



Admission

Certificate, Diploma and Advanced Diploma courses

Most Certificate, Diploma and Advanced Diploma courses require the completion of Year 12 or equivalent for admission. Students who have completed other study at a level higher than year 12 will also be admitted.

What if I have not completed a Year 12 equivalent qualification?

Applicants who have not completed year 12 may apply on the basis of work and life experience or a combination of senior secondary schooling and work and life experience.

English requirement

Applicants must satisfy one of the following English language requirements:

- English was my language of instruction during senior secondary school and I passed final year English
- I have completed of at least one year of study in Australia at a post secondary level
- I have obtained an English test score in one of the following tests IELTS (academic), TOEFL or PTE within the last two years

TEST for standard Diploma admission	Score
IELTS (academic)	5.5
TOEFL (paper based)	530
TOEFL (computer based)	197
TOFEL (Internet based)	71
PTE Test	43

- Students who don't meet one of the above requirements may sit an ELICOS placement test to determine their level of English proficiency and if necessary, complete an English program (ELICOS). Students should check their visa assessment level prior to undertaking the placement test as an IELTS test score is mandatory for some student visa applicants.

Applying for a packaged offer Diploma + Degree

Chisholm offers a number of packaged offers for Diploma to Degree study. Visit www.chisholm.edu.au/international for instructions on how to apply for your packaged offer. If you are unsure about the packaged offer process, please email international.admissions@chisholm.edu.au.

How to apply

1. Need help?

Visit us www.chisholm.edu.au
 Call us +61 3 9212 5057
 Email us international.admissions@chisholm.edu.au

2. Choose a course

Complete the application form
 Under 18? Complete the Under 18 Guardianship form

3. Find your documents

Your academic results
 Your English test score (if you have one)
 Other requirements (see your course outline)
 An outline of your work or life experience (if you have not completed year 12)

4. Submit your application

By email: International.admissions@chisholm.edu.au

By post: International Student Programs
 PO BOX 684
 Dandenong VIC 3175 Australia

Your agent: Chisholm works with many agents, visit www.chisholm.edu.au/international for a list of agents

Apply early! Student visa applications can take up to 12 weeks or longer to process

5. Your letter of offer

Your application will be assessed and if you meet requirements you will receive an offer. A conditional offer letter will outline what you need to do to receive a full offer

6. Accept your Chisholm Offer

Fill out the Course Acceptance Form and attach proof of payment. Send your course acceptance form to international.admissions@chisholm.edu.au

For more information about accepting your offer and payment visit www.chisholm.edu.au/international

7. Visa application

When Chisholm receives your Course Acceptance Form and deposit, Chisholm will send you a Confirmation of Enrolment (CoE). This document is required to finalise your visa application.

8. Pre departure

You will receive a confirmation letter detailing when you need to arrive at Chisholm. Visit the website for pre departure information. If possible, book your flight so you arrive at least a week before orientation!



Please read this application carefully, complete all sections and ensure all certified copies of your academic transcripts and English language assessments are attached. If under 18 years of age on the date of arrival in Australia, please also complete and send the Care Arrangements form together with this Application.

Section A: PERSONAL DETAILS

Family name	Given name
Date of birth (dd / mm / yyyy) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Citizenship	Country of birth
Postal address	Home address
Telephone	Mobile phone
Email	Passport Number

Please provide a copy of the first page of your passport

1. Have you previously been enrolled at Chisholm? YES NO If "No", go to next question
If "Yes", provide your student ID:

2. Are you currently studying in Australia? YES NO If "No", go to next question
If "Yes", provide Visa subclass

3. What Institute are you studying at?

4. Do you hold an Australian Visa? YES NO If Yes, type of visa _____

5. What type of visa will you apply for? Student visa subclass _____ Visitor Business Working holiday Other

6. When does your visa expire? (dd / mm / yyyy)

7. What is the expiry date of your Overseas Student Health cover? (dd / mm / yyyy)

8. Do you consent to be contacted by SMS? YES NO

Section B: COURSE PREFERENCE

Course/s applying for:

1st Course Name	CRICOS Code:
2nd Course Name	CRICOS Code:
Commencing semester and year	<input type="checkbox"/> SEMESTER 1 <input type="checkbox"/> SEMESTER 2 <input type="text"/> YEAR
Please indicate your preferred campus (where course is offered)	
<input type="checkbox"/> Berwick <input type="checkbox"/> Cranbourne <input type="checkbox"/> Dandenong <input type="checkbox"/> Frankston	

AUTOMOTIVE STUDENTS ONLY: Tick preference

Mechanical Technology Vehicle Body (Panel Beater) Vehicle Body (Vehicle Painting)

Section C: ENGLISH LANGUAGE PROFICIENCY

Have you studied at secondary/tertiary level with English as the language of instruction? YES NO

Have you undertaken IELTS test in English? YES NO If "No", go to section D

If YES, please indicate overall score achieved and attach **certified** copies of documentation. Score

Date achieved (dd / mm / yyyy)

Section D: ELICOS PROGRAMS

If no English Language Proficiency proof can be identified, please indicate how many weeks you wish to study ELICOS

5 Weeks 10 Weeks 15 Weeks 20 Weeks other

Section E: AIRPORT PICK-UP AND ACCOMMODATION SERVICES

I require airport pick-up (eight days notice required) I require assistance with Homestay accommodation

Section F: QUALIFICATION/ACADEMIC RECORDS

Please provide details and documentation of all qualifications either from Australia or overseas. Documents not in English must be accompanied by certified translations.

	Secondary studies	Senior Secondary studies	Bachelor Degree
Name of qualification			
Year completed			
School/University			
If not completed are you awaiting results?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Chisholm or other Scholarship	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state type	

Section G: WORK EXPERIENCE/RELEVANT EMPLOYMENT HISTORY

Please provide additional information on a separate sheet if required.

Name of Employer	Position	Start/Finish Dates of Employment

Section H: STUDENTS WITH A DISABILITY

Do you have a disability for which you may require assistance? Please complete this section so we can provide appropriate course advice.

If yes, tick the applicable boxes below.

Hearing/Deaf Physical Intellectual Learning Mental Illness Acquired Brain Impairment Vision
 Medical Condition Other If Other, please state: _____

The Chisholm Disability Support staff can arrange assistance for students with a disability. It is the student's responsibility to contact the Student Support Unit to discuss individual needs and appropriate support that may be available. The cost associated with the support is to be paid by the student.

Section I: HOW DID YOU FIND OUT ABOUT CHISHOLM

Relative/Friends Agent Internet Educational Expo
 School/College
Name of School/College _____

(Agent Stamp)

Section J: DECLARATION AND SIGNATURE

I agree to the terms and conditions of enrolment and will abide by the class attendance and academic performance requirements. I understand Chisholm has a duty to inform DIAC of any changes to my enrolments and any breaches of my visa conditions as outlined in the ESOS Act 2000 and National code 2007.

I confirm that I have received and read a copy of Chisholm Institute's current International Guide, the Student Code of Conduct, and information available on www.chisholm.edu.au and fully understand the requirements of the course, terms and conditions of enrolment, payment of tuition fees, refund policy, personal information, change of address, grievance procedure and other requirements at Chisholm Institute.

I authorise the Institute to release personal and/or medical information for educational purposes or to meet legal obligations or in the case of an emergency, as authorised by the Director, Organisational Culture and Communications Division in accordance with the Institute's privacy policy and procedures and the Victorian Privacy and Health Records Act.

I declare that the information contained in this application is true and correct.

Signed (Applicant) _____ Date _____

Signed (Guardian) for under 18 applicant _____ Date _____

Parent/Guardian's name: _____ Relationship with Student: _____

Section K: PLEASE CHECK THE FOLLOWING LIST

All questions were answered All necessary documents are attached Signed and dated If you are under the age of 18 – Guardian signed and Care Arrangements form completed

Send this application and if under 18, the Care Arrangements form to:
International Student Programs Office, Chisholm Institute,
PO Box 684, Dandenong Victoria 3175, Australia
or fax +61 3 9212 5374 or email
international.admissions@chisholm.vic.edu.au