

# INTERNATIONAL STUDENT APPLICATION FORM

WWW.ALPHA.EDU.AU



ALPHA COLLEGE  
OF AUSTRALIA

## Please complete and forward your application to:

In Person: L5, 127 Liverpool St Sydney NSW 2000  
By e-mail: admission@alpha.edu.au

Onshore International Student  Offshore International Student

## Part A - Personal Details

Title: Mr.  Ms.  Mrs.  Miss  Other

Full Name (As printed on your passport)

Family Name (Surname)
First Given Name
Second Given Name (Middle)

Gender: Male  Female  Other

Date of Birth	Day/ Month/ Year
Nationality	
Passport Number	
Date of expiry	Day/ Month/ Year

USI (Unique Student Identifier)

From 1 January 2015, Alpha College 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). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/students/forgotten-password>.

## Part B - Contact Details

Mobile	Email
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Current Residential Address

Suburb		
State	Postcode	Country

Postal Address (if different from above)

Suburb		
State	Postcode	Country

Emergency Contact Details

Name	
Relationship	
Address	
Contact Number	Email

## Part C - Course Preference

(You may choose more than one course e.g. Certificate and Diploma)

Course	CRICOS	Duration Weeks
<input type="checkbox"/> CPC30220 Certificate III in Carpentry	120595C	104
<input type="checkbox"/> CPC40120 Certificate IV in Building and Construction	120593E	52
<input type="checkbox"/> CPC50220 Diploma of Building and Construction (Building)	120594D	52
<input type="checkbox"/> RII50520 Diploma of Civil Construction and Design	120592F	78
<input type="checkbox"/> RII60520 Advanced Diploma of Civil Construction and Design	115311G	104
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)	107961F	104
<input type="checkbox"/> BSB50120 Diploma of Business	107959M	52
<input type="checkbox"/> BSB60120 Advanced Diploma of Business	107960G	52

## Part D - Intake Details

**RII60520 - 104weeks** Starting Year

January  February  April  May  July  
 August  September  October  November

**BSB80120 - 104weeks** Starting Year

January  April  July  October

**BSB80120- 52 weeks, BSB40120, BSB50120, BSB60120** Starting Year

January  February  April  May  July  
 August  October  November

## Part E - English Proficiency

(Please attach certified copy of valid test scores)

(IELTS, PTE)

Test Name	
Date of Test	Score
Other (if Applicable)	

## Part F - Visa Details

Do you have an Australian Visa: Yes  No

Country of Issue (if Yes:)

Visa Type (if Yes): Student  Visitor  Other

Do you have Overseas Student Health Cover Yes  No

Provider (if Yes)  Number

Day/ Month/ Year

OSHC Expiry Date (if Yes)

## Part G - Academic Details

Please attach certified copies of all academic transcripts and certificates (translated into English).

What is your highest COMPLETED education level? (Tick ONE only)

- Year 11 or equivalent    Year 12 or equivalent    Certificate I  
 Certificate II    Certificate III    Certificate IV  
 Diploma    Advanced Diploma    Associate Diploma  
 Associate Degree    Bachelor Degree    Postgraduate Degree  
 Other \_\_\_\_\_ Degree

Are currently studying with another CRICOS Provider?

If yes, please indicate:

Institute
Course
Expected time to complete

Do you require a release from your current provider? Yes  No

Have you been employed in the area covered by the course applied for? Yes  No

Are you seeking RPL or RCC/Credit Transfer for studies completed? Yes  No

(If yes, then please submit your application with a completed "Course Credit/RPL Application Form")

### Language and cultural diversity

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only    Yes, other – please specify \_\_\_\_\_

Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

- No, English only  
 Yes, Aboriginal  
 Yes, Torres Strait Islander

### Disability

Do you consider yourself to have a disability, impairment or long-term condition? Yes  No

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

- Hearing/deaf    Physical  
 Intellectual    Learning  
 Mental illness    Acquired brain impairment  
 Vision    Medical condition  
 Other \_\_\_\_\_

## Part H - Other Details

### Employment

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

- Full-time employee  
 Part-time employee  
 Self employed – not employing others  
 Self employed – employing others  
 Employed – unpaid worker in a family business  
 Unemployed – seeking full-time work  
 Unemployed – seeking part-time work  
 Not employed – not seeking employment

### Study reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (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 or 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  
 To get skills for community/voluntary work  
 Other reasons

## Part I - Application Checklist

(Please attach the following documents to this application)

- Certified copies of your IELTS or English test scores score  
 Certified copies of your academic qualifications, work experience (if applicable) and Overseas Student Health Cover (if applicable)  
 Copy of your certified passport  
 Relevant employment documentation

Please complete this form and email to: admissions@alpha.edu.au

## Part J - Agent Information & Declaration

- I have provided all relevant and required information to the applicant to enable them to make an informed decision about their chosen course
- I am satisfied that to the best of my knowledge the applicant has genuine intentions to complete this program and has the financial capacity to pay for the course and living expenses for the duration of the course
- I am aware that there are implications to Alpha College and my agency where a student's visa is refused because they do not meet the Genuine Temporary Entrant (GTE) requirement by signing this form, I am stating that I understand the declarations above and that as far as I am aware the applicant is genuinely committed to complete the course.

Agency Name

Agent's Signature

Date  Day/ Month/ Year

## Part K - Privacy Notice

### Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can processing and manage your enrolment in a vocational education and training (VET) course with us.

### 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.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### How NCVER and other bodies handle your personal information

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.

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.

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

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

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

If you would like to seek access to or correct your information, in the first instance, please contact your RTO 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 Alpha College 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

## Part L - Student Declaration

- I hereby declare that the information supplied by me is true and correct.
- I have a genuine intention to undertake the course(s) for which I have applied
- I authorise Alpha College to contact me by SMS, Email or phone.
- I authorise Alpha College to verify any information I have provided on this form.
- I understand that Alpha College is required to submit data sourced from this enrolment form to national VET administrative collection as a regulatory reporting requirement. The information may be used by Alpha College or Common-wealth and State agencies for administrative, regulatory and/or research purposes.
- I am aware I must abide by visa conditions throughout my enrolment period in Australia including maintaining attendance and course progress.
- I have genuine access to sufficient funds whilst in Australia, to meet my financial commitments to Alpha College and cover all tuition, Overseas Student Health Cover and living expenses for myself and any dependants.
- I understand Tuition and Non Tuition fees may change during my course.
- I have been provided with Pre-enrolment information including the Alpha College International Student Handbook & marketing information containing: entry requirements for the course including English language, academic requirements, work experience and course credit/RPL applicable; course content, duration, qualification/s on completion, modes of study and assessment methods; Alpha College campus locations, Alpha College general description of facilities, equipment, learning and library resources; course related fees; the Alpha College Refund, Deferment, Suspension and Cancellation Policies; A description of the ESOS Framework; Costs of living in Australia, Accommodation options, and obligations of schooling for any school aged dependents I may have.
- I am aware I can obtain additional copies of the International Student Handbook, Policies, Procedures and Marketing Information from the Alpha College WEBSITE: <https://www.alpha.edu.au>

Applicant Name

Applicant's Signature

Date