

ENROLMENT APPLICATION FORM

INTERNATIONAL STUDENT (Onshore) INTERNATIONAL STUDENT (Offshore) DOMESTIC STUDENT

CHOOSE YOUR COLLEGE: Melbourne Metropolitan College Langford English College

CHOOSE YOUR CAMPUS (For VET): Melbourne Adelaide Gold Coast

CHOOSE YOUR CAMPUS (For ELICOS): Melbourne Gold Coast

1 PERSONAL DETAILS

Please select your title: Mr. Mrs. Miss

Family name: _____ Given name(s): _____

Date of Birth: _____ Gender: Female Male Others Country of Birth: _____

Nationality: _____ Passport number: _____ Passport Expiry Date: _____

Are you living in Australia? Yes (Onshore) No (Offshore) Are you an Australian resident? Yes (Onshore) No (Offshore)

2 CONTACT DETAILS (Australian Residential Address):

Unit/Flat/Suite: _____ Street number: _____ Street name: _____

City/Suburb/Town: _____ State/Province/Region: _____ Postal/Zip Code: _____ Country: _____

Phone number: Home: _____ Work: _____ Mobile: _____

Email Address: _____ Alternate Email Address (optional): _____

Do you give permission to MMC to contact you by e-mail or SMS for marketing purposes? Yes No

Country of Origin Address:

Unit/Flat/Suite: _____ Street number: _____ Street name: _____

City/Suburb/Town: _____ State/Province/Region: _____ Postal/Zip Code: _____ Country: _____

Phone number: Home: _____ Work: _____ Mobile: _____

Email Address: _____ Alternate Email Address (optional): _____

3 VISA DETAILS:

Current Visa you hold for Australia: _____ Expiry Date (current Visa): _____

Do you need to apply for an overseas student visa for Australia? Yes No

Have you ever been denied an Australian visa? _____

Do you give MMC permission to complete a VEOV check? Yes No

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

4 PLEASE SELECT THE AREA/S IN THE FOLLOWING LIST, IF YOU TICKED ON "YES" ON THE BOX IN THE PREVIOUS SECTION:

Hearing/Deaf Intellectual Physical Learning Acquired Brain Impairment
 Mental illness Vision Medical Condition

Other: _____

Do you suffer from any medical problems? Yes No

If yes, please provide further information below: _____

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5 Genuine Temporary Entrant (GTE)

Are you aware of the Genuine Temporary Entrant (GTE) required by the Department of Home Affairs?

Yes No

6 EDUCATIONAL BACKGROUND *(Please attach evidence of previous studies undertaken E.g., High School, Diploma, Degree)*

What is your highest completed Qualification in Australia?

Name of school/Institution: _____

State/Country: _____ Years of study: _____ Year completed : _____

Name of qualification: _____

What is your highest completed Qualification from overseas?

Name of school/Institution: _____

State/Country: _____ Years of study: _____ Year completed : _____

Name of qualification: _____

7 Employment Of the following categories,

which BEST describes your current employment status (tick ONE box only):

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

8 ADVANCED STANDING

Credit Transfer and Recognition of Prior Learning (RPL)

Do you wish to apply for Course Credit/RPL? Yes No

Please attach a copy of your academic transcripts or other evidence of your studies or work experience, and complete a copy of the Application for Recognition Form from our website (enquiries@mmc.edu.au| enquiries@langford.edu.au). If any documents are not in English, please include a certified translation.

9 UNIQUE STUDENT IDENTIFIER (USI)

Do you have a USI? Yes No

If yes, please provide your USI number in the box below-

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If you do not have a USI number, you can visit www.usi.gov.au to create your USI. You can also contact our Student Support Officers to guide you how you could create your USI using the website.

10 OVERSEAS STUDENT HEALTH COVER (OSHC)

- Yes (I authorise MMC to organise OSHC on my behalf).
 Single
 Couple
 Family
 No (Please provide the name, duration and expiry date of your OSHC).

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11 ACCOMMODATION AND AIRPORT TRANSFER

Do you wish to apply for Homestay accommodation? Yes No

Do you wish to be met at the airport and transferred to your accommodation? Yes No

How did you hear about our course? _____

12 PREFERRED INTAKE DATE

For VET Courses :

For ELICOS Courses :

13 VET COURSES DETAILS

What is your course and campus selection?

Courses	Melbourne	Adelaide	Gold Coast
Certificate IV in Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma of Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate IV in Leadership and Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma of Leadership and Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate Diploma of Management (Learning)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma of Leadership and Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate III in Light Vehicle Mechanical Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate IV in Automotive Mechanical Diagnosis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma of Automotive Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma of Information Technology (Cybersecurity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma of Information Technology (Cybersecurity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma of Information Technology (Telecommunications Network Engineering)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma of Information Technology (Telecommunications Network Engineering)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma of Civil Construction Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma of Civil Construction Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14 ELICOS COURSES DETAILS

What is your course and campus selection?

Courses	Melbourne	Gold Coast
Beginner	<input type="checkbox"/>	<input type="checkbox"/>
Elementary	<input type="checkbox"/>	<input type="checkbox"/>
Pre Intermediate	<input type="checkbox"/>	<input type="checkbox"/>
Intermediate	<input type="checkbox"/>	<input type="checkbox"/>
Upper Intermediate	<input type="checkbox"/>	<input type="checkbox"/>
Advance	<input type="checkbox"/>	<input type="checkbox"/>

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15 PRE-TRAINING REVIEW

Why have you chosen to enrol in this course? (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
 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
 Other reasons
 For personal interests or self-development

What outcomes are you seeking from completing this course (e.g., career/better employment/ further academic pathways etc.)? _____

Do you have any learning difficulties so that we could provide extra support?

- Reading support
 Writing support
 One-on-one guidance
 Additional resources

Others (please specify): _____

16 LANGUAGE AND CULTURAL DIVERSITY

Do you identify as any of the following:

- Indigenous
 Aboriginal & Torres Strait Islander
 Aboriginal
 Torres Strait Islander
 No, none of the above

Do you have any special cultural requirements?

- Yes
 No
 Prayer room
 Other (please specify below): _____

17 FEEDBACK

How did you learn about us?

- Google
 Parent
 Expo
 Magazine
 Internal memo
 Website
 Newspaper
 Facebook
 Internet
 Friend
 Teacher
 Agent (Please provide further info) _____

Agent name : _____

18 SUMMARY CHECKLIST

Please ensure that you submit the following:

- Completed signed Application Form
 Proof of other studies or employment (if required)

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19 PRIVACY POLICY

Why we collect your personal information and how we use and maintain it

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrollment in a vocational education and training (VET) course with us. 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. 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 the NCVER and other bodies handle your personal information

The 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. The 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; The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf; The NCVER does not intend to disclose your personal information to any overseas recipients; For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at 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.deese.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 Melbourne Metropolitan College \ Langford English 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

Melbourne Metropolitan College

Phone: 1300 271 796

Website: www.mmc.edu.au

Email: enquiries@mmc.edu.au, admissions@mmc.edu.au

Address: Level 8, 190 -Queen Street, Melbourne VIC 3000

Langford English College

Phone: 1300 271 796

Website: www.langford.edu.au

Email: enquiries@langford.edu.au, admissions@langford.edu.au

Address: Level 8, 190 -Queen Street, Melbourne VIC 3000

Student Declaration and Consent

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I acknowledge that I have read and understood Langford English College Privacy Policy.
- I confirm that I have read and understood Melbourne Metropolitan College \ Langford English College current International Student Prospectus or information provided on Langford English College website (www.langford.edu.au) \ Melbourne Metropolitan College (www.mmc.edu.au) which details information about the ESOS framework, course entry and progress requirements, English entry requirements, LLN requirements. I also understand fees payments and refund policy, including an explanation of what occurs, if for some unforeseen reason, the course is not delivered. I agree that my temporary entry to Australia, if granted, will be for study purposes only. I understand that OSHC is compulsory for all international students, and I will be responsible to arrange my own health cover. I understand that if I have reappointed an education agent, I have authorised Melbourne Metropolitan College \ the Langford English College to release personal information and visa documentation relevant to my application to that agent. I authorise Langford English College to obtain official records from any educational institution previously attended by me in Australia.

Applicant Acknowledgement and Signature

Student full name:													
Student signature:							Date:						
							DAY			MONTH			YEAR

Applicant Checklist

Please ensure you attach the following documents with your application.

- Completed all sections of the International Student Application Form
- Certified copy of personal details page of your passport
- Certified copy of your English language qualification or provide details of your English proficiency
- Certified copy of all academic qualifications, including secondary school studies
- CoE document(s) for all courses enrolled - if you are currently studying in Australia
- Certified official translation of any document not in English