

# STANDARD APPLICATION FORM

VICTORIAN GOVERNMENT SCHOOLS  
INTERNATIONAL STUDENT PROGRAM

Department of Education



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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

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

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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

# INTERNATIONAL STUDENT PROGRAM

VICTORIAN GOVERNMENT SCHOOLS, MELBOURNE, AUSTRALIA



**This application form is only for students who are applying for, or hold, a 500 Student Schools Sector Visa or a 571 School Sector Visa and are seeking to study in a Victorian government school for greater than 12 months.**

## 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 and Written Agreement

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

### 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 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 CAWW letter. You will also receive information about your homestay family.

# INTERNATIONAL STUDENT PROGRAM

VICTORIAN GOVERNMENT SCHOOLS, MELBOURNE, AUSTRALIA



## School Term and Application Dates

Please refer to [application types](#) for school term and application dates.

## ACRONYMS

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

# VICTORIAN GOVERNMENT SCHOOLS STANDARD INTERNATIONAL STUDENT APPLICATION FORM



## 1. Student Details

Family name:

Given name:

Date of birth:

D	D	M	M	Y	Y	Y	Y
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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
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## 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)

Street Address:

City:

State/Province:

Postcode/Zip:

Country:

Phone (include country and area codes):

## 3. Sibling Details

Does the student have a brother or sister currently enrolled at a Victorian government school?

Yes  No

If yes, which school are they attending?

Sibling name 1:

Sibling student ID number:

Sibling name 2:

Sibling student ID number:

Sibling name 3:

Sibling student ID number:

Sibling name 4:

Sibling student ID number:

## 4. Overseas Student Health Cover

The International Education Division (IED) can arrange Overseas Student Health Cover (OSHC). For information on OSHC prices and policy details, please refer to the website [www.study.vic.gov.au](http://www.study.vic.gov.au)

As a requirement of the student's visa, students must have health insurance in the form of Overseas Student Health Cover (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 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 CoE being issued.

## 5. 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:

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

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## 6. Primary School Enrolment Immunisation Requirements

It is a legal requirement under *Victoria's Public Health and Wellbeing Act 2008* for parents to provide an immunisation status certificate to the primary school at the time of enrolment.

For more information about how to obtain an immunisation status certificate, please refer to the Department of Health website located at the following link: [www.betterhealth.vic.gov.au/health/healthyliving/immunisation-status-certificates](http://www.betterhealth.vic.gov.au/health/healthyliving/immunisation-status-certificates)

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## 7. Accommodation

For information on Accommodation and Welfare Requirements and Policy please refer to the website [www.study.vic.gov.au](http://www.study.vic.gov.au)

Tick one of the options below:

**1. Parent or Legal Guardian\***

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

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

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

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## 8. Education History

In what country is the student currently studying?

Current grade/Year level:

How many years of English language has the student studied?

Has the student been instructed in English as a first language or at a registered international school for two years or more?

 Yes

 No

Has the student completed an IELTS or equivalent test?

 Yes

 No

Score:  (Please provide evidence)

If you answered No to any of the questions above, the student must undertake a minimum of 20 weeks English Language study at a Private or Government ELC. If you wish for DE to organise the English language program, please specify the start date in Section 9.

## 9. Study Plan

Students usually undertake up to 21 consecutive weeks (two terms) of a Government English language program prior to their commencement unless they meet minimum English requirements.

Proposed grade/Year level:

Proposed commencement date of English language centre:

 Term 1

 Term 2

 Term 3

 Term 4

Year:

Proposed end date:

D	D	M	M	Y	Y	Y	Y
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Proposed commencement date at your host school:

 Term 1

 Term 2

 Term 3

 Term 4

Year:

Proposed end date:

D	D	M	M	Y	Y	Y	Y
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## 10. School Preferences

Please refer to [www.study.vic.gov.au](http://www.study.vic.gov.au) for a full list of accredited Victorian government schools.

The IED is able to offer enrolment based on the availability of places in a particular grade or year level in each school. To assist in the placement of the student in a suitable school, please provide a list of preferred schools (minimum of 5 schools required) and subjects:

**Preferred schools:**

**Preferred subjects**

**(Year 11 students must complete this section):**

•	• English/EAL
•	•
•	•
•	•
•	•
•	•
•	•



# VICTORIAN GOVERNMENT SCHOOLS STANDARD INTERNATIONAL STUDENT APPLICATION FORM

## 11. 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
n/a	n/a	<input type="checkbox"/>	IELTS, TOEFL, AEAS, EIKEN, iDAT, PTE, Cambridge report or equivalent test (if applicable) English language competency test results
<input type="checkbox"/>	n/a	n/a	Private English language school's CoE OR the Letter of Offer (if applicable)
<input type="checkbox"/>	n/a	n/a	Proof of OSHC (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of medical conditions and special learning needs (if applicable)

## 12. 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 STANDARD INTERNATIONAL STUDENT APPLICATION FORM



## 13. 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
- by signing this application form for your child to study in a Victorian government primary school, you are agreeing to provide an immunisation status certificate to the primary school. It is recommended that you provide the immunisation status certificate to the primary school following the completion of this application form and your arrival in Australia, but before your child attends the primary school
- 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.

<b>Parent's/Legal Guardian's name:</b>								<b>Parent's/Legal Guardian's Signature:</b>
<b>Date:</b>	D	D	M	M	Y	Y	Y	

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.

<b>Agent's name:</b>								<b>Agent's signature</b>
<b>Date:</b>	D	D	M	M	Y	Y	Y	

## 14. Application Fee 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 records and assist with any future enquiries you may have.**

