



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 AIDT will not be accepting students less than 18 years of age at the time of enrolment.

☐ **INTERNATIONAL STUDENT (Onshore)** ☐ **INTERNATIONAL STUDENT (Offshore)**

1 PERSONAL DETAILS

Please select your title: ☐ Mr. ☐ Mrs. ☐ Miss

Family name: _____ Given name(s): _____

Date of Birth: _____ Gender: ☐ Female ☐ Male ☐ Others 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 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 AIDT 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 AIDT 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 medical problems? ☐ Yes ☐ No

If yes, please provide further information below: _____

5 GENUINE STUDENT

Are you aware of the Genuine Student 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: _____ Year completed : _____

Name of qualification: _____

What is your highest completed Qualification from overseas?

Name of school/Institution: _____

State/Country: _____ Years of study: _____ Year completed : _____

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@aidt.edu.au). If any documents are not in English, please include a certified translation.



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 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 AIDT 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 Courses :

13 VET COURSES DETAILS What is your course selection?

Course Code	Course Name	Duration	Melbourne
SIT50422	Diploma of Hospitality Management	78 Weeks	☐
SIT30821	Certificate III In Commercial Cookery	52 Weeks	☐
SIT40521	Certificate IV In Kitchen Management	78 Weeks	☐
ICT50220	Diploma of Information Technology (Cyber Security)	78 Weeks	☐
ICT60220	Advanced Diploma of Information Technology (Cyber Security)	104 Weeks	☐
CHC33021	Certificate III In Individual Support	52 Weeks	☐
CHC43015	Certificate IV In Ageing Support	52 Weeks	☐
CHC30121	Certificate III In Early Childhood Education and Care	52 Weeks	☐
CHC50125	Diploma of Early Childhood Education and Care	52 Weeks	☐
BSB50420	Diploma of Leadership and Management	52 Weeks	☐
BSB60420	Advanced Diploma of Leadership and Management	52 Weeks	☐
BSB80120	Graduate Diploma of Management (Learning)	52 Weeks	☐
CPC30220	Certificate III In Carpentry	60 Weeks	☐
CPC30620	Certificate III In Painting and Decorating	60 Weeks	☐
MSF30322	Certificate III In Cabinet Making and Timber Technology	60 Weeks	☐



Enrolment Application Form

14 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)::

15 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 ☐ Other (please specify below): _____

16 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: _____

17 SUMMARY CHECKLIST

Please ensure that you submit the following:

- ☐ Completed signed Application Form ☐ Proof of other studies or employment (if required)

Note:

Prospective or current student to prepay fees in excess of a total of \$1500 (being the threshold prepaid fee amount). International students are not required to pay more than 50% of the course fee up front, where the course is 25 weeks or more in duration, but may be required to for courses that are shorter than 25 weeks.



Enrolment Application Form

18 PRIVACY POLICY

Why do we collect your personal information and how do 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.

How the NCVER and other bodies handle your personal information?

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.des.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.

Contact information:

At any time, you may contact Australian Institute of Digital Technology 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.

Australian Institute of Digital Technology

Website: www.aidt.edu.au

Address: Level-3, 271 William St, Melbourne, VIC 3000

Student Declaration and Consent

- ☐ I acknowledge that I have read and understood AIDT Privacy Policy.
- ☐ I confirm that I have read & understood AIDT current International Student Prospectus and/or information provided on AIDT website (www.aidt.edu.au) which details information about the ESOS framework, course entry and progress requirements, English entry requirements, and LLND 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 AIDT to release personal information and visa documentation relevant to my application to that agent.
- ☐ I authorise AIDT to obtain official records from any educational institution previously attended by me in Australia.

Applicant Acknowledgement and Signature

Student full name:											
Student Signature:							Date:				
								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