

## ENROLMENT APPLICATION FORM

Please complete all section and ensure all certified copies of your academic transcripts, English language assessments and passport are attached. Please note that MMC will not be accepting students less than 18 years of age at the time of enrolment.

INTERNATIONAL STUDENT (Onshore)  INTERNATIONAL STUDENT (Offshore)

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 VEO 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 transcription.

### 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](http://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?

Course Code	Course Name	Melbourne	Adelaide	Gold Coast
BSB40120	Certificate IV in Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSB50120	Diploma of Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSB40520	Certificate IV in Leadership and Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSB50420	Diploma of Leadership and Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSB80120	Graduate Diploma of Management (Learning)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSB60420	Advanced Diploma of Leadership and Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AUR30620	Certificate III in Light Vehicle Mechanical Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AUR40216	Certificate IV in Automotive Mechanical Diagnosis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AUR50216	Diploma of Automotive Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT50220	Diploma of Information Technology (Cybersecurity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT60220	Advanced Diploma of Information Technology (Cybersecurity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT50220	Diploma of Information Technology (Telecommunications Network Engineering)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT60220	Advanced Diploma of Information Technology (Telecommunications Network Engineering)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RII50420	Diploma of Civil Construction Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RII60520	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:

- Australian 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 information) \_\_\_\_\_

Agent name : \_\_\_\_\_

### 18 SUMMARY CHECKLIST

Please ensure that you submit the following:

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

## ENROLMENT APPLICATION FORM

### 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](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.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](http://www.mmc.edu.au)

Email: [enquiries@mmc.edu.au](mailto:enquiries@mmc.edu.au), [admissions@mmc.edu.au](mailto:admissions@mmc.edu.au)

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

Gold Coast Address: Level 1, 9 Bay Street, Southport QLD 4215

Adelaide Address: Level 4 East, Suite 1, 50 Grenfell Street, Adelaide SA 5000

#### Langford English College

Phone: 1300 271 796

Website: [www.langford.edu.au](http://www.langford.edu.au)

Email: [enquiries@langford.edu.au](mailto:enquiries@langford.edu.au), [admissions@langford.edu.au](mailto:admissions@langford.edu.au)

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

Gold Coast Address: Level 1, 9 Bay Street, Southport QLD 4215

Adelaide Address: Level 4 East, Suite 1, 50 Grenfell Street, Adelaide SA 5000

### 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](http://www.langford.edu.au)) \ Melbourne Metropolitan College ([www.mmc.edu.au](http://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