



# INTERNATIONAL STUDENT APPLICATION FORM

(Application for Admission)

## SELECT COURSE(S) YOU WISH TO STUDY

VIC	Courses
	<b>Faculty of Business &amp; Management</b> BSB40120 - Certificate IV in Business (52 weeks) including holidays (CRICOS Code: 107011H) BSB50120 - Diploma of Business (52 weeks) including holidays (CRICOS Code: 107012G) BSB60120 - Advanced Diploma of Business (52 weeks) including holidays (CRICOS Code: 107013F)
	BSB50420 - Diploma of Leadership & Management (52 weeks) including holidays (CRICOS Code: 104191A) BSB60420 - Advanced Diploma of Leadership & Management (52 weeks) including holidays (CRICOS Code: 107014E)
	BSB80120 - Graduate Diploma of Management (Learning) (52 weeks) including holidays (CRICOS Code: 107015D) BSB80320 - Graduate Diploma of Strategic Leadership (52 weeks) including holidays (CRICOS Code: 104483M)
	<b>Faculty of Commercial Cookery &amp; Hospitality Management</b> 2-years package, Cert III + Cert IV + Diploma 3-years package, Cert III + Cert IV + Diploma + Advanced Diploma SIT30821 - Certificate III in Commercial Cookery (52 weeks) including holidays (CRICOS Code: 109804C) SIT40521 - Certificate IV in Kitchen Management (78 weeks) including holidays (CRICOS Code: 109676F) SIT50422 - Diploma of Hospitality Management (78 weeks) including holidays (CRICOS Code: 111550B) SIT60322 - Advanced Diploma of Hospitality Management (104 weeks) including holidays onwards (CRICOS Code: 111551A)
	<b>Faculty of Carpentry &amp; Building Construction</b> CPC30220 - Certificate III in Carpentry (104 weeks) including holidays (CRICOS Code: 107983M) CPC50220 - Diploma of Building and Construction (78 weeks) including holidays (CRICOS Code: 107984K)

## Please select your preferred intake 2025 - 2026

<input type="checkbox"/> 10 <sup>th</sup> February 2025	<input type="checkbox"/> 24 <sup>th</sup> March 2025	<input type="checkbox"/> 05 <sup>th</sup> May 2025	<input type="checkbox"/> 30 <sup>th</sup> June 2025	<input type="checkbox"/> 28 <sup>th</sup> July 2025
<input type="checkbox"/> 22 <sup>nd</sup> September 2025	<input type="checkbox"/> 27 <sup>th</sup> October 2025	<input type="checkbox"/> 29 <sup>th</sup> Dec 2025	<input type="checkbox"/> 09 <sup>th</sup> Feb 2026	<input type="checkbox"/> Other :

## Unique Student Identifier

Do you have a Unique Student Identifier (USI) number? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide your USI no.
ALTEC can create an USI account on your behalf. Please acknowledge if you would like us to create one for you. <input type="checkbox"/> Agree <input type="checkbox"/> Disagree	Please note that it is mandatory that all International Students must have an USI number. This form is available on the USI website. Please use the following link: <a href="https://www.usi.gov.au/">https://www.usi.gov.au/</a>

## PERSONAL DETAILS

First Name:	Last Name:
<b>Date of Birth (DD/MM/YYYY)</b>	
<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
<b>Is English your first language, if not which other language do you speak at home?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Other, please specify:	
<b>Marital status</b> <input type="checkbox"/> Married <input type="checkbox"/> Single	

Email ID

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Country of Birth	Nationality

Passport Number	Date of expiry (DD/MM/YYYY)

(X) Please attach copy of your passport and visa

Permanent address (in Home Country)

City	State/Province	ZIP/Postal

Telephone (Mobile)	Telephone (Home)

Address in Australia (if known)

City	State/Province	ZIP/Postal

Telephone (Mobile)	Telephone (Home)

Are you currently in Australia?	Year of arrival in Australia
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Which visa are you holding?
<input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Other <i>If other, please specify</i>
If on a student visa, please mention the issuing DIBP office

Visa Sub Class	Visa Expiry Date (DD/MM/YYYY)

EMERGENCY / PARENTS CONTACT DETAILS

Emergency Contact / Next of Kin			
First Name		Last Name	
Relationship		Contact Number	

Address in Australia (if known)

City	State/Province	ZIP/Postal
Email		

ENGLISH LANGUAGE PROFICIENCY

How well do you speak English?

<input type="checkbox"/> Very Well	<input type="checkbox"/> Well	<input type="checkbox"/> Not Well	<input type="checkbox"/> Not at All
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What is the main language spoken at home?

Please indicate if you have completed any English test within the last two (2) years

<input type="checkbox"/> IELTS	<input type="checkbox"/> TOEFL iBT	<input type="checkbox"/> PTE	<input type="checkbox"/> CAE	<input type="checkbox"/> OET
If other, please specify			Overall Score	

(X) A certified copy of result/s must be attached

EQUITY AND DISABILITY

Do you have a disability, impairment or long-term medical condition which may affect your studies?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please specify the type/s of disability

<input type="checkbox"/> Hearing	<input type="checkbox"/> Physical	<input type="checkbox"/> Vision	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Learning	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Acquired Brain Impairment
Other:	Please give a brief description about your medical condition/disability		

EDUCATION BACKGROUND

Have you previously been a student of ALTEC College?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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SECONDARY STUDIES: What is the highest level of secondary school you have completed?

<input type="checkbox"/> Year 12	<input type="checkbox"/> Year 11	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 9	<input type="checkbox"/> Never Attended School
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Name of School/Institution

State/Country

Year of Completion

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TERTIARY AND POSTGRADUATE STUDIES: Have you successfully completed a Degree, Diploma or Certificate?

<input type="checkbox"/> Bachelor Degree or Higher	<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Certificate IV or Advanced Certificate
<input type="checkbox"/> Certificate III or Trade Certificate	<input type="checkbox"/> Certificate Other Than Above	

Name of institution last attended

Name of course

Year of last enrolment

Is Qualification complete?

	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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(X) Please attach certified copies of all current and previous studies (including High School) that you have completed

Are you applying for Credit Transfer or Recognition of Prior Learning (RPL)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, you will need to complete addition form/s.

EMPLOYMENT HISTORY

Employer	From/To	Position

(X) Please attach all supporting documents and your resumé

FINANCIAL SUPPORT

Provide a summary of your arrangements for financial support for the duration of studies in Australia

Please note, students from assessment level three (3) may need further evidence of funds in the form of a bank statement or loan/credit approval letter.

(X) Please attach bank statement or loan/credit approval letter (if applicable)

OVERSEAS STUDENT HEALTH COVER

Do you have an Overseas Student Health Cover (OSHC)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Provider Name	Membership Number	Expiry Date

Do you want the College to arrange your OSHC?      OSHC cover type?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Single	<input type="checkbox"/> Couple	<input type="checkbox"/> Family
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Please note that it is mandatory that all international students have paid for OSHC, before applying for a student visa. For more information regarding the premium and type of cover, please contact the College on [admissions@altec.edu.au](mailto:admissions@altec.edu.au)

AIRPORT PICKUP AND ACCOMMODATION

ALTEC is contracted with the Australian Homestay Network who can arrange everything for you, including airport pick up. Do you wish ALTEC to arrange temporary Hostel accommodation for you?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you would like to take up residency in a homestay, please advise at time of enquiry, or at least four (4) weeks before arrival in Australia. For more information, see the Australian Homestay Network website at <https://www.homestaynetwork.org/altec-students/>

Which best describes your reason for undertaking the course?

<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> To develop my existing business
<input type="checkbox"/> To start my own business	<input type="checkbox"/> For personal interest or self-development	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To try a different career	<input type="checkbox"/> To get a pathway into higher education	<input type="checkbox"/> To get a better job or promotion
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> Other:	

How were you introduced to ALTEC?

<input type="checkbox"/> Education Agent	<input type="checkbox"/> ALTEC Website	<input type="checkbox"/> Magazine / Newspapers	<input type="checkbox"/> Exhibition or Seminar
<input type="checkbox"/> Facebook	<input type="checkbox"/> Friend or Relative	Other:	

If Magazine / Newspapers (Please specify)

Name of Education Agent or Agent Stamp (if applicable)

APPLICATION CHECKLIST

To receive a letter of offer, please ensure you have uploaded the following documents with this application

<input type="checkbox"/> Completed all sections of the Application Form
<input type="checkbox"/> Certified copy of English test results
<input type="checkbox"/> Certified copies of previous qualifications
<input type="checkbox"/> Copy of your passport and visa (if applicable)
<input type="checkbox"/> Copy of resume detailing your work experience / employment history
<input type="checkbox"/> Evidence of funds in the form of a Bank Statement or loan/credit approval letter

PAYMENT

How would you like to pay the non-refundable application fee of AUD \$250?

<input type="checkbox"/> Cash (at College Reception / Administration Department)
<input type="checkbox"/> Bank Cheque or Money Order, made payable to PASS Global Pty Ltd t/a ALTEC College
<input type="checkbox"/> EFT – Electronic Fund Transfer

ALTEC Bank Details

Bank Name	Commonwealth Bank of Australia
Account Name	Pass Global Pty Ltd t/a ALTEC College
BSB Number	063 175
Account Number	1035 0209
Swift Code	CTB AA U2S

ACCEPTANCE

By signing this form, I acknowledge that I have read and understood the information provided above. I also acknowledge that I have read ALTEC College's student prospectus, marketing material, and received full information from ALTEC College's Education Agent (in case of enrolment through education agent) before making a decision to enrol in the course. I agree to abide by the above terms and conditions. The information and documents provided by me are true and correct in all respects.

I declare that I am a Genuine Temporary Entrant and a Genuine Student and that I have read and understood the condition s in relation to these requirements as defined on the following website: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement>

I understand that if ALTEC College forms the opinion that I am not a Genuine Temporary Entrant, they may refuse to assess my application, withdraw an offer or cancel my confirmation of enrolment.

I am aware of the estimated total course fees at ALTEC College and living costs for my stay in Australia. I understand that the total course fees do not cover the costs of books, materials, field trips or any additional cost related to my course, unless otherwise specified.

I declare to have sufficient funds to support myself and my family members (if applicable) for the TOTAL period of my stay in Australia including proposed course fees for myself and any school-aged family members, Overseas Student Health Cover, living costs and travel costs, regardless of whether my dependents intend to accompany me in Australia.

NOTE:

- Offshore applicants need to complete the ALTEC College's GS form in addition to this application fo rm. A video interview may also be required.
- Applicants to note that for transfer between providers the National Code Standard 7 applies.
- Applicants understand that they can pay full course fee if you wish to, but are not required to pay more than 50% upfront.

<b>Applicant's Signature (as per passport)</b>	<b>Date (DD/MM/YYYY)</b>
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