RESET

UNITED INSTITUTE
OF TRAINING
RTO No: 45843 and CRICOS Code: 04011J

International Student Application Form

Intended Course (Please Select/Write your Intended course)

☐ Course 1	Please Select
☐ Course 2	Please Select
☐ Course 3	Please Select

Proposed Start Date (dd/mm/yy): _____ **End Date (dd/mm/yy):** _____

Personal Details

Title: ☐Mr. ☐Mrs. ☐Ms. ☐Dr. ☐Other Gender: ☐Male ☐Female

Family name (as in passport): _____ Given name(s): _____

Date of Birth (dd/mm/yy): _____ Nationality (as per passport): _____

Contact Details in Home country

Address: _____ Country: _____ Post Code: _____

Telephone/ Mobile: _____ Email: _____

Contact Details in Australia

Address: _____ State: _____ Post Code: _____

Telephone/ Mobile: _____ Email: _____

Emergency Contact Details

Name: _____ Phone Number: _____

Address: _____ Relationship to Applicant: _____

Visa Information

Passport Number: _____ Expiry Date: _____

Visa Type: _____ Subclass: _____ Expiry Date: _____

What type of visa will you be holding when you commence your studies?

☐Student ☐Working Holiday ☐ Tourist ☐ Other

Have you applied to become a permanent residence of Australia? ☐Yes ☐No

If yes, date of application (dd/mm/yy): _____

USI Information (Unique Student Identifier)

USI Number: _____

If you do not have USI yet, please go to www.usi.gov.au to apply for it. If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment.

Language and Cultural Diversity

In which country were you born? ☐ Australia ☐ Other – Please specify: _____

Do you speak a language other than English at home? ☐ No ☐ Yes – Please specify: _____

How well do you speak English? ☐ Very well ☐ Well ☐ Not well ☐ Not at all

Are you of Aboriginal or Torres Strait Islander origin? ☐ No ☐ Yes – Please specify: _____

Previous Education

Have you done your schooling? ☐ Yes ☐ No

Highest Qualification/School Level: _____

Name of Institute: _____ Completed Year: _____

Disability

Do you have any of the following disabilities, impairments or long-term conditions? ☐ Yes ☐ No

If '**Yes'**, then please indicate the areas of disability, impairment or long-term condition:

☐ Hearing/Deaf ☐ Physical ☐ Intellectual ☐ Acquired Brain Impairment
☐ Mental Illness ☐ Vision ☐ Medical Condition ☐ Other

Employment

Of the following categories, which BEST describes your current employment status?

☐ Full-time employee ☐ Part-time employee ☐ Self-employed ☐ Employer
☐ Employed in a family business ☐ Unemployed - seeking work ☐ Not employed - not seeking employment

Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course?

☐ To get a job
☐ To start my own business
☐ To get a better job or promotion
☐ To get into another course of study
☐ Other reasons
☐ To develop my existing business
☐ To try for a different career
☐ It was a requirement of my job
☐ For personal interest or self-development

RPL/Credit

Are you seeking recognition of prior learning (RPL) or course credit transfer? ☐ Yes ☐ No

If '**Yes'**, then please contact training manager for further details about the RPL/CT process

Transferring student information: (if applicable)

Are you transferring from another education provider in Australia? ☐ Yes ☐ No

If '**Yes'**, then have you completed the first 6 months of your principal course? ☐ Yes ☐ No

Name of Institute:

If you currently enrolled in another institute in Australia please provide release letter.

Education Agent Details

If you were referred by an Education Agent, please provide details below.

Agent Name/Business Name:	As an approved agent of United Institute, I am also certifying that I have verified all the original documents of the student. **Signature**_____

Privacy Notice

United Institute has a responsibility to collect, use, store and disclose of personal and sensitive information on our students in compliance with the relevant laws and regulations:

- Why we collect your personal information – as a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.
- How we use your personal information – 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.
- How we disclose of your personal information – 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 – 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.
- 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 us at info@unitedinstitute.com.au to – request access to your personal information, correct your personal information, make a complaint about how your personal information has been handled and ask a question about this Privacy Notice. You can access our Privacy Policy on our website for more information.

Student Declaration and Consent

I , Declare that the information I have provided to the to the best of my knowledge is true and correct. I further declare that I have gone through the following policies and procedures available on www.united.edu.au:

- Admissions Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Course Progress Policy and Procedure
- Deferring, Suspending and Cancelling Overseas Student Enrolment Policy and Procedure
- Refund Policy and Procedure *(All refunds will be in accordance with the policy and refund arrangements defined in Agreement)*
- RPL and Credit Transfer Policy and Procedure
- Student Support Policy and Procedure
- Transfer Between Registered Providers Policy and Procedure

I Consent to the collection use and discloser of my personal information in accordance with the Privacy Notice Above.

Applicant Name

Applicant Signature

Date: ..... / ..... / .....

Document Checklist

- ☐ **Passport bio-data pages**
- ☐ **IELTS (or other English Language test) Results (if applicable)**
- ☐ **Evidence of highest academic qualifications**
- ☐ **Copy of current Australian Visa (if applicable)**
- ☐ **OSHC Certificate (if applicable)**

FOR OFFICE USE ONLY

Any Additional information/comment (If Any)