

# STUDY ABROAD APPLICATION FORM

VICTORIAN GOVERNMENT SCHOOLS  
INTERNATIONAL STUDENT PROGRAM

Department of Education



© State of Victoria (Department of Education) 2023

The copyright in this document is owned by the State of Victoria (Department of Education), or in the case of some materials, by third parties (third party materials). No part may be reproduced by any process except in accordance with the provisions of the *Copyright Act 1968*, the National Education Access Licence for Schools (NEALS) (see below) or with permission.

An educational institution situated in Australia which is not conducted for profit, or a body responsible for administering such an institution, may copy and communicate the materials, other than third party materials, for the educational purposes of the institution.



Authorised by the Department of Education,  
2 Treasury Place, East Melbourne,  
Victoria, 3002.

This document is also available on the internet at [www.study.vic.gov.au](http://www.study.vic.gov.au)

## **International Education Division**

Department of Education

GPO Box 4367,  
Melbourne Victoria 3001, Australia

Level 28, 80 Collins Street,  
Melbourne, Victoria 3000, Australia

Email: [international@education.vic.gov.au](mailto:international@education.vic.gov.au)

Web: [www.study.vic.gov.au](http://www.study.vic.gov.au)

CRICOS Provider Name and Code: Department of Education, 00861K

Primary (Prep to Year 6), 019047G;

Secondary (7-12), 019048G;

Victorian College of the Arts Secondary Course (7-12),  
028651A

This application form is only for students who are applying for, or hold, a subclass 500 Student - Schools visa and are seeking to study abroad at a Victorian government school for a 3, 6 or 12 month period (short term study) in Year 9, 10, 11 or 12.

## Apply online

You can lodge your application via our online portal. Please access it at [www.study.vic.gov.au](http://www.study.vic.gov.au). Benefits include faster processing of applications, saving and resuming applications at any time and creating and managing multiple applications in one online system.

## Instructions

Please answer all questions in all sections. Write clearly in black ink using BLOCK LETTERS and tick boxes where appropriate. We cannot assess your application if it is incomplete or unreadable.

## Application Process

### Step 1: Gather information

Visit [www.study.vic.gov.au](http://www.study.vic.gov.au) or contact our office for information on enrolment and studying at a Victorian government school. Read the Written Agreement available at [www.study.vic.gov.au/en/brochures-and-forms/Pages/BrochureForms.aspx](http://www.study.vic.gov.au/en/brochures-and-forms/Pages/BrochureForms.aspx). A Department of Education (DE) accredited education agent can also assist you with selecting a school and lodging your application.

### Step 2: Apply for school enrolment

International students seeking to enrol in a Victorian government school should complete the application form and submit it with all required documents to the Department of Education.

There are 2 ways to apply:

1. DE Accredited Education Agents: see the Education Agent Register under *Brochures and Forms* at [www.study.vic.gov.au](http://www.study.vic.gov.au)
2. Online at: [www.study.vic.gov.au/en/how-to-apply/Pages/default.aspx](http://www.study.vic.gov.au/en/how-to-apply/Pages/default.aspx)

### Step 3: Receive your application acceptance email

Applications received are assessed to determine whether a student meets the entry requirements to study in a Victorian government school. Application assessment cannot commence until all required documents are received. To avoid unnecessary delays, be sure applications are signed and include all the required supporting documents. Applicants will receive an email from us either stating that we have accepted the application or that we require further information to conduct the assessment.

### Step 4: Receive your Letter of offer and Written Agreement

Successful applicants will receive a Letter of Offer and Written Agreement to review.

## Application Process

### Step 5: Sign Written Agreement

Return a copy of the Letter of Offer and Written Agreement signed by the parents / legal guardian (and the student if aged 18 years and over) by the due date.

### Step 6: Receive an invoice

After submitting your signed Written Agreement, you will be sent an invoice.

### Step 7: Pay your invoice

Please pay your invoice by the due date to secure your place in a Victorian government school.

### Step 8: Receive your Confirmation of Enrolment Letter

Following acceptance and invoice payment you will receive your:

- Confirmation of Enrolment (CoE) Letter
- Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter (if you have chosen for us to arrange your accommodation, i.e. homestay)
- Pre-departure Guide.

### Step 9: Apply for a student visa

Students applying for a student visa must apply to the Department of Home Affairs (DHA) office. Please visit the DHA website, [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au) for information on how to apply for a visa and visa requirements.

### Step 10: Arrival details

Homestay accommodation students must provide the Department of Education with arrival details at least two weeks prior to the welfare commencement date specified on the CAAW Letter. You will also receive information about your homestay family.

# INTERNATIONAL STUDENT PROGRAM

VICTORIAN GOVERNMENT SCHOOLS, MELBOURNE, AUSTRALIA



## 2024 School Term and Application Dates

Australian Season	Tuition Dates	Preferred submission date
Summer / Autumn	Term 1: 29 January - 28 March	10 November 2023
Autumn / Winter	Term 2: 15 April - 28 June	22 January 2024
Winter / Spring	Term 3: 15 July - 20 September	22 April 2024
Spring / Summer	Term 4: 7 October -	15 July 2024
	Year 9: 20 December	
	Year 10: 29 November	
	Year 11: 22 November	

## 2025 School Term and Application Dates

Australian Season	Tuition Dates	Preferred submission date
Summer / Autumn	Term 1: 28 January - 4 April	5 November 2024
Autumn / Winter	Term 2: 22 April - 4 July	28 January 2025
Winter / Spring	Term 3: 21 July - 19 September	28 April 2025
Spring / Summer	Term 4: 6 October -	14 July 2025
	Year 9: 19 December	
	Year 10: 28 November	
	Year 11: 21 November	

<sup>1</sup> For Year 12 students, Study Abroad packages are available for Terms 1 to 3 only due to exams taking place in Term 4.

## ACRONYMS

CAAW	Confirmation of Appropriate Accommodation and Welfare
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DE	Department of Education, Victoria
DHA	Department of Home Affairs
IED	International Education Division
OSHC	Overseas Student Health Cover

# VICTORIAN GOVERNMENT SCHOOLS STUDY ABROAD INTERNATIONAL STUDENT APPLICATION FORM

Please keep a copy of this application for your own record and subsequent enquiry.

## 1. Student Details

Family name:

Given name:

Date of birth:  D  D  M  M  Y  Y  Y  Y Gender:  Male  Female

Nationality on passport:

Country of birth:

In which country will you be applying for your visa?

Passport number:  Expiry date:  D  D  M  M  Y  Y  Y  Y

## 2. Contact Details

It is compulsory to complete these details.

- Please note a legal guardian in relation to a child refers to having the right to the daily care and control of the child and the right to make decisions for that child.
- Please include the contact details of the adult/s to contact with regard to the payment of all fees and in the event of any student emergencies.

Father's/Legal Guardian's\* family name:

Father's/Legal Guardian's\* given name:

Mother's/Legal Guardian's\* family name:

Mother's/Legal Guardian's\* given name:

Family contact number: (include country and area codes)

Family email address:

Street address:

City:

State/Province:

Postcode/Zip:

Country:

Phone (include country and area codes).

# VICTORIAN GOVERNMENT SCHOOLS STUDY ABROAD INTERNATIONAL STUDENT APPLICATION FORM



### 3. Overseas Student Health Cover (OSHC)

The International Education Division (IED) can arrange Overseas Student Health Cover (OSHC) to be provided by Medibank Private. For information on the Medibank Private OSHC prices and policy details, please refer to the website [www.medibank.com.au](http://www.medibank.com.au)

As a requirement of the student's visa, students must have health insurance in the form of OSHC in place for the duration of their visa (DHA requirement), or for their total study period (DE preference), whichever is longer, before arriving in Australia.

Does the student want OSHC arranged by the IED?  Yes  No (please provide evidence of alternate cover)

\* If no, the student's parent or legal guardian is responsible for purchasing OSHC for the duration of the student's visa. Evidence of OSHC must be provided to the IED prior to the Confirmation of Enrolment being issued.

### 4. Special Circumstances

The information you provide will ensure that your student is placed in a school with the most appropriate support according to their needs.

Has the student been diagnosed with a medical condition that a doctor should be aware of? If so, please provide details:

---

---

---

---

---

---

---

---

Does the student have any special needs which the school needs to be aware of? If so, please provide details:

---

---

---

---

---

---

---

---

# VICTORIAN GOVERNMENT SCHOOLS STUDY ABROAD INTERNATIONAL STUDENT APPLICATION FORM

## 5. Accommodation Details

Tick one of the options below:

- 1. Parent or Legal Guardian\***  
Please note: a legal guardian in relation to a child refers to having the right to the daily care and control of the child and the right to make decisions for that child.
- 2. DHA Approved Relative**  
The parent nominates a DHA Approved Relative to provide accommodation, welfare and arrival support. Option 1 or 2 must be selected if the student is under 15 years of age at time of enrolment.
- 3. Parent-nominated homestay**  
The parent nominates a person over 21 years of age as a third party to provide accommodation and arrival support, and the Department of Education as the welfare provider. Student must be over 15 years of age. An Accommodation Placement Fee will be charged.
- 4. School-arranged homestay**  
The parent nominates the Department of Education to arrange accommodation, welfare and arrival support. Student must be over 15 years of age. Accommodation Placement and Arrival Support fees will be charged.

Complete this section if you selected Option 1 Parent or Legal Guardian, Option 2 DHA Approved Relative or Option 3 Parent-nominated homestay.

Name of host family:

Relationship to student:

Address:

Phone:

Mobile:

Email:

Complete this section if you selected Option 4 School-arranged homestay.

Does the student wish to live in a household with:

<b>Smokers:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't mind
<b>Pets:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't mind
<b>Children:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't mind

To assist in homestay matching, please list your hobbies, sports and interests:

---

---

Please list any specific cultural or personal matters the school should consider when arranging homestay, including dietary needs, allergies and any other considerations.

---

---





# VICTORIAN GOVERNMENT SCHOOLS STUDY ABROAD INTERNATIONAL STUDENT APPLICATION FORM



## 9. Checklist

The application process will not commence until the application form is complete and all necessary supporting documentation is provided to the International Education Division of DE.

Copies of the following original documents must be provided:

- in the original language
- translated into English
- certified as true copies of the original documents by an authorised person of the country concerned.

Copy of original document	English translation	Certified as true copies of original	Document
<input type="checkbox"/>	n/a	n/a	Birth certificate OR passport page
n/a	<input type="checkbox"/>	<input type="checkbox"/>	School reports including a grading key for the most recent two years
<input type="checkbox"/>	n/a	n/a	Proof of Overseas Student Health Cover (OSHC) (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of medical conditions and special learning needs (if applicable)

## 10. Preferred Correspondence

Please complete ONE of the following options.

DE Accredited Education Agent Details

Company name:

Contact person:

Email:

Visit [www.study.vic.gov.au](http://www.study.vic.gov.au) for a list of DE accredited education agents.

OR

Family/other (to be completed if not using a DE accredited education agent)

Name:

Street address:

City:

State/Province:

Postcode/Zip:

Country:

Phone:

Mobile:

Email:

# VICTORIAN GOVERNMENT SCHOOLS STUDY ABROAD INTERNATIONAL STUDENT APPLICATION FORM



## 11. Declaration and Agreement

This information **MUST** be provided otherwise there may be delays with the processing of the application.

I, the parent or Legal Guardian of the student nominated on this application form, declare that:

- I have read (and/or had explained to me), understand and accept the terms and conditions of enrolment in this application form
- I understand that the application fee, Accommodation Placement fee, Arrival Support fee and School Transfer fee are not refundable
- I understand that the refund of paid tuition and other fees are subject to the Department of Education's refund policy. I understand that any refund of paid tuition and other fees are subject to the Department of Education's refund policy as amended from time to time
- the information and supporting documents provided in this application are true and correct
- I understand that I must declare to the Department of Education any disability or medical condition that the student may have
- I understand that the Department of Education has the right to reject this application.

Parent's/Legal Guardian's name:

Date:

D

D

M

M

Y

Y

Y

Y

Parent's/Legal  
Guardian's  
signature:

OR

I, the DE Accredited Education Agent (if agent representation has been appointed) representing the student nominated on this application form declare that:

- the information provided in this application is correct
- the parent has read and/or I have explained all the terms and conditions outlined in this application form
- I have explained to the parent the conditions of the Department of Education's refund policy AND explained that the application fee, Accommodation Placement fee, Arrival Support fee and School Transfer fee are not refundable
- I understand that the Department of Education has the right to reject this application.

Agent's name:

Date:

D

D

M

M

Y

Y

Y

Y

Agent's  
signature

## 12. Application Fee Payment

**PAYMENT: There is an application fee of \$302 which will be included in your initial invoice.**

**Please keep a copy of this application for your own record and subsequent enquiry.**

