International student application form
Application process

1. Complete the application form for Bendigo TAFE international students.

You will need the following supporting documents:

- copy of your passport, and VISA pages (if applicable) from your passport
- certified true copy of your educational certificates and academic records
- evidence of your employment history (if applicable)
- your English language test results.

Note: If your documentation is in a language other than English, you must provide an official certified translation.

2. Submit or mail your application form, the $50.00 non-refundable application fee, and all the required documents to:

Bendigo TAFE International Office
PO Box 170
Bendigo Victoria 3552
Australia

- or take it to your local Bendigo TAFE representative (education agent)
- or fax it to Bendigo TAFE +61 3 5434 1569
- or email it to Bendigo TAFE at international@bendigotafe.edu.au

3. If your application is successful, we will send you a letter of offer for a place at Bendigo TAFE.

Please note:

- the time taken to assess your application depends on the prerequisites that need to be met
- if your application is unsuccessful, we will send you a letter stating why you have not met the selection prerequisites, or a letter informing you that all places in the course for which you have applied have been filled.

About your offer

- The Bendigo TAFE International Office will send you a letter of offer and your agreement with Bendigo TAFE.
- At this point, you must download a copy of the International Student Handbook at bendigotafe.edu.au/aboutbendigotafe/documentlibrary/Pages/default.aspx
- The letter of offer will state whether the offer is a conditional offer.

A conditional offer

- This means you have been offered a place in the program if you meet the conditions stated on your letter of offer. You must provide evidence that you have met these conditions, for example results of an International English Language Test Score (IELTS).

4. To accept your offer, you must:

- meet all the conditions as stated on the letter of offer
- read the documents accompanied with the letter of offer and
- return the signed copy of the Student Agreement with Bendigo TAFE and the full fees, as outlined in your letter of offer, to the Bendigo TAFE International Office.

Note: Fees will not be accepted until we have received the signed copy of your Student Agreement and associated documents with Bendigo TAFE.
5. Your enrolment package and student VISA

After Bendigo TAFE has received your Student Agreement with fees and documents, Bendigo TAFE will send you your electronic Confirmation of Enrolment (eCOE) for your application of your student VISA. You need to access the pre-departure information in the International Student Handbook at bendigotafe.edu.au/aboutbendigotafe/documentlibrary/Pages/default.aspx

6. Arrival in Bendigo

When you arrive in Bendigo you must participate in the Bendigo TAFE orientation program.

Please mark the below box that indicates the type of application:

- [ ] Direct  - [ ] Via an agent

Representative/agent stamp:

Send your application to:

Bendigo TAFE International Office  
(CRICOS Provider No: 03059A)  
PO Box 170  
Bendigo Victoria 3552  
Australia

<table>
<thead>
<tr>
<th>Phone</th>
<th>+61 3 5434 1555</th>
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<tbody>
<tr>
<td>Facsimile</td>
<td>+61 3 5434 1569</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:international@bendigotafe.edu.au">international@bendigotafe.edu.au</a></td>
</tr>
<tr>
<td>Website</td>
<td>bendigotafe.edu.au</td>
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</tbody>
</table>
International student application form

Please complete all sections using block letters and black pen. Print your name as it appears on your passport.

Section 1 - Name and contact details

**Title** (Mr/Mrs/Ms) ___________________

**Gender**  □ Male  □ Female

**Family name**
(as indicated on passport)

**Given names**
(as indicated on passport)

**Date of birth** (dd/mm/yyyy)

**Address in home country**
(Number and street name)

(City/suburb)

(Country)  (Postcode)

**Phone**
(Area code)  (Number)

**Fax**
(Area code)  (Number)

**Email**

**Postal address**
(Number and street name)

(City/suburb)

(Country)  (Postcode)

**Phone**
(Area code)  (Number)

**Fax**
(Area code)  (Number)

**Email**
Section 2 - Residency and other details

Country of birth

Citizenship

Passport number

Do you hold a valid Australian VISA  
☐ Yes  ☐ No  If yes, type of VISA _______________________

If student VISA, number on VISA  
_________________________________

VISA expiry date (dd/mm/yyyy)  
__/__/_______ /__/__/_______ /__/__/_______

Do you have any disability?  
☐ Yes  ☐ No

If yes, please specify  
_________________________________________________________________

Have you been granted a scholarship or sponsorship?  
☐ Yes  ☐ No  (if yes, please provide a letter from your sponsor/s)

Scholarship/sponsor provider name  
_________________________________________________________________

Section 3 - Course preferences

<table>
<thead>
<tr>
<th>Preference</th>
<th>Course name</th>
<th>Intake</th>
<th>Year</th>
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<tr>
<td>First</td>
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<td>Second</td>
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<tr>
<td>Third</td>
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</table>

English program only (tick the type of program you are applying for)

☐ General English  
Number of weeks _______________________

☐ English for further studies  
Preferred starting date _______________________

If you are applying for English only, do you intend to undertake further studies at another institution after your studies at Bendigo TAFE?  ☐ Yes  ☐ No

If yes, please provide the details and attach evidence of the Letter of Offer(s) for the future studies.

Name of institution ________________________________________________

Name of course _____________________________________________________

Start date _________________________________________________________
Section 4 - English language proficiency

What is your first language? ____________________________________________________________

Recent usage of English (please tick where appropriate and attach evidence)

☐ I have satisfactorily completed secondary/tertiary studies in Australia

☐ I have sat an IELTS test and my score was _______

☐ I have successfully completed an approved ELICOS program;

Name of institution ________________________________________________________________

Length of course______________________________________________________________

Date of completion __________________________________________________________

☐ Other (please specify) _________________________________________________________

Section 5 - Education in your home country

A certified copy or original transcripts of all official results must accompany this application. Please include the grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. If transcripts are in a language other than English, please supply certified translations.

1. Secondary school studies

<table>
<thead>
<tr>
<th>Name of school</th>
<th>Name of qualification</th>
<th>Month/year completed</th>
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2. Current studies/other courses attempted/completed

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course name</th>
<th>Year</th>
<th>Results</th>
<th>Course completed</th>
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<tbody>
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<td>☐ Yes ☐ No</td>
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<td>☐ Yes ☐ No</td>
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Are you applying for credit transfer or recognition of prior learning (RPL)? ☐ Yes ☐ No

If yes, you must attach a detailed course or unit (subject) syllabus.
Section 6 - Education in Australia

If you have studied any course in Australia, you must attach certified copy or original transcripts of all official results; release letter, attendance letter, copy of passport and VISA with this application. Please include the grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete.

Have you studied any course in Australia? ☐ Yes ☐ No

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course name</th>
<th>Year</th>
<th>Results</th>
<th>Course completed</th>
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<td>☐ Yes ☐ No</td>
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<td>☐ Yes ☐ No</td>
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</table>

Section 7 - Employment experience

Provide a summary of any work experience (including job level, type of work and duration). Attach evidence.

Section 8 - Financial support

Provide a summary of your arrangements for financial support for the duration of studies in Australia.

Section 9 - Application fee payment

You can pay the non refundable application fee of AUD$50.00 by credit card, money order or bank cheque made payable to Bendigo TAFE.

 Tick one ☐ Mastercard ☐ VISA

Cardholder's name ____________________________

Card number ____________________________ Expiry date __________

Cardholder's signature ____________________________ Amount A $ 50.00
Section 10 - Privacy statement

Bendigo TAFE is required to comply with the federal and state privacy regimes. The information you have provided to the institute will be used, where applicable, for purposes of assessing your application, accepting your enrolment, assessing your welfare needs (if any), processing and advising you of your assessment results and other communications as required. Where you have been asked to provide us with a unique identifier of another organisation, we will only use this identifier for the purposes to which you have consented, or for which we may use it as authorised by law. This information includes personal details, contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student VISA condition. A condition of your application and enrolment is that you consent to release your results or statement of progress to your sponsoring organisations or government agencies where appropriate. You can request access to your personal information by writing to Bendigo TAFE International Office at the contact address below, or by sending an email to international@bendigotafe.edu.au

If you do not wish to provide the requested information, this may restrict the range of services and educational programs that the institute can offer you.

Section 11 - Student declaration

• I declare that the information supplied in this application and the supporting documentation is true and complete.
• I acknowledge that the provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that Bendigo TAFE may withdraw an offer of a place or cancel my enrolment in consequence.
• I consent to Bendigo TAFE to obtain official records from any educational institutions in which I have previously enrolled and/or my current or any past employer for the purpose of verifying my grades and/or qualifications and experience.
• I am fully responsible for my educational and living expenses while studying at Bendigo TAFE.
• I have read and understood the schedule of fees, application and the refund procedures which are available in the International Student Handbook and all the international policies and procedures from the Bendigo TAFE website.
• I have read and understood the privacy statement in section 10.
• I confirm that I have read a copy of the Bendigo TAFE’s International Handbook and fully understand the requirements of my selected course.
• I understand that the information provided, as a requirement of the National Code of Practice 2007 (Standard 7) states that I may not transfer between registered providers within the first six months of the commencement date of the principal course of study.
• I understand that the information provided to me by Bendigo TAFE may be made available to Australian Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2007.
• I understand that Bendigo TAFE is required to notify the Department of Immigration and Border Protection about changes to my enrolment, and any breach of VISA conditions relating to attendance and unsatisfactory academic progress. (www.immi.gov.au)
• I understand that this agreement does not remove my right to take further action under Australia’s consumer protection laws.
• I agree to abide by the statutes, regulations and policies of Bendigo TAFE.

I have read and understood the above conditions and accept them fully.

Applicant signature

Date

Witness signature

Date