



LA TROBE
UNIVERSITY • AUSTRALIA

International Application Form

AUSTRALIA

2017



Coursework Programs



Read this application carefully. Complete all sections and ensure that supporting (certified) documents are attached. Write in BLOCK LETTERS using a blue or black pen. **Tick where applicable.**

Personal details as shown on your passport

Have you previously enrolled at La Trobe University? **Yes** **No** If yes, please provide your student number _____

Male Female Mrs Ms Miss Mr Dr Date of birth

d	d		m	m		y	y	y	y
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Family name _____ Given name(s) _____

Student's current personal address

Number and Street _____

Suburb/Town _____ City/State _____

Country _____ Post/Zip code _____

Telephone

Country code		Area code		Number
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 Mobile/Cell phone

Country code		Area code		Number
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Student's email (compulsory) _____

Residency information

Country of birth _____

Citizenship _____ Passport number (if applicable) _____

Are you currently living in Australia? **Yes** **No** If no, country where you are living _____

Agent details (if applicable)

Agency name _____ Email _____

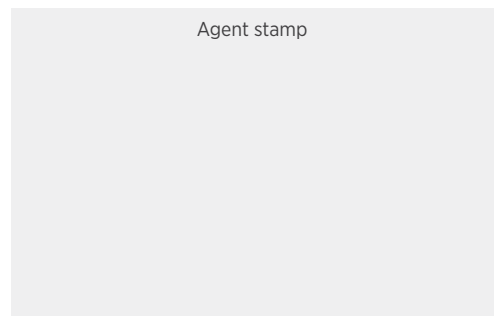
Branch address and country _____

Declaration by agent:

- I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Immigration and Border Protection (DIBP).
- The applicant is genuine in making this application and has every intention of completing all programs listed in the application.
- I have made every effort to verify the authenticity and validity of the documents which form part of this application.

Tick to confirm

Agency signature _____



Course preferences

List the course/s that you would like to study at La Trobe University in order of preference.

Preference 1 Name of course _____

Campus MEL B AW MIL SHP C F Preferred start date* S1* S2* Other Year

y	y	y	y
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Preference 2 Name of course _____

Campus MEL B AW MIL SHP C F Preferred start date* S1* S2* Other Year

y	y	y	y
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Preference 3 Name of course _____

Campus MEL B AW MIL SHP C F Preferred start date* S1* S2* Other Year

y	y	y	y
---	---	---	---

Campus: MEL = Melbourne (Bundoora), B = Bendigo, AW = Albury-Wodonga, MIL = Mildura, SHP = Shepparton, C = City, F = Franklin Street

*Preferred start date: S1 = Semester 1 (March), S2 = Semester 2 (July)

NOTE: depending on demand and availability you may be offered a place at a different campus. Places will be allocated as soon as your application is received. You can change your course preference without incurring a fee only once. After a course offer has been issued, subsequent changes incur a non-refundable AUD\$80 fee.

Advanced Standing (credit) transfer

Are you seeking Advanced Standing (credit) for previous studies? Yes No

If yes, **you must attach** detailed syllabus or curriculum for Advanced Standing (credit) to be assessed. This must include course content, assessment mode, contact hours, prescribed texts, etc.

Visa information

Are you a permanent resident of Australia? Yes No

If yes, you will be required to apply as a domestic student. See: latrobe.edu.au/study/apply

Current Australian visa number as shown on your visa label (if applicable)

Visa type Student Visitor Spouse Subclass number _____ Expiry date

d	d		m	m		y	y	y	y
---	---	--	---	---	--	---	---	---	---

 Other Visa type (please specify): _____

If you hold a current passport and/or an Australian visa, you **must** include a copy with this application.

Have you previously visited or studied in Australia? Yes No If yes, please provide details:

Have you previously breached any visa conditions? Yes No If yes, please provide details:

Have you ever been refused a visa for entry into Australia or a country other than Australia? Yes No If yes, please provide details:

Have you ever been convicted of a crime or offence? Yes No If yes, please provide details:

Please note your family immigration history:

Are you married? Yes No Date of marriage

d	d		m	m		y	y	y	y
---	---	--	---	---	--	---	---	---	---

Is your spouse currently in Australia? Yes No

If yes, what visa type does your spouse have? _____ Visa expiry date

d	d		m	m		y	y	y	y
---	---	--	---	---	--	---	---	---	---

Will your spouse/dependants (children) accompany you during your education in Australia? Tick all that apply: Spouse Dependants No
Please provide details of all your dependants including their date of birth:

Full name _____ Date of birth

d	d		m	m		y	y	y	y
---	---	--	---	---	--	---	---	---	---

Full name _____ Date of birth

d	d		m	m		y	y	y	y
---	---	--	---	---	--	---	---	---	---

Full name _____ Date of birth

d	d		m	m		y	y	y	y
---	---	--	---	---	--	---	---	---	---

If you have more than three dependants, attach a separate sheet with any remaining dependant's details.

English language proficiency

Is English your first language? Yes No If no, what is your first language? _____

Was English the language of instruction during the final year of your secondary studies? Yes No Year completed

y	y	y	y
---	---	---	---

Was English the language of instruction during your post-secondary studies? Yes No Year completed

y	y	y	y
---	---	---	---

Have you taken **OR** will you be taking an English Test? Yes No

Name of test (if completed) _____ Date of test

d	d		m	m		y	y	y	y
---	---	--	---	---	--	---	---	---	---

Location (city and country) _____ Result _____

Test Reference Number (if known) _____

Are you enrolling for an ELICOS program? Yes No What is the duration of this program? _____

NOTE: some courses have higher English language requirements. La Trobe University also accepts other English language tests. See: latrobe.edu.au/international/apply

Educational background and qualifications

Documentary evidence of qualifications claimed **must be attached**, including a full academic transcript (statement of results and evidence of successful completion). Documents not in English must be accompanied by certified translations. Also describe any current studies you are undertaking. **Please note that documents submitted with your application become the property of LaTrobe University and are not returnable.**

1 CURRENT STUDIES – List details of current studies

Date enrolled (month/year)

d	d		m	m		y	y	y	y
---	---	--	---	---	--	---	---	---	---

Date your results will be available (month/year)

d	d		m	m		y	y	y	y
---	---	--	---	---	--	---	---	---	---

Name of qualification (including main field of study)

Institution _____ Country _____

Will you complete your current studies prior to the commencement of your proposed LaTrobe University program? Yes No

Have you ever been excluded from an academic institution? Yes No If yes, provide details below:

2 PREVIOUS STUDIES – List details of the secondary school or foundation studies you have completed

Date enrolled (month/year)

d	d		m	m		y	y	y	y
---	---	--	---	---	--	---	---	---	---

Name of qualification (including main field of study)

Institution _____ Country _____

3 COMPLETED POST-SECONDARY (TERTIARY STUDIES) – List details of the post-secondary studies you have completed, from lowest to highest qualification gained (e.g. Certificate, Diploma, Bachelor, Master's)

Date enrolled (month/year)

d	d		m	m		y	y	y	y
---	---	--	---	---	--	---	---	---	---

Name of qualification (including main field of study)

Institution _____ Country _____

Date enrolled (month/year)

d	d		m	m		y	y	y	y
---	---	--	---	---	--	---	---	---	---

Name of qualification (including main field of study)

Institution _____ Country _____

Date enrolled (month/year)

d	d		m	m		y	y	y	y
---	---	--	---	---	--	---	---	---	---

Name of qualification (including main field of study)

Institution _____ Country _____

4 EMPLOYMENT HISTORY – You must attach a CV (curriculum vitae) or resume with relevant work experience (if applicable to the program you are applying for).

Employer's name	From	To	Position and type of work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Living costs

For a guide to living costs, visit: latrobe.edu.au/international/living/costs

Do you understand the costs associated with studying in Australia (including costs of tuition, living expenses, OSHC, return airfares, etc.)? Yes No

How are you funding your study and living costs? (choose more than one if applicable):

- self-funded
- sponsored by government / organisation / company
- family-funded
- bank loan (please provide proof with this application of employment and income, bank statements and loan letters)
- other (please specify): _____

Check list

If you have packaged your La Trobe University degree with a program offered at an approved La Trobe University packaging partner institution, are you aware of the progression conditions and requirements?

Yes No Not applicable (N/A)

Does your course selection correspond with your academic and/or professional background?

Yes No N/A

If no, state reasons for your course selection (or attach a statement outlining your reasons):

Do you understand the career outcomes, structure and delivery mode of the course/s?

Yes No

Do you understand that La Trobe University and/or an authorised packaging partner institution will not pay your tuition fees or living expenses if you are unable to fund your stay in Australia and that La Trobe University may cancel your enrolment and CoE which may change your student visa status?

Yes No

Are you aware of your work rights and restrictions while studying in Australia on a student visa?

Yes No

Have you provided us with all of your education and employment history?

Yes No

Do you understand that your visa application may be rejected if the Department of Immigration and Border Protection (DIBP) is not satisfied that you are a genuine student, and if you do not pass their health and character checks?

Yes No

Do you understand that DIBP may cancel your visa if you do not abide by your visa conditions?

Visit: latrobe.edu.au/students/new-students/international/visa

Yes No

Have you answered all questions?

Yes No

Have you attached original or certified copies of all necessary documents?

Yes No

Have you attached certified English translations of documents not in English?

Yes No

If applying for Advanced Standing (credit), have you attached syllabus/curriculum details (e.g. handbook entry)?

Yes No

Have you signed and dated the application?

Yes No

Have you kept a personal copy of all documents?

Yes No

Declaration and agreement

- I am not a permanent resident or citizen of Australia, nor a citizen of New Zealand.
- I am aware of the conditions relating to my admission into La Trobe University.
- I declare to the best of my knowledge that the information supplied on this application form and all supporting documentation is correct and complete, and that any supplementary application documents (personal statement, folio or additional requirements) are my own work. I acknowledge that La Trobe University reserves the right at any stage to vary or reverse any decision regarding admission or enrolment which has been made on the basis of incorrect, fraudulent or incomplete information. I also acknowledge that failure to disclose my full academic record may result in the University revoking an offer or terminating my studies at any stage. I authorise the University to seek verification of my academic and professional qualifications, and work experience.
- The University also reserves the right to vary courses, subjects, the mode of delivery, assessment and admission requirements at any time at its discretion.
- I acknowledge La Trobe University places restrictions on program and institution transfers and that I may not be permitted to change my program or institution without permission.
- I consent to the University using and disclosing my personal information under the conditions relating to the Refund Policy as set out at: latrobe.edu.au/international/fees
- Information I have provided on this form and during enrolment may be made available to the Australian Government, state agencies and other designated authorities under the *ESOS Act 2000* and the *National Code 2007*. Information about me can be disclosed without my consent where authorised or required by law. I further understand that La Trobe University, as an education provider, is required to provide information about my enrolment and my contact details in Australia to the Department of Immigration and Border

Protection (DIBP) upon request. I understand that the University reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false. If sponsored by a government body or private institution, I give La Trobe University permission to provide my sponsor with information about my application, enrolment and academic progress.

- If I am unsuccessful in getting direct entry into my degree program, La Trobe University will refer my application to the University's preferred pathway providers for an alternative Foundation or Diploma program that may lead to my chosen La Trobe University degree.
- I authorise the University to disclose information relevant to my application and enrolment to the University's preferred OSHC provider and other third parties for the purposes of arranging my OSHC, progressing my application and enrolment, and administering my course. I also authorise La Trobe University to access the DIBP's Visa Entitlement Verification Online System (VEVO) to obtain information on my visa status.
- I understand the fees listed in this publication are an estimate only, based on the subjects in which I enrol, and will vary depending on the subject and the actual subject enrolment load. I agree to pay all fees for which I am liable. I acknowledge that the tuition fee is exclusive of the cost of text books, health insurance

or living expenses such as food, accommodation, transport and medical costs. Details on any additional costs can be found within course descriptions on the La Trobe University website: latrobe.edu.au/courses

- I acknowledge that tuition and other fees are subject to change each year. The University reserves the right to vary fees on an annual basis. Tuition fees will not normally rise above seven per cent per year. Should the University decide to increase its fees, that increase will take effect on 1 January of the following year.
- I understand that if I have any school-aged children or dependants accompanying me to Australia, they must attend school and I will be required to pay a full fee if they are enrolled either in a government or non-government school. However, if I hold a 574 or 576 visa, or receive an eligible scholarship from the Australian Government, I may be exempt from paying fees for my dependants at a Government school.
- I have completed all sections of the application form.
- I accept that this application and supporting documentation become the property of La Trobe University and are not returnable.
- I understand this agreement does not remove my right to take further action under Australia's consumer protection laws.
- I have read and I understand the declaration above.

Applicant's (student's) signature:

Date

d	d	m	m	y	y	y	y
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Contact details

Accepting your offer

You need to do a few things once you receive your Letter of Offer from La Trobe University.

You should send your signed offer acceptance forms, together with the total deposit sum indicated on your Letter of Offer, as early as possible to La Trobe International.

Once you have accepted your offer, La Trobe University will send information to assist you with your pre-departure, including an electronic Confirmation of Enrolment (CoE). You use the CoE to apply for your student visa.

Read about our Refund Policy on page 26 of this prospectus. For more information:

latrobe.edu.au/study/how-to-apply/international

Note for sponsored students: if a sponsor (e.g. government, or organisation) has agreed to pay your fees, you must attach a letter of financial guarantee written on your sponsor's official letterhead and addressed to La Trobe University. More details:

latrobe.edu.au/study/how-to-apply/international/sponsored-programs

Conditional offers

If you do not meet the entry requirements for your course when you submit your application, you can still apply to study at La Trobe University. The University can make a conditional offer – which is subject to you meeting certain conditions (e.g. English language requirements). You must fulfil the conditions stated in your offer before it can be changed to a full offer. If you are required to meet certain English language requirements, we recommend La Trobe Melbourne to help you reach the appropriate level. See page 6 or visit: latrobemelbourne.edu.au

Deferment, suspension and cancellation of enrolment for coursework students only

La Trobe University is obliged to notify the Department of Education (DE) if it defers, suspends, approves an official Leave of Absence, or cancels your enrolment.

These changes to your enrolment can affect your visa. The Department will record this change to enrolment and send the information to the Department of Immigration and Border Protection (DIBP).

We can only permit you to take an official Leave of Absence from your studies (or suspend your candidature) for up to 12 months for the following reasons: compassionate and compelling circumstances; where La Trobe University is unable to offer a prerequisite subject; or if you are unable to commence your course due to delays in receiving your student visa. Your enrolment may be cancelled due to non-payment of tuition fees.

Your enrolment may be suspended if you are found guilty of Academic Misconduct, or inappropriate conduct, or if you have conditions set by the Academic Progress Committee due to lack of academic progress.

If you have had your enrolment suspended by the University, you have 20 working days to appeal the suspension. Once 20 days have elapsed, or the internal appeals process has been completed and the decision to suspend upheld, you will be reported to the DIBP. For more information on University policy and regulations see:

latrobe.edu.au/policy

Useful websites

For more course and subject information:

latrobe.edu.au/handbook

Course guides, flyers and other publications:

latrobe.edu.au/study/resources/course-guides

Experience La Trobe

Find out what it's like being a student at La Trobe:

latrobe.edu.au/experience

La Trobe Times online international news

Stay informed. Join our online La Trobe community. Receive news of the latest international student events, student blogs, research updates and personal stories.

Sign up at:

latrobetimes.blogs.latrobe.edu.au/category/subscribe

Did you know?

We have a comprehensive *Offer and Acceptance Guide* to help you through the process:

latrobe.edu.au/study/how-to-apply/international/accept-your-offer

Don't forget our *My Life at La Trobe Guide* to help you with predeparture, arrival and settling-in. And if you arrive on a weekend and La Trobe International is closed, read our *Weekend Survival Guide*.

latrobe.edu.au/students/international/support/publications



The ESOS Act

Education Services for Overseas Students (ESOS) Australia provides the world's most rigorous protection for you through the *Education Services for Overseas Students (ESOS) Act 2000*. The *ESOS Act* requires those institutions providing education to international students to meet nationally consistent standards in their education delivery, facilities and services. The Australian Government publication The ESOS framework – providing quality education and protecting your rights provides a useful summary of the ESOS framework. For more information, visit:

internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx