

# APPLICATION FORM

## WHO SHOULD USE THIS FORM?

You should use this form if you are an international learner applying for any course listed in the current Holmesglen International Study Guide or on the Holmesglen website at [holmesglen.edu.au](http://holmesglen.edu.au).

Applicants must be 18 at the time of commencement of their first course of study.

Learners are responsible for keeping a copy of their written agreement (Holmesglen's International Study Guide, International Learner Application Form, Letter of Offer and Offer Acceptance Form), as well as receipts of any payments of tuition fees or non-tuition fees.

## HOW TO COMPLETE THIS FORM

- Please read this application form carefully and complete ALL sections using BLOCK letters.
- Your application will not be processed unless full documentation is attached. Ensure that certified copies of your academic transcripts, English language proficiency

and a copy of your passport are attached. Please note that supporting documentation will **NOT** be returned.

- Applications will only be considered when accompanied by the AU\$500 Application Fee. Learners applying through accredited agents are exempt from this requirement.
- Ensure that you complete the Document Checklist on page 8 and sign the Learner Declaration and Financial Declaration on page 6.
- Holmesglen reserves the right to decline any application in accordance with all academic and Genuine Temporary Entrant requirements.
- The International Learner Application Form, together with the International Study Guide, Letter of Offer and the Offer Acceptance Form constitutes the written agreement with the overseas learner or intending overseas learner and Holmesglen Institute.

Please submit your application together with all supportive documentation via email to [international.admissions@holmesglen.edu.au](mailto:international.admissions@holmesglen.edu.au)

## SECTION 1 – PERSONAL DETAILS

Are you a current or former learner at Holmesglen?  Yes  No

If yes, learner ID number

Title:  Mr  Mrs  Ms  Miss

Other – please specify

Surname or family name (as in passport):

Given name(s) (as in passport):

English name (if you use one):

First Language:

Date of birth (DD/MM/YYYY):

Gender:  Male  Female  Unspecified

### Disability/Allergies

The information below is used to assist in monitoring, supporting and improving services to learners with medical/disability requirements. This information is for support services only and will not affect the outcome of your application. If you have a condition/disability please attach relevant medical reports.

Do you have a disability, impairment, allergy or long-term medical condition which may affect your studies?  Yes  No

If yes, please provide details:

Will you require support services, equipment and facilities to assist you?  Yes  No

If yes, please provide details:

## SECTION 2 – CONTACT DETAILS

### Permanent address in home country

Number and Street:

Suburb/City:

Province/State:

Country:

Postcode/Zipcode:

Telephone:

country code/area code/number

Mobile:

Email address:

How long have you lived at that address:

### Local address in Australia (if known)

Number and Street:

Suburb/City:

State:

Postcode:

Telephone:

Mobile:

Email address:

### Emergency contact

All learners must provide the details of an emergency contact.

Family name:

Given name(s):

Relationship to learner:

Number and Street:

Postcode/Zipcode:

Province/State:

Country:

Telephone:

Mobile:

Email address:

## SECTION 3 – PASSPORT AND VISA DETAILS

(Enter details as shown in your passport. You must submit a translated, certified true copy of the personal details page of your passport.)

Country of birth:

Passport number:

Country of citizenship:

Expiry date:

Do you hold a current Australian Visa?  Yes  No

If yes, what type of visa do you hold?

Visa subclass:

Expiry date:

If no, what type of visa will you be applying for?

**Have you or any immediate family member been refused an entry visa to any country?**

Yes  No If yes, please attach evidence.

**Have you breached any visa conditions in any country?**

Yes  No If yes, please attach evidence. Translated into English (if required) and certified.

**Do you have any medical or health issues that may prevent you from obtaining your visa?**

Yes  No If yes, please explain or attach evidence and relevant documentation. Translated into English (if required) and certified.

(Visit [immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health](http://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health) for a list of medical and health conditions of concern to the Australian Government.) Also note that health insurance in Australia will not extend to a pre-existing medical condition.

**Are you currently applying, or have you previously applied for Australian Permanent Residency Status?**

Yes  No If yes, please state your date of application:

**Please note: It is your responsibility to ensure your visa allows you to study in Australia and covers the duration of the program for which you have applied.**

## SECTION 4 – OVERSEAS STUDENT HEALTH COVER (OSHC)

Do you have current Overseas Student Health Cover (OSHC)?  Yes  No

If yes, who is your provider?

Membership number:

Expiry date:

If no, do you need Holmesglen to organise OSHC for you?  Yes  No

If yes, what type of OSHC do you need?  Single  Couples  Family

If you wish to use another provider, you will need to make your own payment arrangements and show evidence for the full duration of your studies to the Department of Home Affairs.

## SECTION 5 – COURSE PREFERENCES

Indicate your preferred course of study and campus, course titles and semester. If packaging Certificate, Diploma, Advanced Diploma or Degree courses, please include details of all courses.

Pathway to Victoria Scholarship Program  Yes  No

Course	Full Course Title e.g. Certificate IV in Commercial Cookery	Intake (MM/YY)	Campus
Course 1			
Course 2			
Course 3			
Course 4			

## SECTION 6 – ENGLISH LANGUAGE PROFICIENCY

You must provide documentary evidence of your English language proficiency to meet the English language requirements of your chosen course.

Please tick the appropriate box and attach your results.

- English is your first language.
- English was the language of instruction in your secondary/tertiary studies. *(Documentary evidence must be provided if the institution is located in a non-English speaking country)*
- I have completed an approved English language test (please specify below). *(Documentary evidence must be provided)*  IELTS  TOEFL  Pearson (PTE)  Cambridge
- Other English Test. Type of English Proficiency Test:  Date taken (DD/MM/YY)
- I have Completed an English course in Australia. *(Attach evidence)*
- Name of English language course:  Start Date (DD/MM/YY)
- Name of English language provider:  Completion Date (DD/MM/YY)
- I have not yet completed an approved English Language course, however, I have applied for or am currently attending an ELICOS Program.
- (Attach evidence – Test must be taken within 2 years of course commencement.)*
- Name of English language course:
- Name of English language provider:

## SECTION 7 – EDUCATIONAL BACKGROUND

Please provide details and documentation for all previous and/or current studies (e.g. Secondary school studies and Foundation studies) including:

- Official certified copies of all transcripts
- If the documents are not in English, they must be accompanied by an official certified translation.
- Have you studied at another educational provider in Australia?  Yes  No  
If yes, please provide copies of all your CoEs (PRISMS confirmation of enrolment)

### Secondary studies (high school studies – Year 12)

Name of Qualification	Institution	Country	Start date DD/MM/YYYY	Completion date DD/MM/YYYY

### Post-secondary studies (tertiary studies – Diploma, Bachelor's, Master's, etc.). Please list your MOST RECENT qualification first.

Name of Qualification	Institution	Country	Start date DD/MM/YYYY	Completion date DD/MM/YYYY

## SECTION 8 – PREVIOUS EMPLOYMENT

If you believe you have relevant employment experience, complete the table below. Please attach separate certified documentation with your application.

Employer	Position	Duties	Country	Commenced MM/YYYY	Ended MM/YYYY

## SECTION 9 – STUDY PLAN IN MELBOURNE

1. Why have you chosen Australia as a study destination?

2. Why have you chosen to live and study in Victoria?

3. How did you hear about Holmesglen?

4. Why have you chosen Holmesglen Institute over other education providers in Australia or overseas?

5. Why do you want to study the courses you have applied for at Holmesglen?

6. Are similar courses available in your country?  Yes  No

If yes, how do you believe you will benefit from studying this course at Holmesglen?

7. What do you expect to learn from the course that you have applied for, and what is your understanding of the course content?

8. If you have undertaken previous post-secondary study or work that is NOT RELATED to the course you are applying for, please explain your choice of course and change of career path.

9. What are your career plans and how is this course relevant to your chosen career?

10. What type of employment positions will you apply for after graduating from Holmesglen institute?

11. Do you know the annual salary in your country for graduates with a similar qualification?  Yes  No *If yes, provide estimate (AUD)* \$
12. The highest level of study (Principal Course) I have applied for is:  Certificate  Diploma  Degree  Post Graduate
13. Why have you chosen this level of studies?
- 

## SECTION 10 – FUNDING

1. What are the expected tuition fees for the duration of your chosen course? (AUD) \$
2. Who will be funding your study and living expenses while in Australia?  
**Sponsor(s) must be one of the following:**  
 Self-sponsored  
 Immediate family members  
 Partner (spouse or de-facto partner, including same-sex de-facto partners)  
 Aunt or uncle (only if they are residing in Australia)  
 Approved government, institutional or corporate sponsor.
- | Relationship to the learner | Full names (as per passport or birth certificate) |
|-----------------------------|---|
|                             |   |
3. Please provide an estimate of the sponsor's annual income in Australian Dollars? (AUD) \$
4. Have you provided evidence of your sponsor's capability to fund your study and living expenses?  Yes  No
5. How will you organise and access these funds?
- 
6. How much will your monthly living expenses be while studying in Australia? (AUD) \$
7. Will you be using a bank loan to fund your studies?  Yes  No  
*If yes, have you researched the availability of funding from an approved financial institution in your home country?*  Yes  No
8. Who will be repaying any money you may need to borrow?
- 
9. If you intend to work while studying in Australia, how much do you expect to earn per week? (AUD) \$
10. Are you required to provide financial support to others whilst studying in Australia?  Yes  No  
*If yes, provide details:*
- 
11. Are you aware of the requirement for Overseas Student Health Cover (OSHC) for the duration of your student visa?  Yes  No
12. What type of accommodation will you be seeking in Melbourne? (E.g. shared housing, institute accommodation, homestay etc.)
- 
13. If you plan to live with family/friends have you considered accessibility to the Holmesglen campus you will be attending?  Yes  No
14. What do you expect to pay per week for accommodation? (I.e. rent) (AUD) \$
15. Are you aware of the work limitations and other Australian Student Visa conditions?  Yes  No
16. Do you wish to pay only 50% off your tuition fee prior to course commencement?  Yes  No
17. Do you wish to pay more than 50% of your tuition fee prior to course commencement?  Yes  No

## SECTION 11 – FINANCIAL DECLARATION

---

Please consider your answers carefully before you sign this application.

I understand that Holmesglen Institute may refuse to issue an offer if it assesses my financial capacity as insufficient.

I understand that Holmesglen Institute tuition fees are subject to an annual increase as outlined in my offer letter and that I am able to access funds to pay the increased fees.

I understand Holmesglen Institute may seek any additional information and documentation/evidence to confirm my financial capacity to funds.

I am aware of the tuition and living costs of my stay in Australia, including any dependent family members, and have the financial capacity to meet such costs and any annual fee increase for the duration of my course.

I am aware that I am required to make timely payments of all fees and associated costs.

Name of applicant:

Date (DD/MM/YY)

Signature of applicant:

Date (DD/MM/YY)

*As in passport signature page*

## SECTION 12 – LEARNER DECLARATION

---

1. I declare I am a Genuine Temporary Entrant (GTE) and a genuine learner and have read and understood conditions relating to these requirements. (For more information about GTE visit: [immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant](http://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant)).
2. I declare that the information contained in this application is true and complete.
3. I acknowledge that any false or misleading statement may result in denial of my admission request or subsequent cancellation of my enrolment at Holmesglen, which in turn, may affect the validity of my visa.
4. I understand that Holmesglen reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
5. I confirm that I have received and read a copy of Holmesglen's current study guide and information available on [holmesglen.edu.au](http://holmesglen.edu.au) and I confirm that I fully understand the requirements of the course.
6. I confirm that I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures at Holmesglen.
7. I understand, that upon enrolment at Holmesglen, I will provide my current contact details including current residential address, mobile number, email address as well as emergency contact information. I will notify Holmesglen of any changes to these details within 7 working days of change.
8. I consent to DHA providing Holmesglen with any information about my visa status from the time of my application to the time of my departure from Australia.
9. I understand that this agreement and the availability of Holmesglen's complaint and appeals processes do not remove my right to take action under Australia's consumer protection laws.
10. I acknowledge that all documents submitted become the property of Holmesglen and will not be returned.
11. I understand that information is collected in this Application Form and during my enrolment in order for Holmesglen to meet obligations under the ESOS Act and the National Code 2018. The authority to collect this information is contained in the ESOS Act, the Education Services for Overseas Students Regulations 2001 and the National Code 2018.
12. I understand that this information collected can be provided, in certain circumstances, to the Australian Government and designated authorities and can be disclosed without my consent where authorised or required by Australian Law Enforcing Agencies.
13. I understand that Information held on my learner file including attendance records, academic progress reports is the property of Holmesglen. This information may be given to authorised government departments but will not be made available to learners, the general public or third parties.
14. I agree that by enrolling at Holmesglen, information relating to my academic performance may be made available to my parents or welfare carer, and/or agent.
15. I confirm that I understand that this completed International Learner Application form, together with the International Study Guide, Letter of Offer and Offer Acceptance Form constitute the written agreement between myself and Holmesglen Institute, and that I am responsible for keeping a copy of the written agreement.
16. I confirm that I read, understood and consent to the Pathway to Victoria Scholarship Program conditions available at [holmesglen.edu.au/Students/Fees/How-to-pay-for-your-course/Scholarships/Pathway-to-Victoria-Scholarship-Program/](http://holmesglen.edu.au/Students/Fees/How-to-pay-for-your-course/Scholarships/Pathway-to-Victoria-Scholarship-Program/)

Name of applicant:

Date (DD/MM/YY)

Signature of applicant:

Date (DD/MM/YY)

*As in passport signature page*

## SECTION 13 – EDUCATION AGENT DECLARATION AND RISK ASSESSMENT

### FOR AGENT USE ONLY

- Applicant has the minimum English language requirement to undertake their chosen study pathway  Yes
- Applicant meets the academic requirements for their chosen study pathway  Yes
- Applicant has researched their career goals and prospects in their home country  Yes
- Applicant has done adequate research on Holmesglen's courses, support services, facilities and locations  Yes
- Applicant has demonstrated a clear understanding of the benefits of undertaking their chosen study pathway at Holmesglen  Yes
- Applicant has strong family support  Yes
- Applicant has a clear understanding of the Australian Student Visa conditions including Genuine Temporary Entrant criteria  Yes
- Applicant has a confirmed source of funding and contingencies in place should their source of funding suddenly cease  Yes
- Supporting documentation has been sighted and is available upon request  Yes
- Applicant has realistic expectations about their ability to find work and their likely part-time income whilst studying  Yes
- Applicant has a clear understanding of the costs associated with completion of their study plan at Holmesglen  Yes

As a result of an interview and counselling session undertaken at

I hereby confirm that all information and documentation to support this application has been sighted and verified to be true and genuine and it is my recommendation that Holmesglen proceeds with the assessment of the application.

I hereby declare that no conflict of interest exists with my duties as an education agent for Holmesglen.

### AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT

Name of officer:

Date (DD/MM/YY)

Signature:

(AGENT STAMP HERE)

# DOCUMENT CHECKLIST FOR APPLICATION

---

*Note: Incomplete applications will cause delays in processing. Please ensure all relevant documents are translated and certified (where required).*

## APPLICATION FORM

*Have you:*

- Checked to see that you meet the minimum entry requirements for your chosen course
- Completed ALL sections of the Application form in BLOCK letters
- Signed the Financial Declaration
- Signed the Learner Declaration
- Ensured that the declaration by accredited agent is signed (if applicable)
- Paid \$500 for the application fee (if not using an agent)
- Kept a photocopy of this application for your records

## PASSPORT

*Have you included:*

- A certified\* copy of the identification pages of your passport or a copy of your birth certificate
- A certified\* copy of your current visa (if you are in Australia)

## ACADEMIC DOCUMENTS

*Have you included:*

- Certified\* and translated copies of ALL academic transcripts (such as high school or college/university certificates) with an explanation of ALL grading systems

## ENGLISH PROFICIENCY DOCUMENTS

- If you are studying English in Australia at an Institute other than Holmesglen Institute, a copy of the English language course Offer Letter and the Confirmation of Enrolment (CoE) from the English language centre
- If you have completed an English course in Australia, a certified\* copy of your English language certificate and attendance report.
- If you have completed an approved English language test such as IELTS, TOEFL or PTE, please submit a certified\* copy of the certificate

## OTHER REQUIRED DOCUMENTS

- Certified\* copy of your marriage certificate (if relevant)
- Certified\* copy of any relevant medical reports in the case of disability, impairment, allergy or long-term medical condition which may affect your studies
- Copy of any relevant previous employment history, including references, resume, letters of recommendation
- Copy of enrolment in any course (other than an English language course) if you are undertaking the course in Australia, including the CoE from the Institute, plus a letter reporting your attendance level and completion date
- Statement of Purpose

This International Learner Application Form together with the International Study Guide, Letter of Offer and the Offer Acceptance Form constitutes the Written Agreement with the overseas learner or intending overseas learner.

\*A certified copy is a photocopy of the original document with the signature and official stamp of an appropriate authority (e.g. solicitor, principal, doctor, police officer) indicating that they have sighted the original. A photocopy or fax of a certified copy is not acceptable.