PO Box 684
Dandenong VIC 3175 Australia

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chisholm.edu.au/international
international.admissions@chisholm.edu.au

International student application form

- This application is the property of Chisholm Institute (Chisholm). Supporting documentation will NOT be returned.
- Your application cannot be processed unless full documentation is attached.
- If you obtain Australian permanent residency at any stage of the application process, you must advise Chisholm immediately.
- It is your responsibility to advise Chisholm of any change of address prior to and during enrolment at Chisholm.
- The information in this application form is correct as of March 2024, however course information for Chisholm is subject to change.
- Admission to any particular course is not guaranteed, and should be assessed in accordance with procedures specified by Chisholm.
- You should always check with a course adviser or Chisholm accredited education agent or representative when choosing your course. Visit the Chisholm website for the most up-to-date information about courses, entry requirements, fees and destination degrees.
- Chisholm reserves the right to decline any application.

Section 1: Personal details

Attach document. Please include copy of identification pages of your passport.

Are you currently enrolled at Chisholm? ☐ No ☐ Yes If yes, please provide student ID number	
Have you previously applied to Chisholm? ☐ No ☐ Yes	
Title ☐ Mrs ☐ Ms ☐ Mr ☐ Other	
Family name (as in passport)	
Given name(s)	Preferred name
Date of birth / /	Gender ☐ Male ☐ Female ☐ Indeterminate/Intersex/Unspecified
Current age	First language
Citizenship (as in passport)	Country of birth (as in passport)
Home address in home country (mandatory).	
Address	State Postcode
Country	
Telephone (include country code)	
Mobile telephone (include country code)	
Email (mandatory)	
Home address in Australia (If you are already in Australia).	
Address	State Postcode
Telephone (include country and state code)	
Mobile telephone	

Section 2: Visa related information

Attach document.

Passport number | Expiry date (DD/MM/YYYY) / /

Have you previously visited Australia? ☐ No ☐ Yes

Have you previously breached any visa conditions? ☐ No ☐ Yes

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

Please attach relevant documents.

Are you currently in Australia? ☐ No ☐ Yes If yes, please attach copy of current visa if applicable and passport.

Visa type | Subclass No. | Expiry date (DD/MM/YYYY) / /

Family immigration History Please attach relevant documents.

Are you married? ☐ No ☐ Yes If yes, what visa type does your spouse have?

Will your spouse/dependants (children) accompany you during your education in Australia? ☐ No ☐ Yes

Full name | Date of birth (DD/MM/YYYY) / /

Full name | Date of birth (DD/MM/YYYY) / /

Section 3: Chisholm course references

Course title	CRICOS code	Intake (Feb/Jul)	Year

Campus ☐ Berwick ☐ Dandenong ☐ Frankston

Engineering stream options ☐ Robotics and Mechatronics ☐ Mechanical and Manufacturing

Are you applying for credit transfer or recognition of prior learning (RPL)? ☐ No ☐ Yes If yes, you must attach detailed syllabus or Curriculum for Credit to be assessed. This may include course content, assessment mode etc.

Section 4: English language proficiency

Attach document.

Please tick the appropriate box and attach your results.

☐ English is your first language ☐ English was the language of instruction in your secondary/tertiary studies.

Documentary evidence must be provided if institution is located in a non-English speaking country.

☐ I have completed an approved English language test (Complete the details below - attach evidence).

☐ IELTS Academic ☐ PTE Academic Date of test (DD/MM/YYYY) / /

Result (if known) | Listening | Reading | Writing/TWE | Speaking

I have not yet completed an approved English language test.

I intend to complete the test on the date (DD/MM/YYYY) / /

☐ **Completed English course in Australia.**

Name of English language course

Name of English language centre

Start date (DD/MM/YYYY) / / Completion date (DD/MM/YYYY) / /

☐ **Completing English course in Australia If 'Yes' provide details of English language course and English language centre - attach Offer Letter.**

Name of English language course

Name of English language centre

Start date (DD/MM/YYYY) / / Completion date (DD/MM/YYYY) / /

Section 5: Education background

Attach document.

Please provide details and documentation of your highest secondary and any post-secondary school results, either completed or pending, including an explanation of the grading system. All documents must be translated and certified.

Secondary studies

Name of qualification	Institution	Country/State	Start	Completed	Grade

Post-secondary Studies. Both complete and incomplete studies must be listed below. Submit official statements for all studies including failures (if any). All documents must be translated and certified.

Studies in Australia (if applicable). Please visit **Genuine Student requirement** for additional evidence that will be required.

Have you undertaken or are you currently enrolled in study in Australia? If yes, please provide details below.

You must list all the courses you have undertaken or are currently enrolled in studying in Australia.

Please attach translated and certified copies of relevant academic records in Australia, such as secondary school or college/ university result transcripts, certificates and relevant Confirmation of Enrolment (CoE).

If you are currently studying in Australia, please explain the reason for changing provider and course - please attach statement.

Section 6: Student statement

Attach document.

Please answer all the questions. A written and signed Genuine student statement is required.

Answers must be written in English, with a maximum of 150 words per question.

1. Give details of your current circumstances. This includes ties to family, community, employment and economic circumstances.
2. Explain why you wish to study this course in Australia with this particular education provider. This must also explain your understanding of the requirements of the intended course and studying and living in Australia.
3. Explain how completing the course will be of benefit you.

If onshore,

1. Please provide study history in Australia
2. If holding a visa other than a student visa, please identify reasons to apply for a student visa.

Give details of any other relevant information you would like to include.

For more information please visit **Genuine Student requirement**.

Section 7: Employment summary

Attach document.

Employer	Position	Duties	Country	Start	Finish

Section 8: Student services

Attach document.

Do you have Overseas Student Health Cover (OSHC)	☐ No	☐ Yes					
If yes, expiry date (DD/MM/YYYY)	/ /	(Attach evidence)					
If no, which type of cover do you require?	☐ Single	☐ Dual family	☐ Multi family				
Do you require airport pick up?	☐ No	☐ Yes	Do you require homestay accommodation?	☐ No	☐ Yes		
All requests for Homestay and Airport pick up are to be made direct to AHN - **www.homestaynetwork.org**.							
Disability							
Do you have a disability, impairment or long-term medical condition which may affect your studies?	☐ No	☐ Yes					
Do you require support from Chisholm?	☐ No	☐ Yes					
I have attached a document outlining my requirements	☐ No	☐ Yes					

Section 9: Student statement

Applicant's declaration

1. I declare that the information submitted with this application is true and complete. I further declare that any academic results submitted are a complete record of all results I have obtained from every institution I have attended, and have been translated and certified.
2. 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 admission requirements) are my own work.
3. I acknowledge that failure to disclose my academic records, giving fraudulent or incomplete information may result in Chisholm revoking an offer or terminating my studies at any stage.
4. I authorise Chisholm to seek verification of my academic and professional qualifications, and work experience. I understand that Chisholm reserves the right to inform other institutions and regulatory agencies if any of the material presented to support my application is found to be false.
5. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
6. I acknowledge that Chisholm reserves the right to alter any course, subject, admission requirement or fee without prior notice.
7. I understand that the personal information I have provided may be released to government agencies as required by law, I further understand that it may be disclosed to third parties for the purpose of progressing my application.
8. I acknowledge that I have read and understand the description of the program/s that I am applying for.
9. I authorise Chisholm to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
10. I declare that I am applying to be a genuine temporary entrant and as a genuine student and that I have read and understood conditions relating to these requirements (**immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement**).
11. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course.
12. I understand that tuition and other non-tuition fees are subject to an annual increase and I am able to access funds to pay the increased fees. I will make timely payments of any fees or associated costs.
13. Chisholm reserves the right to vary fees on an annual basis. Should Chisholm decide to increase fees, that the increase will take effect on 1 January of the following year.
14. I declare that my signature is true and correct and matches the signature in my passport.
15. I understand that my student visa requires me to maintain satisfactory course attendance and progress.
16. I understand that my student visa requires me to remain with my provider until I complete 6 months of my principal course. Where my application contains more than one course, the principal course is the highest level of course.
    For packaged offers, the principal course is the Bachelor degree.
17. I understand that Chisholm has rules regarding course transfer and Institution transfers, and I may not be able to change my course/s or Institution without permission.
18. I understand that I may incur a late payment fee if I do not pay my fees by the due date/s.
19. I authorise Chisholm to share my record of results including Graduation Certificates with Packaging and Pathway Partners.

I (insert full name)

Understand all of the requirements for the courses and visa application and confirm that all of the information provided is true.

Signature of applicant (as in passport signature page)

Date (DD/MM/YYYY) / /

Agent's declaration (if applicable)

1. I have assessed the applicant and to the best of my knowledge the applicant is a genuine student as defined by Department of Home Affairs and I confirm the documents and information provided by the applicant did not disclose any conclusive grounds for rejecting the applicant's declarations that they are a genuine student.
2. To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application.
3. The documents which form part of this application appear to be authentic and valid. To the best of my knowledge the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable).
4. I recommend Chisholm proceed with the assessment for admission of this applicant.
5. I confirm the applicant has signed this application form and all supporting documentation is correct and complete, and that any supplementary application documents (personal statement, folio or additional admission requirements) are the work of the applicant.
6. I have provided the applicant's personal email address and residential address, as disclosed to me by the applicant.
7. Every effort has been made to verify the authenticity and validity of the documents which form part of this application.
8. Where an applicant has submitted an offshore English placement test, the Agency guarantees that the test is the work of the applicant.
9. The applicant has been provided information about fees and living costs in Australia and understands their obligation to pay their fees. The applicant has provided evidence of funds outlined in the application form.
10. I have provided the applicant with information regarding the location of Chisholm, course information and studying in Melbourne.

Agency name
Agency branch office
Agent staff member name
Agent signature Date (DD/MM/YYYY) / /

Document checklist for application

Application form

- [ ] Completed all sections.
- [ ] Signed declaration by applicant.
- [ ] Signed declaration by accredited agent or representative (if applicable).

Passport

- [ ] Certified copy of identification pages of your passport.
- [ ] Certified copy of current visa (if you are in Australia).

Academic documents

- [ ] Certified translated copies of relevant academic records in your home country.
- [ ] Certified copies of relevant academic records in Australia (if applicable).

English proficiency documents

- [ ] Copy of enrolment in any course (other than an English language course) if you are undertaking the course in Australia, including the CoE from Chisholm plus a letter reporting your attendance level and completion date.
- [ ] If studying English in Australia prior to Chisholm, Copy of English language course Offer Letter and the CoE from the english language centre.
- [ ] If completed English in Australia, Certified copy of English language certificate if you have completed an English language course.

Certified copy of English language proficiency certificate

- [ ] Certified copy of English language proficiency test certificate (if applicable).

Evidence of Previous study in Australia

- [ ] For students currently in Australia, copy of Overseas Student Health Cover card as well as names and dates of birth of family member(s) if applying for family cover:
- [ ] Certified copies of work references (if relevant)
- [ ] A complete history of study record(s) in Australia
- [ ] Genuine student statement (written and signed by applicant)
- [ ] Reasons for change of course and/or education providers
- [ ] Details of information on course progress
- [ ] Study gaps of more than 2 months during an academic year
- [ ] Any other information you consider relevant to your study record in Australia.

Contact us

For more information please contact Chisholm's International Office on **+61 3 9212 5040 (Option 2)**.

Email **international.admissions@chisholm.edu.au** or visit **chisholm.edu.au/students/international**.

DISCLAIMER: Chisholm respects your privacy. The information you have provided will not be given to any third parties, and will only be used internally. Upon graduation, you will automatically become a part of the Chisholm Institute Alumni. **Please note:** you will be given the opportunity to unsubscribe at the time of completing your course. We have made every effort to ensure that the information contained in this document is correct at the time of printing. Chisholm Institute reserves the right to change the admission requirements, fees and units of competency in listed courses whenever necessary. All reasonable attempts will be made to publish the most up-to date information, but course details can change, and you will always find the most current information on our website at **chisholm.edu.au**.