

# International Student Application Information

Thank you for contacting the IKON Institute about our courses. To apply for a place in one of our course offers, please complete and sign the attached forms and return them to the IKON Institute as soon as possible prior to your course start date. Our courses are very popular and fill quickly. Applications that meet entry requirements are allocated in order of receipt, so please ensure you send in your application as early as possible to secure your place. Please ensure you read the Terms and Conditions of Enrolment and IKON Student Policies available on the IKON website carefully so that you are fully informed of your rights and responsibilities.

Steps to help you apply:

**1. Complete all the following application forms and attach required evidence to support your application.**

- Application for Enrolment Form – ensure ALL questions are answered to avoid your application being delayed or rejected
- Copy of photo identification
- Ikon Applicant Questionnaire – you will be provided a link after submitting this form
- Terms and Conditions of Enrolment – please read carefully so you are fully informed of IKON's withdrawal policy and your refund rights then sign
- Application Fee Form
- Attach required supporting evidence to show you meet the course entry requirements
  - Academic results/certificates
  - proof of IELTS or equivalent test for students whose secondary education was not in English
  - supporting documentation such as a resume detailing relevant work experience (if applicable)

**2. Submit your completed application form**

Scan and email your completed application forms to: [admissions@ikoninstitute.com.au](mailto:admissions@ikoninstitute.com.au)

**3. What happens next?**

- 1) An Administration Officer will email you to confirm receipt of your application forms.
- 2) We will review your Application for Enrolment. If your application has been approved we will email you a Letter of Offer. If your application is not approved we will advise you in writing.
- 3) Upon receiving your signed Letter of Offer, we will contact you to ensure you are fully informed about the course expectations and feel ready to commence the course. You will then receive a Confirmation of Enrolment email detailing orientation dates and course information.

If you have any queries about your course or the application process, please don't hesitate to contact the institute, we are only too happy to help.

# International Student Application Form

<b>Course Code and Course you are enrolling in (please write):</b>			
<b>Commencement Date:</b>		<b>CAMPUS:</b>	
<b>Personal Details</b> Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr Other:			
Given name:	Middle name:	Residential Address:	
Family name:	Preferred name:	Suburb:	
Date of birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	State:	Postcode:
Phone:		Country:	
Email:			
Country of birth:		Passport Number:	
<b>Emergency Contact Details</b>			
Contact 1 Name:		Relationship:	Phone:
<b>Employment Status</b> Of the following categories, which best describes your current employment status? (Tick ONE box only)			
<input type="checkbox"/> Full time employee	<input type="checkbox"/> Part time employee	<input type="checkbox"/> Self Employed – not employing others	<input type="checkbox"/> Employer
<input type="checkbox"/> Employed – unpaid worker in family business	<input type="checkbox"/> Unemployed – seeking part time work	<input type="checkbox"/> Unemployed – seeking full time work	<input type="checkbox"/> Unemployed – not seeking employment
<b>Applicant Visa history</b>			
<b>Country visa applied</b>	<b>Category of visa</b>	<b>Date of application</b>	<b>Outcome of visa</b>
<b>English language proficiency</b>			
Language spoken at home:		Proficiency in spoken English: <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all	
<input type="checkbox"/> English is my first language			
<input type="checkbox"/> I have taken an English proficiency test - ensure you attach the test results with your application			
Name of test: _____			
Results: _____ Test date: _____			
<b>Disabilities</b>			
Do you have a disability, impairment or long-term medical condition? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, would you like to meet with our staff to discuss support services, equipment and facilities, which may assist you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate areas of impairment:		<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical/Mobility <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness	
<input type="checkbox"/> Acquired Brain Impairment		<input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other:	

# International Student Application Form

<p><b><u>Your Education</u></b></p> <p><b>SECONDARY EDUCATION</b></p> <p>Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is your highest completed school level?</p> <p><input type="checkbox"/> Completed Year 12 <span style="margin-left: 100px;"><input type="checkbox"/> Completed Year 11</span></p> <p><input type="checkbox"/> Completed Year 10 <span style="margin-left: 100px;"><input type="checkbox"/> Year 9 or equivalent</span></p> <p><input type="checkbox"/> Year 8 or below <span style="margin-left: 100px;"><input type="checkbox"/> Never attended school</span></p>	<p><b>POST-SECONDARY EDUCATION</b></p> <p>Have you SUCCESSFULLY completed any of the following qualifications <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, then tick any applicable boxes:</p> <p>Year completed: _____</p> <p><input type="checkbox"/> Postgraduate qualification <span style="margin-left: 100px;"><input type="checkbox"/> Graduate Certificate/Diploma</span> <span style="margin-left: 100px;"><input type="checkbox"/> Bachelor Degree</span></p> <p><input type="checkbox"/> Associate Degree <span style="margin-left: 100px;"><input type="checkbox"/> Advanced Diploma</span> <span style="margin-left: 100px;"><input type="checkbox"/> Diploma</span></p> <p><input type="checkbox"/> Certificate IV <span style="margin-left: 100px;"><input type="checkbox"/> Certificate III</span> <span style="margin-left: 100px;"><input type="checkbox"/> Certificate II</span></p> <p><input type="checkbox"/> Other: _____</p>
Which year did you complete that school level?	Name of highest tertiary qualification achieved:
Secondary School you attended:	Tertiary institution where qualification was completed:
<p><b><u>Your Parents' Education*</u></b></p> <p>What is the highest level of education COMPLETED by your parent/guardian? (tick one)</p> <p><b>Parent/Guardian 1:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> No parent/guardian</p> <p><input type="checkbox"/> Postgraduate qualification (eg. Grad Dip, Masters, PhD) <span style="margin-left: 100px;"><input type="checkbox"/> Bachelor Degree</span></p> <p><input type="checkbox"/> Other post-school qualification (eg. Diploma, apprenticeship) <span style="margin-left: 100px;"><input type="checkbox"/> Completed year 12 schooling</span></p> <p><input type="checkbox"/> Completed Year 10 schooling but not Year 12 <span style="margin-left: 100px;"><input type="checkbox"/> Didn't complete Year 10 schooling</span></p> <p><input type="checkbox"/> Don't know <span style="margin-left: 100px;"><input type="checkbox"/> Not applicable</span></p>	
<p><b>Parent/Guardian 2:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> No parent/guardian</p> <p><input type="checkbox"/> Postgraduate qualification (eg. Grad Dip, Masters, PhD) <span style="margin-left: 100px;"><input type="checkbox"/> Bachelor Degree</span></p> <p><input type="checkbox"/> Other post-school qualification (eg. Diploma, apprenticeship) <span style="margin-left: 100px;"><input type="checkbox"/> Completed year 12 schooling</span></p> <p><input type="checkbox"/> Completed Year 10 schooling but not Year 12 <span style="margin-left: 100px;"><input type="checkbox"/> Didn't complete Year 10 schooling</span></p> <p><input type="checkbox"/> Don't know <span style="margin-left: 100px;"><input type="checkbox"/> Not applicable</span></p>	
<p><i>*The Australian Government Department of Employment, Education and Workplace Relations require this information for statistical purposes.</i></p>	
<p><b><u>Reason for study</u></b></p> <p>Please tick ONE box only</p> <p><input type="checkbox"/> To get a job <span style="margin-left: 100px;"><input type="checkbox"/> To develop my existing business</span> <span style="margin-left: 100px;"><input type="checkbox"/> To start my own business</span></p> <p><input type="checkbox"/> To try for a different career <span style="margin-left: 100px;"><input type="checkbox"/> To get a better job or promotion</span> <span style="margin-left: 100px;"><input type="checkbox"/> It was a requirement of my job</span></p> <p><input type="checkbox"/> I wanted extra skills for my job <span style="margin-left: 100px;"><input type="checkbox"/> To get into another course of study</span> <span style="margin-left: 100px;"><input type="checkbox"/> For personal interest and/or self development</span></p> <p><input type="checkbox"/> Other: _____</p>	
<p><b>Are you seeking Recognition For Prior Learning (RPL)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Please attach an application for RPL with supporting evidence.</i></p>	
<p>A Department of Communities and Social Inclusion and/or national criminal history check may be required for you to undertake your work placement and successful complete the course.</p> <p><b>Do you expect to have any disclosable court outcomes recorded on either of the above?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><b>Funding source</b></p> <p>Who will sponsor your further studies in Australia including boarding and accommodation? Please tick appropriately (you may tick more than one)</p> <p><input type="checkbox"/> Self <span style="margin-left: 50px;"><input type="checkbox"/> Parents</span> <span style="margin-left: 50px;"><input type="checkbox"/> Spouse</span> <span style="margin-left: 50px;"><input type="checkbox"/> Siblings</span> <span style="margin-left: 50px;"><input type="checkbox"/> Bank loan</span> <span style="margin-left: 50px;"><input type="checkbox"/> Other</span></p>	
<p><b>Do you require OSHC (Overseas Student Health Cover)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please advise cover required:</p> <p><input type="checkbox"/> Single <span style="margin-left: 50px;"><input type="checkbox"/> Dual</span> <span style="margin-left: 50px;"><input type="checkbox"/> Multi Family Cover</span></p>	

## International Student Application Form

### Declaration and application checklist:

Ensure all documents supplied are certified copies and are submitted with the application at the time of submission.

- Academic results/certificates
- Proof of English Proficiency
- Application for RPL (if applying for recognition of prior learning)
- Supporting documentation such as a resume detailing relevant work experience (if applicable)
- Copy of photo identification

### Declaration agreement

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

- I. I have read, understood and consent to the Terms and Conditions of Enrolment and IKON Institute's Policies, Procedures, the Code of Practice and the Student Orientation Handbook at <http://www.ikoninstitute.edu.au>.
- II. I understand all courses need to meet the minimum number of enrolments before a Confirmation of Enrolment is issued.
- III. I declare that the information I have provided in my application is true and accurate and the evidence I have provided is authentic.
- IV. I authorise the institute to verify my academic and professional qualifications, and work experience.
- V. I understand at the time of enrolment I will be required to supply originals of all documents provided at the time of this application.
- VI. I hereby certify that the information provided on this form, and on all documents submitted may be made available to Commonwealth and State agencies and the Fund Manager of ESOS Assurance Fund, pursuant to obligations under ESOS Act 2000 and National Code. I understand that the institution is required under section 19 of the ESOS Act 2000 to inform the Department of Education, Employment and Workplace Relations of changes to my enrolment and any breach of a student visa condition relating to attendance or unsatisfactory academic performance.

The above mentioned information is true to the best of my knowledge and belief.

Signed (applicant):

Dated:

# International Student Application Form

AGENT DETAILS
Agent Name and Branch Location:
Name of Agent:
Agent Stamp:

## RELEVANT QUALIFICATION AND FUTURE EXPECTATION FOR THE PROPOSED COURSE/S

Provide a statement to answer the following. If required, please attach an extra document to answer the question.

What are your reasons for choosing Ikon Institute of Australia?

What are your reasons for choosing to study in Australia, rather than your home country?

What is the relevance of the course to your future career and educational plans?

Have you been offered a job for when you return home at the completion of your course?

Yes  No

Does this course advance and directly relate to your previous studies or work experience?

Yes  No *If 'No', why are you studying this course?*

## STUDY GAP

Is there a gap of more than three months in your history of study and/or work?

Yes  No *If 'Yes', please provide details of how long and why?*

## DEPENDANTS BACKGROUND

Are you married?  Yes  No *If 'Yes', please state date of marriage Date:*

Are you and your spouse currently living together?  Yes  No

If yes date of birth of spouse (DD/MM/YYYY)

Is your spouse currently employed?  Yes  No

If you have sat an English Language test, was the test date before your wedding?  Yes  No

Do you have any children?  Yes  No *If 'Yes', please list age/s below*

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Will your spouse and/or children join you in Australia as a dependent/s?  Yes  No

Has your spouse been refused a visa to Australia or to any other country?  Yes  No

If 'Yes', please provide details below.

### DETAILS OF RELATIVES LIVING IN AUSTRALIA

Do you have any relatives currently living in Australia? (including parents, grandparents, children, aunts, uncles and cousins)

Yes  No, if yes please list their names and details below

Full Name	Date of Birth DD/MM/YYYY	Relationship to you	City Location	Citizen or permanent resident of Australia

### FINANCES

Living costs are a minimum amount required for visa purposes. Living costs vary depending on where you will be living and studying. It is your responsibility to determine and cover your costs whilst living and studying in Australia. Even if you have permission to work, you must not rely on work to support yourself in Australia as a student.

Have you researched the cost of tuition at Ikon Institute of Australia and the investment in studying in Australia, ensuring you will be capable of Paying all costs when you return home  Yes  No

No If 'Yes', explain what research you have undertaken?

How much funds (in Australian dollars) do you have access to? \$

Is any part of these funds borrowed?  Yes  No

If 'Yes', when do you need to start repaying the loan?

Is any part of the amount borrowed given conditionally?  Yes  No If **YES** please provide details of the conditions attached to the loan.

What Do expect your cost to be, of the total duration of your study and stay in Australia?

(Please include the cost for dependents if applicable)

Self	
Tuition \$A	<input style="width: 100px; height: 20px;" type="text"/>

Dependants, including Partner	
Living Expenses \$A	<input style="width: 100px; height: 20px;" type="text"/>

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Living Expenses \$A <input style="width: 100px; height: 20px;" type="text"/>	Travel \$A <input style="width: 100px; height: 20px;" type="text"/>
Travel \$A <input style="width: 100px; height: 20px;" type="text"/>	

### IMMIGRATION HISTORY

Have you applied for a Student Visa or any other visa to Australia in the past?  Yes  No

If 'Yes', was it granted?  Yes  No

If 'No', why not?

Apart from Australia, have you applied for any type of visa (including a Student Visa) to USA, UK, Canada or NZ?  Yes  No

Was it granted in all cases?  Yes  No

If 'No', why not?

### EDUCATION AGENT DECLARATION

As a participant in the Streamline Visa Processing (SVP) arrangements, I have assisted the applicant to complete the Genuine Temporary Entrant/Genuine Student Evaluation Form with the signed Offer Acceptance Agreement and all other relevant supporting documentation. I confirm I have consent to assist the student to complete these documents, and understand this assessment will form part of the students' application to study at Ikon Institute. I declare the information supplied by me to Ikon Institute for this application and the relevant attachments are true and correct. I understand that the Institute may vary or terminate any subsequent offer, or any subsequent Agent's Agreements in place, regarding study at Ikon Institute if information provided by me is shown to be incorrect.

Signed by Education Agent

Date (DD/MM/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

### APPLICANT DECLARATION AND CHECKLIST

I declare this information is a true and correct record of my circumstances and will form part of my application to study at Ikon Institute of Australia. I understand that if I have provided false or misleading information and later require a refund, it will have implications to any refund request. I understand that Ikon Institute of Australia may vary or terminate any subsequent offer regarding study at Ikon Institute of Australia if information provided by me is shown to be incorrect

Signed by applicant

Date (DD/MM/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

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