

Australian National Institute of Management and Technology

Enrolment Form - International Students



Personal Details

Your Family Name:		PHOTOGRAPH
Your Given Name		

* 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 to apply for a USI later, 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.

Date of Birth: dd/mm/yyyy		Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
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Country Of Birth		Passport Number	
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Parent/Guardian's Name, Address, Contact Number with codes needed.	
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Contact Details of Student (put country code and area code before overseas numbers)

Australian Mobile Number, if any:		Overseas Mobile Number, if any	
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Email	
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Australian Residential Address, if any	
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Residential Address in Home Country	
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Emergency Contact Person in Australia, IF ANY- (Name, Address, Phone, Relationship)	
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Course Details

Which course would you like to enroll into?	<input type="checkbox"/> BSB50215 Diploma of Business
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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Visa details

Passport Expiry Date		Country of Issue	
Do you already have an Australian Visa that allows you to study here?		<input type="checkbox"/> Yes <input type="checkbox"/> No (then go to next section)	
Visa Type	<input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Bridging <input type="checkbox"/> Other ; Specify:	Visa Expiry Date	
Do you have Overseas Student Health Cover?		<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Expiry Date:	

Qualification Details

Have you SUCCESSFULLY completed Year 12 or Equivalent? (for equivalency table, go to www.homeaffairs.gov.au)		<input type="checkbox"/> Yes (provide proof) <input type="checkbox"/> No	
Which one is the highest among the qualification you achieved? You must submit proof of this qualification/s. (for equivalency table, go to www.homeaffairs.gov.au)		<input type="checkbox"/> Certificate I / II / III / IV <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Bachelors/Masters/PhD <u>Year of Result Published:</u>	
Are you CURRENTLY Studying with any educational institution inside Australia?	Write Institution's Name OR Write "No" & Go to next section.		
What Qualification you are studying?			
Month & Year you started this course		Number of Units in this course	Number of Units you Completed
Reason you want to switch to ANIMT			
Do you wish to apply for Credit or Recognition of Prior Learning ? If YES, certified copies of transcripts/relevant documents from previous institutions/workplace must be provided with this form, along with a Credit/RPL Application from website.		<input type="checkbox"/> Credit <input type="checkbox"/> RPL <input type="checkbox"/> None <input type="checkbox"/> Maybe I'd like more information	

English Proficiency

Have you completed 5 years of primary/secondary schooling in an English-speaking country e.g. USA, UK?	<input type="checkbox"/> Yes (provide proof) <input type="checkbox"/> No
Have you completed 50% of a Certificate IV (or above) level course in <u>last TWO years</u>	<input type="checkbox"/> Yes (provide proof) <input type="checkbox"/> No

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inside Australia?	
Have you appeared in any of these exams?	<input type="checkbox"/> IELTS <input type="checkbox"/> PTE <input type="checkbox"/> TOEFL <input type="checkbox"/> Cambridge Eng <input type="checkbox"/> Other, Specify:
Date of Result Published of English Test	
Is your OVERALL score in the test EQUIVALENT to IELTS Score of 5.5? To check, go to www.homeaffairs.gov.au	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want to provide any other proof of proficiency in English? Describe.	

Employment

Of the following categories, which BEST describes your past employment experience? <i>(Tick one box only)</i>		
<input type="checkbox"/> Full-time Employee <input type="checkbox"/> Part-time Employee <input type="checkbox"/> Contractual Employee <input type="checkbox"/> Self/Family managed Business	How many months/years you worked	
	What was your last position in the Business Organisation?	
<input type="checkbox"/> Unemployed		

Disability

Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No – <i>go to Next Section</i>
If yes, please indicate the area of disability, impairment or long term condition <i>(tick as many as apply)</i>	
<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Acquired brain impairment Write Details, if you want:	<input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Vision <input type="checkbox"/> Mental illness <input type="checkbox"/> Medical condition <input type="checkbox"/> Other (Please specify): _____

Unique Student Identifier Number

ANIMT 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.									
Enter your unique student identifier <i>If you already have one</i>									
If you do not have a USI, would you like us to apply for a USI on your behalf?	<input type="checkbox"/> Yes – please provide identification and indicate below <input type="checkbox"/> No, Go to Next Section								

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Unique Student Identifier Number

If you answered Yes to previous question, you must provide a copy of one of the acceptable forms of identification outlined below. Please attach a copy and indicate which form of ID has been provided.

- | | |
|-------------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Current Driver's License | <input type="checkbox"/> Current Medicare Card |
| <input type="checkbox"/> Australian Passport | <input type="checkbox"/> Citizenship Certificate |
| <input type="checkbox"/> Certificate of Registration By Descent | <input type="checkbox"/> ImmiCard |
| <input type="checkbox"/> Non-Australian Passport (with Australian Visa) | <input type="checkbox"/> Australian Birth Certificate |

In accordance with section 11 of the *Student Identifiers Act 2014*, ANIMT 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, unless we are required by or under any law to retain it.

USI Application Declaration

I authorise ANIMT 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 pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

Student Signature:		Date:	/ /
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Printed Name:	
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Application Checklist

Provide a Certified Copy of the following documents with your application. Please tick those that you are providing.

- Valid Passport Copy
- Valid Visa page/document (if you have one)
- High School (Year 12 equivalent) certificate or other relevant educational certificates
- Proof of English Language Proficiency
- Proof of Work experience, if any
- Completed Course Entry Requirement Test, if already conducted by agent/ANIMT
- Enrolment Interview Form, if already conducted by agent/ANIMT
- Letter of Intent written by you on Why You Want to Study this course (if interview is not conducted)
- Proof of Overseas Student Health Cover, if any
- Release letter from previous institution or Cancelled CoE, if any
- Any other relevant documents to support your application e.g. resume

Under the Data Provision Requirements 2012, ANIMT 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 ANIMT for statistical, regulatory and research purposes.

ANIMT 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 a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;

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- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVET student survey which may be administered by an NCVET employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

Student Declaration and Consent

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) I declare that the information I have provided is true and correct, to the best of my knowledge and that it is my responsibility to update ANIMT if this information changes during my enrolment.

I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by ANIMT.

I understand that ANIMT is required to submit data sourced from this Enrolment Form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my Enrolment Form may be used by the following third parties for administrative, regulatory and/or research purposes:

- Government departments and authorised agencies
- Researchers.

I declare that I have read the terms and conditions given in next section and understood their consequences.

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.

The Enrolment Application will incur A\$250 of fee which is payable in advance and **Non-Refundable**. I am responsible to keep the proof of this and subsequent payments.

Student Signature:		Date:	/ /
Printed Name:			

Terms and Conditions

This course is a Nationally Recognised Training and AQF-Compliant. ANIMT is authorised to offer courses to overseas student, but does not guarantee success in this application, or course, and in any employment or migration outcome. ANIMT will inform whether student needs to take work-based training in its offer letter and agreement. We have our own admission criteria including age limit, minimum English proficiency level, formal qualification level, and admission test. Claiming credit or RPL may affect duration of student visa. ANIMT has a Privacy Policy that guides the collection, storage, use and disclosure of information. Our Privacy Policy is provided on our website at www.animt.edu.au and in our Student Handbook. This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs. All staff at ANIMT are required by law to protect the information provided on this Enrolment Form. These are people that ANIMT may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to ANIMT. ANIMT is required to collect personal information and information about course enrolment and course progress for all international students which may be shared with the Australian Government for the purposes of:

- promoting compliance with the ESOS Act and the National Code
- assisting with the regulation of providers
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally
- or facilitating the monitoring and control of immigration.

Please let us know if any of your details change by providing updated information to our office. This is particularly important if you change phone numbers, move home address, or move employers. In most circumstances, you can access a copy of the records we hold about you. Please contact our office to arrange this. If you have any concerns about the confidentiality of this information please contact our Privacy Officer at our office. You may be contacted by either the National Centre for Vocational Education Research (NCVER) or ANIMT's registering body, Australian Skills Quality Authority (ASQA), to participate in a survey about your experience as a student of ANIMT, course quality and/or vocational outcomes related to your course. If you participate, you may choose to keep your responses confidential. Please read ANIMT's Refund; Deferral, Cancellation and Suspension; Complaints & Appeals Policies, Student Code of Conduct from our website before submission of application. ANIMT reserves the right to decline this application if you don't pass our admission criteria or on any other reasonable ground. This application, and the right to make complaints

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and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.