

How to Apply

5 easy steps to apply for a course at Chisholm Institute:

1. Determine your DIMA country assessment level
2. Ensure you meet entry requirements
3. Complete your application. If you are under 18 years of age, please download and complete the Care Arrangements Form and submit with your application form
4. Submit your application
5. What happens next?

1. Determine your DIMA country assessment level

- Determine your assessment level by visiting Department of Immigration and Multicultural Affairs at <http://www.immi.gov.au/>
- Download an application form or contact an accredited overseas agent of Chisholm in your home country or refer to the Chisholm international handbook or email us to request a form at international.admissions@chisholm.vic.edu.au

2. Ensure you meet entry requirements

- To gain admission to courses at Chisholm Institute you will need to provide evidence of academic qualifications showing:

a. Qualifications

Successful completion of the equivalent of Australian Year 12 in your country or the relevant academic level for your chosen course or the relevant work experience.

b. English language proficiency

This may be IELTS score of 5.5, or recognised equivalent of this score. Alternatively, language of instruction in home country is English, or language spoken at home is English or successful completion of Cambridge English Proficiency Test.

Overseas students who do not provide an IELTS (or equivalent for example TOEFL) score may be required to sit an English language test and, if necessary, to complete an English Language Intensive Course for Overseas Students (ELICOS) before being admitted into a formal course.

3. Complete your application

Applicants are required to sign on their application form that they understand and consent to the terms and conditions of enrolment as detailed below and on their Letter of Offer.

Please attach to your application:

- Certified copies of your academic transcripts, and evidence of any work experience
- One passport-size photograph

Terms and conditions of enrolment

Applicants are required to sign on their application form that they understand and consent to the terms and conditions of enrolment as indicated on their Letter of Offer.

If you come from an Assessment Level 4 country, you must apply for a Diploma qualification that is at least one year in duration.

If you are having any difficulties selecting your course or completing your application form please contact our staff at international.admissions@chisholm.vic.edu.au

4. Submit your application

Send the application form through an accredited overseas agent of Chisholm in your home country or mail, fax or email directly to Chisholm.

5. What happens next?

Chisholm Institute will send successful applicants a Letter of Offer. Payment of fees should be made in Australian dollars payable to Chisholm Institute. On receipt of the bank draft, an official Confirmation of Enrolment will be sent electronically to the Australian Diplomatic Mission in your home country, a copy will then be sent directly to you.

This formal notification of your acceptance must be lodged with an Australian Diplomatic Mission together with your application for a student visa. You may do this direct or through an accredited agent.

Once you have obtained your student visa, you should inform Chisholm Institute of your arrival details including airline, flight number, date and time of arrival.

Note: You may be applying from a country where you are required to obtain pre-visa approval after getting a Letter of Offer from Chisholm (before you pay tuition fees). Please enquire from the nearest Australian Diplomatic Mission about the applicable visa procedure.

These application procedures and policies may be subject to alteration without notice.



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 Light Vehicle Vehicle Body Panel Beater Vehicle Body Painter

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 consider yourself to 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 & 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 e.mail international.admissions@chisholm.vic.edu.au