**Application Form**

**International Student**

1. **PERSONAL DETAILS**

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| --- |
| PLEASE USE CAPITAL LETTERS  |
| Family Name (as shown on your passport) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| First Name (as shown on your passport):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Preferred Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Gender: [ ]  Female [ ]  Male[ ]  Intersex |
| Nationality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passport Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Country of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**2. CONTACT DETAILS**

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| --- |
| Current Residential Address |
| Street No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City/Suburb:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Country:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Currently in Australia: [ ]  Yes [ ]  No |
| Visa Type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Visa No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**3. Course Details**

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| (Please select the course you wish to enrol in) |
| [ ]  BACHELOR OF BUSINESS (Accounting)  | [ ]  BACHELOR OF BUSINESS (Marketing)  |
| Preferred Course Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**4. Education Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Highest Level of Education:  | [ ]  School  | [ ]  Institute | [ ]  Technical Institute | [ ]  University |
| Name of the Institute:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Year of Completion:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |

**5. ENGLISH PROFICIENCY**

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| English Language Test Score (IELTS or equivalent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Test: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you have studies in Australia, Please provide details:Institute/University:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of Weeks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you do not have an English Language ranking equivalent to IELTS 6.0 in each band and you wish to apply for a PIA course you may be required to undertake an English language preparatory course. |

**6. SPECIAL NEEDS**

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| Do you have any special needs that Polytechnic Institute should be aware of (e.g. medical condition, dietary, etc.): |
| [ ]  No (Go to section 7) |
| [ ] Yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**7. OVERSEAS STUDENT HEALTH COVER (OSHC)**

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| Please note that the following fees are not refundable.  |
| Do you require PIA to assist you in arranging Student Health Cover (OSHC)?  |
|  [ ]  Yes [ ]  No |
| If you selected yes: how long?  |
| **TYPE OF COVER**  | **PERIOD INSURANCE REQUIRED FOR:**  |
| Single [ ]   | Choose an item. |
| Couple [ ]  | Choose an item. |
| Family [ ]   | Choose an item. |
| This service is provided via “BUPA”. [www.bupa.com.au](http://www.bupa.com.au) (Note that prices provided are based on individual student needs and will be emailed to you once.) |

**8. Advance Standing (AS)**

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| --- |
| Have you studied a course in Australia which is similar to the one for which you are applying?  |
|  [ ]  Yes [ ]  No |
| If you have, please attach the Advance Standing application form and all relevant documentation, as you may be eligible for AS for your course. Please ensure that you have provided sufficient supporting evidence for consideration. Application made with insufficient evidence will be rejected. Please read the [Advance Standing Policy and Procedure](http://www.pia.edu.au/student-info/policies-procedures) on the [www.pia.edu.au](file:///C%3A%5CUsers%5CAlessia%5CDownloads%5Cwww.pia.edu.au) website.  |

**9. HOW DID YOU HEAR ABOUT US**

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| --- |
| [ ]  Agent (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  Magazine/Newspaper Ad (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  Friend/Relative (Name):  |
|  |

**10. PRIVACY DISCLOSURE STATEMENT**

Polytechnic Institute Australia is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002. The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education and Training, and The Department of Home Affairs pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider and, if you are under 18 years of age, to the carer appointed for you under the National Code made under the Education Services for Overseas Students Act 2000. Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that Polytechnic Institute Australia holds about you. See Polytechnic Institute Australia Privacy Policy for details, which can be accessed at <http://www.pia.edu.au/student-info/policies-procedures>

**11. DECLARATION**

|  |
| --- |
| I [**INSERT NAME**] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_declare that:  |
|  |
| * I understand that Information contained in these forms may be provided to the state and Commonwealth agencies and research organisations & consent to that occurring.
* The information submitted in this application is correct and complete.
* I acknowledge that my admission and continued enrolment will be subject to Polytechnic Institute Australia polices and procedures.
* I agree that the Institute may obtain official records from my previous employers or providers I attended.
* I undertake to advise the Institute immediately of any changes to the information submitted in this application.
* I consent to the above information being maintained in the Institute’s records for administration and academic purposes and reported to the regulatory authorities for official purposes.
* I understand that Polytechnic Institute Australia may be required to report to the relevant government authorities the progress of my application and or subsequent student status.
* Consent to my information being held securely by the relevant regulatory authority and that my information may be disclosed to the Department of Education and Training and the Department of Home Affairs. Polytechnic Institute Australia will not otherwise disclose the information without my consent unless required or authorised by law.
* I hereby certify that the information provided on this form, and on all documents submitted may be made available to Commonwealth and State agencies and the Fund Manager of ESOS Assurance Fund, pursuant to obligations under ESOS Act 2000 and National Code. I understand that the institution is required under section 19 of the ESOS Act 2000 to inform Department of Education and Training and the Department of Home Affairs of changes to my enrolment and any breach of a student visa condition relating to attendance or unsatisfactory academic performance.
* I declare that I have read and understood Polytechnic Institute Australia fee schedule, conditions of enrolment, privacy statement and refund policy and have familiarised myself with other relevant policies located on the PIA [website](http://www.pia.edu.au) and agree to be bound by them.
* I undertake to advise Polytechnic Institute Australia immediately of any changes to the information submitted in this application. I have fully read and understood the Institute’s terms and conditions.
* I declare that I have the financial capacity to meet course fees and agree to pay these fees as they become due and I have read, fully understood and accept the Institute's terms and conditions.

--- If fees are being paid by another person(s) or company: I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(name of person(s) / company paying fees – please print)** declare that I have the financial capacity to meet course fees and agree to pay these fees as they become due and I have read, fully understood and accept the Institute's terms and conditions. |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
|  |
| Only applicable if applicant is under the age of 18. |
| Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**11. APPLICATION CHECKLIST**

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| [ ]  All sections of the application completed  |
| [ ]  Attached certified copies of passport  |
| [ ]  Attached certified copies of academic transcripts or awards (English translation)  |
| [ ]  Proof of English Language requirement |
| [ ]  Copy of Visa (if applicable)+1 passport size photograph (email digital photograph to [info@pia.edu.au](file:///C%3A%5CUsers%5CAlessia%5CDownloads%5Cinfo%40pia.edu.au)) |

**Send Completed Applications To:**

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| **Polytechnic Institute Australia** Level 16, 233 Castlereagh Street Sydney, NSW 2000Ph: 02 8319 8202OrEmail: admissions@pia.edu.au  |

**OFFICE USE ONLY**

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| Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Application received date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Confirmation of payment amount received; AUD $200  |
| Transfer on: \_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |