

## 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 Vocational Educational Training (VET) courses):  Melbourne  Adelaide  Gold Coast

CHOOSE YOUR CAMPUS (for ELICOS General English (GE) courses):  Melbourne  Gold Coast

### 1 PERSONAL DETAILS

Please select your title:  Mr.  Mrs.  Miss

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Female  Male  Male 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 2 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

### EMERGENCY CONTACT DETAILS

Name: \_\_\_\_\_ Relations:  Family  Friend  Others

Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### 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 VEVO check?  Yes  No

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

## ENROLMENT APPLICATION FORM

### 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 allergies or medical problems?     Yes     No

If yes, please provide further information below: \_\_\_\_\_

### 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: \_\_\_\_\_ Years of study: \_\_\_\_\_

Name of qualification: \_\_\_\_\_

#### What is your highest completed Qualification from overseas?

Name of school/Institution: \_\_\_\_\_

State/Country: \_\_\_\_\_ Years of study: \_\_\_\_\_ Years of study: \_\_\_\_\_

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.

## ENROLMENT APPLICATION FORM

### 9 UNIQUE STUDENT IDENTIFIER (USI)

Do you have a USI?  Yes  No

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

--	--	--	--	--	--	--	--	--	--

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).

### 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 GE ELICOS Courses :

### 13 ELICOS GE COURSE DETAILS

What is your course and campus selection?

Courses	Melbourne	Gold Coast
Beginner : entry required (IELTS: 3.0-3.5) / (CEFR: A1)	<input type="checkbox"/>	<input type="checkbox"/>
Elementary : entry required (IELTS: 3.5-4.0) / (CEFR: A1/A2)	<input type="checkbox"/>	<input type="checkbox"/>
Pre Intermediate : entry required (IELTS: 4.0-4.5) / (CEFR: A2)	<input type="checkbox"/>	<input type="checkbox"/>
Intermediate : entry required (IELTS: 4.5-5.5) / (CEFR: A2/B1)	<input type="checkbox"/>	<input type="checkbox"/>
Upper Intermediate : entry required (IELTS: 5.0-6.0) / (CEFR: B1/B2)	<input type="checkbox"/>	<input type="checkbox"/>
Advanced : entry required (IELTS: 6.5-6.5) / (CEFR: B2/C1)	<input type="checkbox"/>	<input type="checkbox"/>

## ENROLMENT APPLICATION FORM

### 14 VET COURSES DETAILS

What is your course and campus selection?

Code	Courses	Week	Melbourne	Adelaide	Gold Coast
BSB40120	Certificate IV in Business	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSB50120	Diploma of Business	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSB40520	Certificate IV in Leadership and Management	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSB50420	Diploma of Leadership and Management	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSB80120	Graduate Diploma of Management (Learning)	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSB60420	Advanced Diploma of Leadership and Management	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AUR30620	Certificate III in Light Vehicle Mechanical Technology	62 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AUR40216	Certificate IV in Automotive Mechanical Diagnosis	26 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AUR50216	Diploma of Automotive Technology	26 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT50220	Diploma of Information Technology (Cybersecurity)	78 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT60220	Advanced Diploma of Information Technology (Cybersecurity)	104 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT50220	Diploma of Information Technology (Telecommunications Network Engineering)	78 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT60220	Advanced Diploma of Information Technology (Telecommunications Network Engineering)	104 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RII50420	Diploma of Civil Construction Management	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RII60520	Advanced Diploma of Civil Construction Design	104 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 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): \_\_\_\_\_

## ENROLMENT APPLICATION FORM

### 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)

### 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 as needed to comply with our obligations as an RTO. We are required by law (under the National Vocational Education & Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you for the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analyzing, 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.

## ENROLMENT APPLICATION FORM

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

The NCVET will collect, hold, use, and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVET Act. Your personal information may be used and disclosed by NCVET 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 NCVET 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 DESE, who is authorised by law, including the Privacy Act and the NVET Act, to collect, use, and disclose your personal information to fulfill 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>](<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 NCVET employee, agent, third-party contractor, or another authorised agency. Please note you may opt-out of the survey at the time of being contacted.

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

### 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 Melbourne Metropolitan College\ Langford English College Privacy Policy.
- I confirm that I have read & understood Melbourne Metropolitan College\ Langford English College current International Student Prospectus and/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, and LLN requirements. I also understand the fee 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 health cover is compulsory for all international students, and I will be responsible for arranging my own.
- I understand that if I have appointed an education agent, I have authorised Melbourne Metropolitan College\ Langford English College to release personal information and visa documentation relevant to my application to that agent.
- I authorise Melbourne Metropolitan College\ 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 full name:							Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
							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