



## International Student Application 2019

**\*COMPULSORY FIELDS**

**PERSONAL DETAILS AS THEY APPEAR IN YOUR PASSPORT**

\*Family name: \_\_\_\_\_ \*Title (Mr/Ms/Dr): \_\_\_\_\_

\*Given names: \_\_\_\_\_ \*Male:  Female:

\*Date of birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

\*Do you have any disability, illness or special learning needs that will affect your studies?  No  Yes – please attach details

**PASSPORT AND VISA DETAILS**

\*Country of citizenship (as shown on passport): \_\_\_\_\_ \*Country of birth: \_\_\_\_\_

\*Passport number: \_\_\_\_\_ (Please attach a clear photocopy of the passport photo page)

\*Do you hold a current Australian Visa?  No  Yes, provide Visa expiry date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

\*What type of Visa do you hold?  Student  Tourist  Working Holiday  Business  Other

\*City and country from where you are submitting your application: \_\_\_\_\_

**CONTACT DETAILS – HOME COUNTRY (PARENT DETAILS IF UNDER 18 YEARS)**

\*Permanent address in your home country: \_\_\_\_\_

*Telephone: _____	*Cell/mobile: _____	Fax: _____
*Email: _____		

**STUDENT CONTACT DETAILS – AUSTRALIA**

Address in Australia (if available): \_\_\_\_\_

Telephone: _____	Cell/mobile: _____	Fax: _____
Email: _____		

**CONFIRMATION OF ENROLMENT DETAILS**

Have you been studying with another registered education provider?  No  Yes - institution's name: \_\_\_\_\_

Do you have a letter of release from your current registered education provider?  No  Yes - please attach to application

**ENGLISH LANGUAGE PROFICIENCY**

Languages spoken at home: \_\_\_\_\_

Have you completed a recognised English language test (eg IELTS, TOEFL) in the last 2 years?  No  Yes

If yes, please attach certified copy of results. Type of test: \_\_\_\_\_ Date of test: \_\_\_\_\_ (dd/mm/yy)

I have undertaken studies (secondary/high school/vocational/university) for a minimum of 2 years in which the language of instruction was English. Please attach documentary evidence from the Institute.

**EDUCATIONAL QUALIFICATIONS**

Education and training completed, including highest levels reached and exact dates of study. Please attach certified copies in English.

Year	School / college / university	State/country	Name of qualification	Course duration	Language of instruction

FOLLOW ON INSTITUTION DETAILS (PLEASE PROVIDE DETAILS OF THE INSTITUTION YOU WILL CONTINUE WITH AFTER ENGLISH AT UIL)				
Institution:	Program:	Start Date:		
If you intend to continue your studies at another institution, direct entry may be possible, subject to certain conditions being met. Please contact us for more information.				
PREFERRED LOCATION (NOT ALL COURSES ARE AVAILABLE AT ALL CAMPUSES – PLEASE REFER TO LOCATION DETAILS BELOW)				
* I wish to study at: <input type="checkbox"/> Springfield or <input type="checkbox"/> Cairns				
FEES AND START DATES				
A\$250	Application fee (all applications). This fee is non-refundable.			
A\$15 per week	Resource materials fee			
A\$385 per week	Tuition fee, 25 hours per week			
Part-time courses are available if applicant is not on a Student Visa. Please contact us for details.				
*PREFERRED COURSES – PLEASE TICK ALL RELEVANT COURSES				
<input type="checkbox"/> General English: _____ weeks of General English, commencing on _____ (dd/mm/yy)	Holidays (General English only): _____ weeks and dates _____ (dd/mm/yy) to _____ (dd/mm/yy)			CRICOS 050102B All campuses
English for Academic Purposes: <input type="checkbox"/> DEEP 1 <input type="checkbox"/> DEEP 2 <input type="checkbox"/> DEEP 3 commencing on _____ (dd/mm/yy)	(Minimum 10 weeks per level)			CRICOS 050110B All campuses
<input type="checkbox"/> IELTS Preparation: _____ weeks commencing on _____ (dd/mm/yy)	(Minimum 10 weeks per level)			CRICOS 050108G All campuses
<input type="checkbox"/> Secondary School Preparation Program (SSPP) (Junior Year 8, 9, 10 entry)				CRICOS 050103A Springfield only
<input type="checkbox"/> Secondary School Preparation Program (SSPP) (Senior Year 11 and 12 entry)				CRICOS 050109F Springfield only
<input type="checkbox"/> Business English (Minimum 10 weeks)				CRICOS 050107G Springfield only
START DATES AND HOLIDAYS				
All courses commence each Monday except for EAP-DEEP.				
Christmas shutdown: 20/12/2019– 06/01/2020				
Expected start date:		Expected end date:		
ADDITIONAL FEES AND CHARGES				
OVERSEAS STUDENT HEALTH COVER (OSHC)				
Students travelling on a Student Visa must have OSHC to obtain a Visa. Rates are subject to change and the length of cover is set by the Australian Government based on the length of your studies. <b>Approximate costs per month (2018) are:</b>				
A\$45.95 Single	A\$230.50 Couple	A\$362.35 Family		
* Do you want us to arrange OSHC? <input type="checkbox"/> No (you must attach a copy of your cover) <input type="checkbox"/> Yes: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family				
<b>It is a Department of Home Affairs (DHA) requirement that:</b>				
1. Expiry date of OSHC and whether single or family cover must be included on COE.				
a. Calculating length of OSHC when course is: Less than 10 months – add 1-month cover				
Will there be dependents on your Visa application? <input type="checkbox"/> No <input type="checkbox"/> Yes, how many dependents? _____				
If Yes, please complete details below. If more than 4 dependents, please attach extra information.				
Family name	Given names	Relationship	Date of birth	Institution, if studying in Australia
ACTIVITIES & GUARDIANSHIP (COMPULSORY FOR ALL SPRINGFIELD STUDENTS AGED UNDER 18)				
Are you aged under 18? <input type="checkbox"/> No <input type="checkbox"/> Yes \$50 per week will apply for guardianship & \$50 per week will apply for activities				
TEAM BUILDING CAMPS				
There are three student team building camps per year. Please note prices can vary depending on the venue and time of year.				
AIRPORT TRANSFER (ONE WAY)				
<input type="checkbox"/> Brisbane or Gold Coast Airport to Springfield	A\$220	<input type="checkbox"/> Cairns Airport to Homestay Accommodation	A\$50	
SPONSOR / SCHOLARSHIP DETAILS				
Will your fees be paid by someone other than your family? <input type="checkbox"/> No <input type="checkbox"/> Yes – please attach an official letter from your sponsor.				
Will you receive a scholarship? <input type="checkbox"/> No <input type="checkbox"/> Yes – please indicate who is providing scholarship: <input type="checkbox"/> AusAID <input type="checkbox"/> Your government				
<input type="checkbox"/> Other sponsor – please specify name/organisation:				

**HOMESTAY**

Do you want UIL to arrange home stay accommodation for you? (Additional fees will apply.)  No  Yes

If you require Homestay an Application form will be sent to you for completion. This form will provide us with additional information that will help us place you with one of our experienced Homestay families.

**GUARDIANSHIP (PLEASE COMPLETE THIS SECTION ONLY IF YOU ARE AGED UNDER 18).**

If you require UIL to provide guardianship while you are studying in Springfield please provide your parents or legal guardian contact details below.

Full name: \_\_\_\_\_ Relationship to student \_\_\_\_\_

Address: \_\_\_\_\_

Phone no: \_\_\_\_\_ Email: \_\_\_\_\_

If you will be living in Australia with either a parent or a person who has legal custody of you or a relative nominated by a parent or legal custodian who is aged 21 years or older, please provide your guardian's details in Australia:

Full name: \_\_\_\_\_ Relationship to student \_\_\_\_\_

Address: \_\_\_\_\_

Phone no: \_\_\_\_\_ Email: \_\_\_\_\_

**PRIVACY OF INFORMATION**

Information on this form is being collected by Union Institute of Language (UIL) to determine eligibility and will be handled in accordance with our Privacy Policy, which is available on request.

I authorise the sharing of Information between UIL and a follow-on institution during and after I have completed my English language studies. Any shared information may be used to enable the organisations to track my progress through my courses. "Information" means information relating to my enrolment at UIL or the follow-on institution, but is not limited to: results of assessment, attendance, progress reports, Award documentation, participation and study skills.

**\*DECLARATION**

For your application to be valid, you must complete 'Part 1 Declaration by Applicant' or 'Part 2 Declaration by Parent or Guardian' (if the student is under 18 years of age).

**PART 1 - DECLARATION BY APPLICANT**

I certify that the information on this form and the supporting documentation are, to the best of my knowledge, correct and complete. I acknowledge that my application for admission is subject to acceptance by Union Institute of Language which may impose conditions on my enrolment. I further acknowledge that in the event my application for admission as a student by UIL is accepted, I will be bound by the provisions of relevant student handbooks, statutes, rules and policies of UIL as are in force from time to time, and will be subject to the lawful instructions of UIL personnel. I authorise UIL to obtain other details relating to my academic record if required. I acknowledge that the provision of incorrect information or documentation relating to my application may result in the cancellation of my enrolment. I further acknowledge that UIL may make available this information to Australian Commonwealth and State Agencies and the Manager of the Tuition Protection Scheme, pursuant to obligations under the ESOS Act 2000 and Standard 3 of the National Code.

\*Student signature \_\_\_\_\_ \*Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yy)

**If you are under 18 years of age, your parent or guardian must complete Part 2 Declaration by Parent or Guardian.**

**PART 2 - DECLARATION BY PARENT OR GUARDIAN** (if student is under 18 years of age)

I have read the information on this form and the details of the applicant are complete and correct. I hereby apply for the entry of my child/ward to study with Union Institute of Language in Australia and declare that I have financial capacity to meet the tuition fees and expenses in Australia. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to the application may result in the cancellation of the enrolment.

\*Name: \_\_\_\_\_ \*Relationship to student: \_\_\_\_\_

\*Parent or Guardian signature \_\_\_\_\_ \*Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yy)

**CONTACT INFORMATION**

Please return this International Student Application Form and all supporting documents to your agent or to UIL:

**FAX:**  
+617 3470 0012

Email: enquiry@uil.edu.au

**Agent:** Payment of commission will only be considered if this box contains the agent's name and contact details:

For more information visit our website: [www.uil.edu.au](http://www.uil.edu.au)

CRICOS Code 02529F, ABN 61103721759

## HOW TO APPLY

### Application deadlines

You will need to ensure your application is received in sufficient time to allow visa processing, which might take up to three months, depending on the country you are applying from. You should arrive in time for the first day of your program. Late entry is not always possible where there are set start dates.

#### Step 1

Select the English course you would like to study, taking note of the duration, cost and any set start dates before completing the application form. You should also check with any follow-on Institution to make sure you will finish your English (and possible have a holiday) before your next course commences.

#### Step 2

Send your completed application form with original, or certified copies of the following documentation attached to UIL:

- Passport (and Visa if available)
- Educational certificate(s) and academic results (must include grading scale/key used at the institution where you have undertaken your highest studies)
- Current English language test results ie test completed in the last 2 years (if applicable)
- A copy of your existing Overseas Student Health Cover if you don't want UIL to arrange it for you
- A release letter from the Institution you are currently studying with (if applicable)

If documentation is in a language other than English, an official certified translation must be included ie translated by the issuing institution or by an official translating service.

#### Step 3

If you have met any entry requirements and supplied all relevant documentation, we will send you an electronic Letter of Offer package, which you (or your agent) will receive by email. The package will include:

- Letter of Offer (quotation)
- Name and duration of the programs you have been accepted into
- Tuition fees and other costs
- Details of when payments are due
- Terms and conditions of enrolment
- Overseas Student Health Cover Information

#### Step 4

Once you have received your Letter of Offer, please complete the following documents and return them to us:

- Sign the Acceptance of Offer and Payment Agreement, including Terms and conditions of enrolment
- Meet any conditions outlined in your Letter of Offer
- Pay the fees set out in your Letter of Offer

#### Step 5

Once we receive the above, we will provide you or your agent with the following documents:

- Electronic Confirmation of Enrolment (eCoE)
- Receipt of your payment
- Overseas Student Health Cover (OSHC) information
- Pre-departure information

These are the documents you will need in order to obtain a student visa for Australia.

#### Step 6

Use your eCoE(s) to obtain a student visa from your nearest Embassy or Consulate in your home country. If you have an agent, the agent will be able to help you to apply for your visa.

#### Step 7

Once you have a student visa, you will need to make your travel and accommodation arrangements.

- Organise accommodation in your chosen city (if not arranging Homestay)
- Check the closest airport – make sure you fly into the closest airport
- Arrive a few days before classes start so that you have time to recover from your flight
- If you have time between when you arrive, and classes start, contact or visit the campus and introduce yourself to our friendly staff.

**Enjoy your studies with UIL – and remember, we are here to help you settle in to life in Australia.**