

Application for Enrolment

This application form is for use by international students only. Please read this form before completing your application and retain a copy for your reference. All sections of this document constitute the written agreement between the student and Sydney Institute of Higher Education Pty Ltd. Please note that where certified documents are required, these documents must be certified in accordance with the *Certification Guidelines* available online at www.sydneyinstitute.edu.au/policies



1. PERSONAL DETAILS (AS SHOWN ON YOUR PASSPORT)

Family Name/Surname:												
Given Names:												
Date of Birth:	D	D	M	M	Y	Y	Y	Y	Gender:	Male	Female	Other
Town/City of Birth:							Country of Birth:					
Country of Citizenship:							Your First Language:					
Country of Passport:							Passport No.:					
Do you consider yourself to have a disability or impairment?	No			Yes→			Please specify:					
Have you studied at Sydney Institute before?	No			Yes→			Existing Student ID:					

2. CONTACT DETAILS * (MUST BE APPLICANT'S DETAILS)

Home Address:					State:			Postcode:			Country:		
Email:								Phone No.:					
Emergency Contact Person:	Full Name:					Relationship:				Mobile:			
	Email:					Address:							

* NOTE: All overseas students are required to notify Sydney Institute of Higher Education in writing within seven (7) days of any change to their Australian contact details or changes to their nominated Emergency Contact Person at all times while studying in Australia.

3. PROGRAM PREFERENCES *

Bachelor of Business (Accounting) - CRICOS Course Code 102736M	156 weeks / 36 months
Bachelor of Information Technology - CRICOS Course Code 110405H	156 weeks / 36 months
Graduate Certificate of Information Technology - CRICOS Course Code 108806J	26 weeks / 6 months
Graduate Diploma of Information Technology - CRICOS Course Code 108805K	52 weeks / 12 months
Master of Information Technology - CRICOS Course Code 108804M	104 weeks / 24 months

NOTE: For information regarding Admissions Policy and Students at Risk and Unsatisfactory Progress Policy, timetables, minimum English language entry requirements, admission criteria, program fees and other changes please visit www.sydneyinstitute.edu.au/future

Intake(s):	Feb/March	July/Aug	November	Year:	Y	Y	Y	Y
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* NOTE: Not all programs are available at each intake or session. At the time of applying, please check key dates, including the compulsory orientation program for new students, term commencement and examination dates with the *Academic Calendar* available online at www.sydneyinstitute.edu.au

4. EDUCATION AND ACADEMIC ACHIEVEMENTS *

Level of Study	Name of Qualification/Program	Name of School / Institution	Country	Years Attended		Qualifications completed (Yes/No/Intend to complete)
				from	to	
				MM/YY	MM/YY	
				MM/YY	MM/YY	
				MM/YY	MM/YY	

* NOTE: Please attach originals or certified copies of relevant academic testamurs and transcripts for all previous studies. Any document not in English must be accompanied by an English version translated by a NAATI certified translator. All documents must be certified in accordance with the *Certification Guidelines* available online at www.sydneyinstitute.edu.au/policies

5. ENGLISH LANGUAGE PROFICIENCY *

Do you hold a certificate of the following English language proficiency tests?		No	Yes
Academic IELTS	PTE Academic	TOEFL Internet based	TOEFL Paper based
Cambridge CAE (Pre 2015)		Cambridge CAE (Post 2015)	ELICOS
Other _____		Score _____	Date of test _____

* NOTE: In order to be admitted to Sydney Institute of Higher Education, applicants should meet the English language requirements of the program. Applicants can demonstrate the English proficiency with evidence of completing one of the courses or tests listed below:

- International Baccalaureate Diploma (IB).
- A course of study with an Australian TAFE or private study provider.
- A Foundation Program at one of the following universities:
 - The Australian National University
 - The University of Melbourne
 - The University of Sydney
 - The University of Adelaide
 - The University of Queensland
 - The University of New South Wales
 - The University of Western Australia
 - Monash University

Have you in the last four years?

- Satisfactory completed an English course at diploma level or above at an accredited Australian higher education provider or at an overseas institution listed in the AEI NOOSR Country Education Profiles
No Yes
- completed a NAATI accredited professional interpretation or professional translation course as an English translator?
No Yes

Please attach originals or certified copies of relevant academic testamurs and transcripts for all previous studies. Any document not in English must be accompanied by an English version translated by a NAATI certified translator. All documents must be certified in accordance with the *Certification Guidelines* available online at www.sydneyinstitute.edu.au/policies

6. RECOGNITION OF PRIOR LEARNING (RPL) AND/OR CREDIT TRANSFER *

Recognition of Prior Learning application should demonstrate prior study in a relevant field. The prior study must be from an accredited Australian higher education institution or a foreign institution listed in the AEI NOOSR Country Education Profiles.

Do you wish to apply for Recognition of Prior Learning?

No Yes→ If yes, please indicate which units you are seeking credit and include the following documents:

1. an AQF qualification testamur issued by an accredited institution, or
2. an official academic transcript issued by an accredited institution, or
3. a statement of attainment issued by an accredited institution, or
4. an overseas qualification issued by an institution listed in the AEI NOOSR Country Education Profiles, and
5. a syllabus copy detailing the learning outcomes and assessments of the unit(s) undertaken.

* NOTE: Please attach originals or certified copies of relevant academic testamurs and transcripts for all previous studies. Any document not in English must be accompanied by an English version translated by a NAATI certified translator. All documents must be certified in accordance with the *Certification Guidelines* available online at www.sydneyinstitute.edu.au/policies. Any Recognition of Prior Learning application made after a Letter of Offer has been issued by Sydney Institute of Higher Education will be subject to approval and may attract additional fees.

7. OVERSEAS STUDENT HEALTH COVER (OSHC) *

Do you have a valid OSHC*? No Yes→ If Yes, please provide the following details:

Current OSHC Provider _____ Membership No. _____ Expiry Date _____

If No, do you require SI to arrange OSHC for you?

No Yes→ If yes, please indicate which cover are you applying for?

Single Couple Family No. of Months _____ Start Date _____

* NOTE: OSHC arrangement is a student visa application requirement set by the Department of Home Affairs. Single cover is for the student only. Couple's cover is for the student and their spouse/partner. Family cover is for the student and their dependents (i.e. spouse, partner and dependent children).

8. UNIQUE STUDENT IDENTIFIER [USI]

All students applying for a higher education course are required to provide USI. For detailed information about USI, including how to apply for your USI online, please go to www.usi.gov.au. Your USI: _____.

If you don't have an USI, do you want SI to apply an USI for you? Yes No

9. VISA DETAILS AND LODGMENT

Are you currently in Australia?	No	Yes→ Address:	State:	Postcode:
What visa are you currently holding?	Student	Visitor	Spouse	Working Holiday
	Not Applicable	Other _____		
Has your visa been cancelled/refused before?	No	Yes→ If Yes please attach the details to this application.		No of dependents
Are you applying for a student visa?	No →	What type of visa will you be studying on?		
	Yes→	Which Immigration Office will you be lodging your visa application?	City:	Country:

10. ACCOMMODATION AND AIRPORT PICKUP

Do you require an airport pickup?	No	Yes	
Do you require accommodation arranged for you?	No	Yes	
Preferred Accommodation type:	Homestay	Single	Twin Share

11. MARKETING

Are you applying through an education agent?	No, I am applying by myself without agent.
	Yes, through an agent → Please ask the agent to complete Section 12 .

12. AGENT DECLARATION AND SIGNATURE*

I declare that:

- I have conducted all relevant checks to ensure the applicant is a genuine student and genuine temporary entrant and intends to abide by the conditions of the student visa;
- I have provided the applicant (and any dependants) with sufficient information relating to the entire course(s) of study at Sydney Institute of Higher Education (including tuition and other fees, health cover, living expenses, etc.);
- I have verified the authenticity of the attached documents by reviewing the original documents presented by the applicant;
- I have retained copies of all financial and academic documents used in the assessment of the applicant;
- The applicant understands and agrees to the Sydney Institute of Higher Education *Terms and Conditions and Student Agreement* available online at www.sydneyinstitute.edu.au/policies; and,
- All information provided in this application is true and correct.

Name of Agent/Consultant:		Email:	
Company Name:		Phone:	
Signature of Agent: _____		Date:	

NOTE: This declaration must be signed by the representative who has a valid Agent Agreement with Sydney Institute of Higher Education.

13. APPLICATION CHECKLIST

- completed all sections of this Application for Enrolment form
- enclosed a copy of qualifications including testamur and academic transcript
- enclosed a copy of your passport bio-page
- enclosed a copy of your visa evidence (if applicable)
- enclosed a copy of English proficiency certificate
- enclosed a copy of Genuine Temporary Entrant Statement (GTE)
- provided other supporting documents (if applicable)
- all documents are certified in accordance with the *Certification Guidelines*

14. APPLICANT'S DECLARATION

I DECLARE

- that the information given in this application form and supporting documents is true and correct;
- that I have access to sufficient funds to cover Tuition Fee payments, living expenses and other related expenses incurred by me (and my dependents if applicable) during my enrolment at Sydney Institute of Higher Education;
- that I have personally signed this form;
- that I have read the Student Handbook available at www.sydneyinstitute.edu.au/policies;
- that I agree to abide by Sydney Institute of Higher Education's rules of admission, enrolment and progression;
- that I will inform Sydney Institute of Higher Education immediately of any change to the information I have given in this application form including my contact details while studying in Australia;

I UNDERSTAND

- that I may be contacted by Sydney Institute of Higher Education staff in order to clarify any aspect of this application;
- that Sydney Institute of Higher Education may obtain official records from any institutions I have previously attended;
- that all documents submitted with this application become the property of Sydney Institute of Higher Education;
- that Sydney Institute of Higher Education may vary or cancel any decision it has made if the information I have given is incorrect or incomplete;
- the structure and content of the Sydney Institute of Higher Education program/s I am applying for in this application;
- that upon accepting an offer from Sydney Institute of Higher Education, I am required to complete a minimum of 6 months study in my principal program (the highest qualification applied for);

I ACKNOWLEDGE AND AGREE

- that if an offer is made to me, my acceptance is subject to the *Terms and Conditions and Student Agreement* set out in the letter of offer.
- that if an offer is made to me, my continued enrolment is subject to my achievement of satisfactory program progress as described in the *Students at Risk and Unsatisfactory Progress Policy*.
- that if an offer is made to me, I am responsible for keeping a copy of this application and receipts of any payments of tuition fees or non-tuition fees.
- I consent to Sydney Institute of Higher Education utilising any contact details I have provided for communications, including communications on services or products offered by Sydney Institute of Higher Education.
- I acknowledge that Sydney Institute of Higher Education reserves the right to vary course fees, course content and structure and graduation requirements.

Name of Applicant: _____

Signature of Applicant*: _____ Date: DD / MM / YYYY

Name of Parents/Guardian*: _____

Signature of Parents/Guardian*: _____ Date: DD / MM / YYYY

**For applicants under 18 years old at the time of application, a parent or guardian's signature is required.*

15. SUBMIT YOUR APPLICATION

Please submit the completed *Application for Enrolment* together with all supporting documents by email to info@sydneyinstitute.edu.au. Applications will normally be processed within three (3) working days. However, actual times may vary during peak periods. Incomplete applications will not be processed until eligibility for enrolment can be verified.

SYDNEY INSTITUTE OF HIGHER EDUCATION

Registered as Sydney Institute of Higher Education Pty Ltd - ABN: 49 618 742 813
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