

## INSTITUTE OF MANAGEMENT & COMPUTING

Be educated & feel empowered

Ph: 0391 913 448 Email: info@imc.vic.edu.au Website: www.imc.vic.edu.au Address: Ground Floor 61, Riggall Street, Broadmeadows, VIC, 3047 Australia

## **International Student Application Form**

BSB80120   Graduate Diploma of Management (Learning)   104		Preferred Intake Month	
BSB50420	PROFESSIONAL AND A	DVANCED COURSES	DURATION (Weeks)
BSB60420	BSB80120	Graduate Diploma of Management (Learning)	104
BSB50120	BSB50420	Diploma of Leadership and Management	52
BSB60120 Advanced Diploma of Business 78 ICT60220 Advanced Diploma of Information Technology 104 RII60520 Advanced Diploma of Civil Construction Design 104  SKILLED TRADE COURSES  CPC30220 Certificate III in Carpentry 52 CPC30220 Certificate III in Painting and Decorating 52 CPC30220 Certificate III in Wall and Floor Tiling 52 CPC31320 Certificate III in Stolid Plastering 52 CPC31320 Certificate III in Brioklaying and Blocklaying 52 CPC303020 Certificate III in Brioklaying and Blocklaying 52 CPC303020 Certificate III in Brioklaying and Blocklaying 52 MSF30322 Certificate IV in Building and Construction 52  ENGLISH LANGUAGE COURSES (ELICOS)  General English (Please specify the number of weeks	BSB60420	Advanced Diploma of Leadership and Management	78
ICT60220 Advanced Diploma of Information Technology RII60520 Advanced Diploma of Civil Construction Design 104  SKILLED TRADE COURSES  CPC30220 Certificate III in Carpentry 52 CPC30620 Certificate III in Painting and Decorating 52 CPC31320 Certificate III in Wall and Floor Tilling 52 CPC31020 Certificate III in Solid Plastering 52 CPC31020 Certificate III in Solid Plastering 52 CPC33020 Certificate III in Cabinet Making and Timber Technology 52 MSF30322 Certificate III in Cabinet Making and Timber Technology 52 CPC40120 Certificate IV in Building and Construction 52  ENGLISH LANGUAGE COURSES (ELICOS)  General English (Please specify the number of weeks	BSB50120	Diploma of Business	52
RII60520 Advanced Diploma of Civil Construction Design 104  SKILLED TRADE COURSES  CPC30220 Certificate III in Carpentry 52 CPC30620 Certificate III in Painting and Decorating 52 CPC31320 Certificate III in Wall and Floor Tiling 52 CPC31320 Certificate III in Solid Plastering 52 CPC33020 Certificate III in Solid Plastering 52 CPC33020 Certificate III in Bricklaying and Blocklaying 52 MSF30322 Certificate III in Cabinet Making and Timber Technology 52 CPC40120 Certificate IV in Building and Construction 52  ENGLISH LANGUAGE COURSES (ELICOS)  General English (Please specify the number of weeks	BSB60120	Advanced Diploma of Business	78
CPC30220 Certificate III in Carpentry 52 CPC30620 Certificate III in Painting and Decorating 52 CPC31320 Certificate III in Wall and Floor Tiling 52 CPC31020 Certificate III in Solid Plastering 52 CPC31020 Certificate III in Solid Plastering 52 CPC30202 Certificate III in In Solid Plastering 52 MSF30322 Certificate III in Cabinet Making and Blocklaying 52 MSF30322 Certificate III in Cabinet Making and Timber Technology 52 CPC40120 Certificate IV in Building and Construction 52  ENGLISH LANGUAGE COURSES (ELICOS) General English (Please specify the number of weeks	ICT60220	Advanced Diploma of Information Technology	104
CPC30220	RII60520	Advanced Diploma of Civil Construction Design	104
CPC30620 Certificate III in Painting and Decorating CPC31320 Certificate III in Wall and Floor Tiling CPC31020 Certificate III in Solid Plastering CPC33020 Certificate III in Solid Plastering CPC33020 Certificate III in Bricklaying and Blocklaying S2 MSF30322 Certificate III in Cabinet Making and Timber Technology CPC40120 Certificate IV in Building and Construction  ENGLISH LANGUAGE COURSES (ELICOS) General English (Please specify the number of weeks	SKILLED TRADE COUP	RSES	
CPC31320 Certificate III in Wall and Floor Tiling 52 CPC31020 Certificate III in Solid Plastering 52 CPC33020 Certificate III in Bricklaying and Blocklaying 52 MSF30322 Certificate III in Bricklaying and Blocklaying 52 MSF30322 Certificate III in Cabinet Making and Timber Technology 52 CPC40120 Certificate IV in Building and Construction 52  ENGLISH LANGUAGE COURSES (ELICOS)  General English (Please specify the number of weeks	CPC30220	Certificate III in Carpentry	52
CPC31020 Certificate III in Solid Plastering 52 CPC33020 Certificate III in Bricklaying and Blocklaying 52 MSF30322 Certificate III in Cabinet Making and Timber Technology 52 CPC40120 Certificate IV in Building and Construction 52  ENGLISH LANGUAGE COURSES (ELICOS)  General English (Please specify the number of weeks	CPC30620	Certificate III in Painting and Decorating	52
CPC33020 Certificate III in Bricklaying and Blocklaying 52 MSF30322 Certificate III in Cabinet Making and Timber Technology 52 CPC40120 Certificate IV in Building and Construction 52  ENGLISH LANGUAGE COURSES (ELICOS)  General English (Please specify the number of weeks	CPC31320	Certificate III in Wall and Floor Tiling	52
MSF30322 Certificate III in Cabinet Making and Timber Technology CPC40120 Certificate IV in Building and Construction 52  ENGLISH LANGUAGE COURSES (ELICOS)  General English (Please specify the number of weeks	CPC31020	Certificate III in Solid Plastering	52
CPC40120 Certificate IV in Building and Construction 52    General English (Please specify the number of weeks	CPC33020	Certificate III in Bricklaying and Blocklaying	52
General English (Please specify the number of weeks	MSF30322	Certificate III in Cabinet Making and Timber Technology	52
General English (Please specify the number of weeks	CPC40120	Certificate IV in Building and Construction	52
Post Code:    Contact Details   Email:	General English (	Please specify the number of weeks (CRICOS C	,
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: Contact Details in Australia Address: Relationship to Applicant: Contact Details Name: Phone Number: Relationship to Applicant: Contact Details Name: Phone Number: Expiry Date: Contact Details Name: Expiry Date: Contact Details Name: Phone Number: Expiry Date: Contact Details Name: Phone Number: Expiry Date: Contact Details Name: Deasyport Number: Expiry Date: Contact Details Name: Deasyport Number: Deasypor	Eligiisii loi Acade	mic rulposes (riease specify the number of weeks(	CRICOS CODE. 1102
Given name(s):  Date of Birth (dd/mm/yy):  Contact Details in Home country  Address:  Country:  Post Code:  Contact Details in Australia  Address:  Contact Details in Australia  Address:  Contact Details in Australia  Address:  Celephone/ Mobile:  Email:  Contact Details in Australia  Address:  Celephone/ Mobile:  Email:  Contact Details  Address:  Celephone/ Mobile:  Cenergency Contact Details  Contact Details			
Date of Birth (dd/mm/yy):  Contact Details in Home country  Address:  Contact Details in Australia  Address:  Contact Details in Australia  Address:  Contact Details in Australia  Address:  Contact Details  Country:  Country:  Post Code:  Contact Details  Contact	Title: Mr. Mrs.		emale 
Contact Details in Home country  Address:	Family name (as in pass	port): Given name(s):	
Address: Country: Post Code: Telephone/ Mobile: Email:	Date of Birth (dd/mm/yy)	Nationality (as per passport):	
Telephone/ Mobile:			
Contact Details in Australia  Address: State: Post Code:   Felephone/ Mobile: Email:   Comergency Contact Details  Name: Phone Number:   Address: Relationship to Applicant:   Comergency Contact Details  Name: Phone Number:   Comergency Contact Details  Passport Number:   Comergency Contact Details  Name: Phone Number:   Comergency Contact Detai		Country: P	ost Code:
Address: State: Post Code: Telephone/ Mobile: Email: Emergency Contact Details  Name: Phone Number: 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	Telephone/ Mobile:	Email:	
Telephone/ Mobile:			
Phone Number:  Address: Relationship to Applicant:  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			ost Code:
Name: Phone Number: Relationship to Applicant: Student Student Working Holiday Tourist OApplicant: OAddress: Relationship to Applicant: Subclass: Expiry Date: Subclass: Expiry Date: OADDRESTAND OADD			
Address: Relationship to Applicant:  /isa 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			
/isa 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			
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	Address:	Relationship to Applicant:	
Visa Type: Subclass: Expiry Date: What type of visa will you be holding when you commence your studies?  Student Working Holiday Tourist Other			
What type of visa will you be holding when you commence your studies?  Student Working Holiday Tourist Other			
Student Working Holiday Tourist Other	Visa Type:	Subclass: Expiry Date:	
	• • • • • • • • • • • • • • • • • • • •	_	
Have you applied to become a permanent residence of Australia? Ves No	—		
If yes, date of application (dd/mm/yy):	• • •	·	No

Institute of Management and Computing Pty Ltd.

RTO Code: 91615 ABN: 52123503480 CRICOS:04220M



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USI Information (Unique Student Identifier)				
USI Number:				
If you do not have USI yet, please go to www.us student undertaking nationally recognised traini or statement of attainment.				
Language and Cultural Diversity				
In which country were you born? ☐ Austra	ılia 🗆 Other	- Please specify		
Do you speak a language other than English at		□Yes – Please		
How well do you speak English? ☐ Very w	vell □ Well	□ Not well	□ Not at all	
Are you of Aboriginal or Torres Strait Islander o	rigin? 🗆 No	□Yes – Please	specify:	
Previous Education				
Have you done your schooling? □Yes Highest Qualification: Name of Institute:	Co	□No ompleted Year:		
Disability				
Do you have any of the following disabilities, im If ' <b>Yes'</b> , then please indicate the areas of disabi  ☐ Hearing/Deaf ☐ Physical ☐ Mental Illness ☐ Vision	•	or long-term cond □Acq	lition: uired Brain Impa	□No airment
Employment				
Of the following categories, which BEST describes ☐ Full-time employee ☐ Part-time emplo	yee $\square$ S	employment stati delf-employed c □Not employed	□Empl	-
Study Reason				
Of the following categories, which BEST described.  □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 r☐To try for a c☐It was a requ	ny existing busine	ess	e?
RPL/Credit				
Are you seeking recognition of prior learning (R If 'Yes', then please contact training manager for	•		□Yes Γ process	□No
Transferring student information: (if applicable	9)			
Are you transferring from another education pro	vider in Australia	a?	□Yes	□No
If ' <b>Yes'</b> , then have you completed the first 6 mon Name of Institute: If you currently enrolled in another institute in Austral		•	□Yes	□No
Education Agent Details				
If you were referred by an Education Agent, please prov Agent Name/Business Name:	As an approved Computing, I am the original docu	agent of Institute of also certifying that iments of the stude	I have verified	
	Signature			

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## **Privacy Notice**

Under the Data Provision Requirements 2012, Institute of Management and Computing Pty Ltd is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Institute of Management and Computing for statistical, regulatory and research purposes. Institute of Management and Computing may disclose your personal information for these purposes to third parties. This practice is also required by the ESOS Act and the ESOS National Code 2018. including:

- School: if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship
- Employer: if you are enrolled in training paid by your employer
- Commonwealth and State or Territory government departments and authorized agencies
- NCVER
- Researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts
- Facilitating statistics and research relating to education, including surveys
- Understanding how the VET market operates, for policy, workforce planning and consumer information, and
- Administering VET, including program administration, regulation, monitoring and evaluation

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET data policy and all NCVER policies and protocols (including those published on NCVER's website at <a href="https://www.ncver.edu.au">www.ncver.edu.au</a>).

## 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 <a href="https://www.imc.vic.edu.au">www.imc.vic.edu.au</a>:
  - 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

CRICOS:04220M



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I consent to the collection, use and disclosure 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 ONL	Y					
DATE DD I	M M Y Y Y Y		Signature:			

**Privacy Notice:** Information collected is used for lawful educational and compliance purposes under the Privacy Act 1988 (Cth) and the VET Data Policy. Details may be shared with government agencies (e.g., PRISMS, NCVER) as required.