes, your application form for CT/RPL along with the relevant supporting documentation must accompany this Enrolment Application Form. The application form for CT/RPL is available from our website www.asg.edu.au. Contact international@asg.edu.au if you require more information.

COURSE SELECTION

Select the course you wish to study at ASG Brendale Campus and identify your preferred intake date:
(Refer to the ASG International Program Information booklet for full details of the courses we offer)

JUL 23 <input type="checkbox"/> MEM50119 Diploma of Engineering – Advanced Trade (Mechanical & Fabrication)	JAN 24 <input type="checkbox"/> MEM50119 Diploma of Engineering – Advanced Trade (Mechanical & Fabrication)
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UNIQUE STUDENT IDENTIFIER



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It is an Australian government requirement that all international students studying in Australia with an Australian training organisation will need a Unique Student Identifier (USI). We, Australian Skills Group, 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 USI. In addition, we are required to include your USI in the data we submit to NCVER. If you do not have a USI you can apply for it when you arrive, or we can do this on your behalf, with your permission. You must be in Australia to be able to obtain a USI.

Do you currently have a USI? ☐ No ☐ Yes If YES, what is your USI number? _____

If you do not have a USI number would like ASG to create one on your behalf? ☐ Yes ☐ No, I will create my own USI when I arrive

We will explain the USI process at Orientation and should you request ASG generate a USI on your behalf, we shall obtain your permission/s at this time.

HEALTH COVER

Would you like ASG to arrange Overseas Student Health Cover?

☐ NO, I will arrange my own cover (you will be required to provide evidence should your application be accepted and a Letter of Offer issued)

If YES, what type of cover do you require?

☐ Single ☐ Spouse and child/children ☐ One dependant (spouse or child) ☐ Children only

(OHSC is arranged through BUPA – refer to www.bupa.com.au/oshc-info or Medibank Private – refer to www.medibank.com.au/oshc)

☐ If YES, please arrange OSHC for me with: ☐ BUPA or ☐ Medibank

I have read and understood the terms and conditions of health care coverage from my nominated provider. ☐ YES

OTHER DETAILS

Are you currently in Australia? ☐ No

☐ Yes. If yes what is your passport number? _____ What is your visa expiry: ____ / ____ / ____

What type of visa will you be holding when you commence your studies? ☐ Student ☐ Working ☐ Holiday ☐ Tourist ☐ Other

If you will be applying/extending your student visa at which DIBP office or embassy will this take place? _____

Employment Status

Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

- | | | |
|---|--|---|
| <input type="checkbox"/> Full Time Employee | <input type="checkbox"/> Self Employed – employing others | <input type="checkbox"/> Self Employed – not employing others |
| <input type="checkbox"/> Part Time Employee | <input type="checkbox"/> Unemployed – seeking full time work | <input type="checkbox"/> Not employed (not seeking work) |
| <input type="checkbox"/> Employed (unpaid in family business) | <input type="checkbox"/> Unemployed – seeking part-time work | |

Disability / Special Needs

Do you consider yourself to have a disability, impairment or long term medical condition which may affect your studies?

☐ Yes (please indicate below the area/s of impairment) ☐ No



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- ☐ Hearing/Deaf
☐ Intellectual
☐ Acquired Brain Impairment
☐ Vision

- ☐ Learning
☐ Medical Condition
☐ Mental illness
☐ Physical/Mobility

☐ Other (please specify): _____

If yes, would you like to receive advice on support services, equipment and facilities which may assist you? ☐ Yes ☐ No

Reason for Study

From the following list, which best describes your main reason for undertaking this course? (Tick ONE box only)

- ☐ 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/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 ☐ Other reasons
☐ to get skills for community/voluntary work

APPLICATION process

Submit your application to Australian Skills Group by either:

EMAIL : international@asg.edu.au
QLD 4500

or

POST: Australian Skills Group, PO Box 7244, Brendale,

Ensure you have completed the Application Checklist on the back page

We will acknowledge receipt of your Application and may contact you to provide further documentation.

APPLICANT DECLARATION

I declare that, to the best of my knowledge, the information I have provided in this form and the supporting evidence supplied by me is true and correct in all regards.

- I understand that it is a criminal offence to provide false or misleading information
- I have read and understood the Australian Skills Group Privacy Notice **and signed the declaration on the next page**
- I have read the Australian Skills Group International Student Handbook & Australian Skills Group website and understand the requirements, content and duration of my prospective course
- I am fully aware of Australian Skills Group Fees and Charges, Refund Policy, Grievance procedure
- I understand the Visa conditions that apply to my study in Australia
- I understand and give permission to Australian Skills Group to verify and confirm my visa conditions through the Visa Entitlement Verification Online system (VEVO)
- I understand this application does not guarantee the offer of a place on any course at Australian Skills Group

Signature: _____

Date: / /

Print Name: _____



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Privacy Notice

Why we collect your personal information:

As a registered training organisation (RTO), Australian Skills Group collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide us with the personal information requested, we may be unable to process your enrolment application.

How we use your personal information:

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

Other third parties to whom we may be required to disclose your personal information include:

- the national VET Regulator – Australian Skills Quality Authority (ASQA).
- the Commonwealth government and authorised agencies
- state training authorities where funded training is undertaken
- Employers where you are enrolled in training paid by the employer
- School – if you are a secondary student undertaking a VET program through ASG
- School – if you are a secondary student undertaking VET, including a school-based apprenticeship, traineeship or VET in Schools program;

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.



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If you would like to seek access to or correct your information, in the first instance, please contact us using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact Information

At any time, you may contact Australian Skills Group to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

If you need to contact Australian Skills Group regarding the above, our contact details are below:

Address: Australian Skills Group, 15 Terrence Road, Brendale QLD4500
Phone: 07 3889 8233
Email: info@asg.edu.au

Australian Skills Group's full Privacy Policy and Notice is available via this link: www.asg.edu.au/privacy

Student Declaration and Consent

STUDENT NAME

.....

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.

STUDENT SIGNATURE [or electronic acknowledgement] DATE

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STATEMENT OF PURPOSE GUIDELINES

This document is intended to provide **general guidance** to prospective international students who are considering applying to study at ASG and need to obtain an Australian Student visa. The Australian Department of Home Affairs (DHA) require student visa holders to be Genuine Temporary Entrants (GTE). To satisfy the GTE requirements, your individual circumstances must demonstrate that you ***genuinely intend to stay in Australia temporarily for the purpose of study.***

When assessing a student application to study at ASG, we will also assess whether the student is likely to satisfy the Department of Home Affairs GTE requirements.

Factors that are considered when determining a GTE include:

• ***your personal circumstances in your home country***

- Do you have family living in your home country?
- Do you have a spouse and children that will be staying in your home country?
- Are you employed in your home country? (attach a CV/resume)
- Do you have a job waiting for you when you return from Australia?
- Are there any political/economic reasons that may impact your decision to want to return to your home country?
- Demonstrate that you have significant incentives to want to return home
-

• ***your potential circumstances in Australia***

- Do you have family in Australia - if so, explain their relationship to you, their occupation, where they live, what type of visa they hold
- Do you know how much money you will need to live in Australia for the duration of your course? How will you finance your overseas study and living expenses?
- If you are bringing your spouse & children, what do you know about their rights when in Australia & availability and costs of schooling?

• ***the value of the program to your future***

- Explain your career goals & how this course with ASG will benefit you in your home country
- Why have you decided to study in Australia over studying in your home country?
- Why have you chosen ASG over other providers? What research have you done that led you to choose ASG & this course? (consider summarising your research & comments in a table)
- What are your job prospects and salary expectations in your home country upon completion of this course? How does this compare to the salary you would receive if you did a similar course in your home country?

• ***your immigration history:***

- evidence that you have travelled overseas previously & returned to your home country :- have you travelled to Australia before – did you comply with your visa conditions before you left? Have you ever had a visa cancelled or refused?
- If you have a spouse have they previously travelled to Australia? Have they ever had a visa to Australia or any other country refused?

• ***any other matter that is relevant to your intention to remain in Australia temporarily.***



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STUDENT ENROLMENT APPLICATION CHECKLIST

Please confirm you have provided all the enrolment application requirements below:

Enrolment Application form completed in full, signed & dated ☐

Academic transcripts/qualifications showing Year 12 schooling or above ☐

CV/Resume (if applicable) ☐

Proof of English language proficiency: ☐

- ☐ IELTS 5.5 or above
- ☐ TOEFL 46 points or above
- ☐ CAE 162 points or above
- ☐ PTE 42 points or above

Statement of Purpose addressing: ☐

- ☐ Maximum 3 pages
- ☐ Addresses all the relevant points in the Guidelines
 - ✓ **Personal & economic circumstances in home country (this is extremely Important & must be addressed fully)**
 - ✓ **The relevance of the course to your future career/education plans**
 - ✓ **Personal circumstances & living arrangements in Australia**
- ☐ You must be able to substantiate your claims, if required

I have provided **CERTIFIED** supporting documents: ☐

I acknowledge that all the information I have provided in my application and Statement of Purpose is true and correct and that I understand that incorrect or incomplete documentation and or statements may result in my application being declined.

Name: _____

Date: _____

Signature: _____

Office Use only:

Referral Source		Entered by:	
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