

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

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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.

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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).

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"/>

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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): _____

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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.

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

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 DESE, who is authorised by law, including the Privacy Act and the NVETR 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>.

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.

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

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

Email: enquiries@langford.edu.au, 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) \ Melbourne Metropolitan College (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 Signature:									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.

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