



## STEPS TO ENROL INTERNATIONAL STUDENTS



Selection and enrolment with our College is carried out in an ethical and responsible manner and we encourage people to apply for enrolment through a variety of avenues, such as: directly, through authorised agents or electronically.

We ensure that our selection processes are undertaken without any form of discrimination. Individual interviews are conducted - once we receive an application for enrolment - either by College staff or by our agents who strictly monitor the requirements for entry and ensure that applicants:

- meet all the requirements,
- are well informed and
- provide us with the opportunity to identify any special requirements the applicant may have.

To enrol with our College, international students should:

1. complete the relevant Enrolment Form, sign and submit the form to us (or their educational agent), with the following documents in English:
  - a) Authenticated transcripts\* of relevant academic records (higher school certificate or higher level qualifications)
  - b) Proof of English language ability (if required for your country) – a minimum level of 6.0 IELTS or equivalent is required or proof that you have studied in Australia in the last two (2) years. If you have a lower level of 4.5 English language ability we can refer you to (English Academy) that offers English language classes. The IELTS (or equivalent) certification must not have been issued more than two years' previously.
  - c) In some circumstances, the College may recommend an alternative course of study based on your responses for your Genuine Student Test.
  - d) The completed 'Genuine Student Test.' is used to demonstrate that you are a genuine student.
  - e) Any additional documentation to support your application (e.g. resume, course credit application form, references, etc).

**Note:**

- Applicants from certain countries will also need to complete a 'Financial Declaration' form which is a requirement of the Department of Home Affairs or its successor.
- Applicants should check Australia's Student Visa requirements for their own country.
- Department of Home Affairs or its successor also provides information as to detailed English language requirements for international students depending on the country you are from.
- If you wish to submit documents in a language other than English you may do so, but they must be accompanied by a translation from a certified translator.

\*Authenticated transcripts must be:

- i. Original documents (i.e. testamur and transcript of results) provided by the applicant to an authorised College representative (e.g. agent or staff member)
  - ii. Copies of the original documents (i.e. testamur and transcript of results) provided by the applicant which have been either:
    - ✓ Notarised by a Public Notary, Justice of the Peace or equivalent authority in the country of origin
    - ✓ Verified as a true and correct copy of the original documents by an approved College representative (e.g. agent or staff member)
2. Following analysis of your application and accompanying documents, successful applicants on student visas will be issued a Letter of Offer together with a Written Agreement.
  3. The signed Written Agreement is required to be returned by the student together with payment of a deposit to secure your place in the course – please note this must be returned before your enrolment can be confirmed.
  4. An electronic Confirmation of Enrolment (eCoE) is then issued by the College.
  5. Students submit this eCoE to the Department of Home Affairs (or its successor) when applying for their Student Visa to prove that they have secured a place at our College.

Note: Occasionally, we may issue a Conditional Letter of Offer if some entry requirements are not fully met. Applicants with a Conditional Letter of Offer need to meet the conditions of the offer prior to finalising their enrolment and enrolling in specific units of study.

Students should ensure they familiarise themselves with the terms and conditions of enrolment which are on the Enrolment Form as well as on the Letter of Offer (for international students). The College reserves the right to test students on commencement of their course (if necessary, e.g. English language test) to determine appropriate English language skills.

All successful applicants must attend an orientation program during the first week of the course to familiarise them with the College's services, facilities and procedures, the local community and living in Australia. You will be advised of the exact date and time for your induction upon enrolment. Your Letter of Offer contains information about what to bring to your orientation session (such as a pen and notepaper, passport with visa, original copies of all documentation).

Please note that you will be required to purchase any text books and equipment before your first class.

All courses for international students are full-time, requiring attendance for a total of 20 hours per week, face-to-face, including up to 20% online study. Courses marked with an asterisk on our Course Flyers include compulsory work placement which the College arranges in consultation with the student.