**Standard International Student Application Form**

This application form is only for students who are applying for, or hold, a **571 student visa** and wishing to study at a Victorian government school for greater than 12 months.

**Application Process (continued)**

**Step 7: Applying for a Visa**

Students applying for a student visa must apply to the Department of Immigration and Border Protection (DIBP) office. Please visit the DIBP website, [www.immi.gov.au](http://www.immi.gov.au) for information on how to apply for a visa and assessment levels.

**2015 School Term and Application Dates**

It is preferred that you submit your application at least three months prior to the course dates specified below.

<table>
<thead>
<tr>
<th>2015 course commences</th>
<th>Preferred submission date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1: 28 January 2015</td>
<td>28 November 2014</td>
</tr>
<tr>
<td>Term 2: 13 April 2015</td>
<td>27 February 2015</td>
</tr>
<tr>
<td>Term 4: 5 October 2015</td>
<td>21 August 2015</td>
</tr>
</tbody>
</table>

**2016 School Term and Application Dates**

<table>
<thead>
<tr>
<th>2016 course commences</th>
<th>Preferred submission date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1: 27 January 2016</td>
<td>27 November 2015</td>
</tr>
<tr>
<td>Term 2: 11 April 2016</td>
<td>26 February 2016</td>
</tr>
<tr>
<td>Term 3: 11 July 2016</td>
<td>13 May 2016</td>
</tr>
<tr>
<td>Term 4: 3 October 2016</td>
<td>19 August 2016</td>
</tr>
</tbody>
</table>

**2017 School Term and Application Dates**

<table>
<thead>
<tr>
<th>2017 course commences</th>
<th>Preferred submission date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1: 30 January 2017</td>
<td>25 November 2016</td>
</tr>
<tr>
<td>Term 2: 18 April 2017</td>
<td>24 February 2017</td>
</tr>
<tr>
<td>Term 3: 17 July 2017</td>
<td>12 May 2017</td>
</tr>
<tr>
<td>Term 4: 9 October 2017</td>
<td>18 August 2017</td>
</tr>
</tbody>
</table>

1. School staff planning day on the first day of term 1. Student attendance may not be required on this day. Check with the school to confirm.

* Information on assessment levels can be found at [www.immi.gov.au](http://www.immi.gov.au)

** Course commencement date includes intensive English language study where relevant.
^ Students applying to undertake Year 11 in 2016 who wish to study in a Victorian government English Language School must commence their course in Term 3 of 2015. The same rule applies to subsequent years.
Application Fee - non refundable

Applications will be processed on receipt of the application fee. Payment can be made either to the International Education Division or through an accredited education agent.

Tuition Fees

- Tuition fees can be paid by BPAY (within Australia), credit card, bank draft, bank cheque, money order or telegraphic transfer, made payable to the Department of Education and Training.
- Where a required payment is not made by the due date and the outstanding amount is referred to an external agency for collection, a collection fee not exceeding 15% of the outstanding amount will be payable in addition to the outstanding amount.
- The DET is not responsible for any monies paid to an agent or other third party by the student or parent.
- English language tuition, if applicable, is incorporated into the yearly tuition fee.
- Students who study intensive English in Terms 3 and 4 are charged at the same rate for the year level they will enter the following year.

Tuition fees do not include

- Books, uniforms, stationery items, camps, homestay accommodation, visa application or travel costs.
- Optional excursion/school activities that are not a part of the course of study or curriculum.
- Vocational Education and Training (VET) subjects provided by a third party, which may require additional fees for materials and equipment.
- Victorian Curriculum and Assessment Authority (VCAA) Enrolment fee. Students enrolled in any VCE subject units must pay an enrolment fee to the VCAA. Visit www.vcaa.vic.edu.au for more information.

Accommodation Placement Fee - non refundable

- Where the accommodation arrangements for the applicant are either homestay accommodation OR a nominated third party homestay, there is an Accommodation Placement Fee for DET to:
  - undertake a comprehensive check of the accommodation arrangements
  - issue a Confirmation of Appropriate Accommodation and Welfare (CAAW).

Arrival Support Fee - non refundable

Students will be welcomed at the airport by a staff member from their school. The staff member will ensure that they have arrived safely and get them to call their parents as soon as possible. The student will also be supported when meeting their homestay family and assisted to settle in.

Students are not permitted to arrive before the welfare commencement date detailed on the CAAW Letter.

Terms and Conditions

Applying

- The application form will not be processed unless all relevant sections have been completed, all requested documentation is attached and the application fee has been received.
- The student’s parent or Legal Custodian* must sign the application form where stated in the Parent’s Declaration section.
- A Legal Custodian 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.

DIBP Age Requirements

The minimum age for a 571 international student to obtain a 571 student visa is six years old (Assessment Levels 1 and 2 countries only).

Students applying from Assessment Level 3 countries must have successfully completed Year 6 or equivalent.

The maximum age for enrolment at a Victorian government school at commencement of school is as follows:

| Entering Year 9 | The student must be less than 17 years of age |
| Entering Year 10 | The student must be less than 18 years of age |
| Entering Year 11 | The student must be less than 19 years of age |
| Entering Year 12 | The student must be less than 20 years of age |

Academic Requirements

- Students must have gained 50% or higher for all of their subjects in the previous two years. Some schools may have additional academic requirements. Please contact international@edumail.vic.gov.au for further information.

English Language Proficiency Requirements

It is a requirement that students have a certain level of English language skill prior to commencing their principal course of study. Minimum English language requirements for the International Student Program are:

- successful completion of an English language course in Victoria for up to 21 weeks (two terms) before commencing the principal course of study (subject to assessment after the student’s arrival).

OR

- documented evidence – to demonstrate competence in English – that the student has:
  - been instructed in English for the last two years, or
  - been instructed in English at a registered international school for a minimum of the past two years, or
  - achieved an IELTS test score of 5.0 or higher, or
  - achieved an AEAS score of 80 or higher, or
  - achieved an internet based TOEFL score of 59 or higher, or
  - achieved a computer based TOEFL score of 173 or higher
  - achieved an EIKEN score of 2 or higher for Year 10 entry, or
  - achieved an EIKEN score of 2A or higher for Year 11 entry.
Accommodation and Welfare Requirements

• All students under 13 years old must reside with a parent/legal custodian/DIBP approved relative for the duration of the student’s enrolment.

• Please refer to the DIBP website www.immi.gov.au for a complete list of approved relatives and further information on gaining DIBP approval.

• The relative must also be aged 21 or over and be eligible to stay in Australia until the expiry of the student’s visa or until the student turns 18.

• Students 13 years or older may reside with a parent/legal custodian, DIBP approved relative, a nominated third party homestay or in homestay accommodation, as part of DET-approved welfare arrangements.

• Nominated third party homestay or homestay accommodation must be approved by the host school and the Accommodation Placement Fee paid before a Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter will be issued.

Overseas Student Health Cover

• 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 before arriving in Australia.

• Please see the DIBP website for further information about visa conditions: www.immi.gov.au and contact your OHSC provider.

DET arranged OSHC

• DET can arrange OSHC for students. For information in relation to OSHC policy and fees please refer to: www.study.vic.gov.au

Privately arranged OSHC

Students who choose to arrange OSHC privately / directly through a health cover provider MUST ensure that:

• OSHC is arranged prior to arrival in Australia.

• DET has details of:
  – name of the OSHC provider
  – membership number
  – start date of the cover
  – end date of the cover
  – documentation supporting OSHC coverage.

Students studying at more than one education provider

Students studying at more than one education provider and who have multiple OSHC arrangements need to make sure that when one policy expires the next policy starts immediately. There cannot be a gap between the policies.

Applicants from Norway, Sweden or Belgium

Applicants from Norway, Sweden or Belgium may have alternate overseas student health cover arrangements. Please refer to www.immi.gov.au and www.health.gov.au for further details.

Please note: A visa may be cancelled if OSHC is not maintained for the duration of the stay / visa length as this constitutes a breach of visa conditions.

Responsibilities

Education Services for Overseas Students (ESOS)

All institutions teaching international students are regulated under the Education Services for Overseas Students (ESOS) Act. This protects Australia’s reputation for delivering quality education services and the interests of overseas students, by setting minimum standards and providing tuition and financial assurance.

You can find further information about the ESOS Act and your rights as an international student at http://aei.gov.au

The responsibilities of DET under the ESOS Act are outlined below:

As part of a student’s enrolment, the school and DET provide students with:

School:

• a Principal Class Officer who is responsible for the management of homestay accommodation and welfare services
• a staff member to act as their International Student Coordinator to oversee student services and pastoral care
• pre-arrival information is provided to the student prior to arrival
• an orientation program on arrival
• intensive English language tuition before commencement and, if required, ongoing English as a Second Language support (secondary standard students only)
• counselling and ongoing support
• a minimum of two written and translated school reports per year
• provision of welfare and accommodation arrangements if requested by parents for students aged 13 years and over (fee applicable)
• arrival support (if requested).

DET:

• will keep all information in relation to applications strictly confidential and will not disclose information without consent, unless required by law
• has the right to reject an application at any stage of the enrolment process if there is reasonable belief that the student cannot meet the requirements of the student visa
• can suspend or cancel the enrolment of a student for misbehaviour or non-payment of fees
• will advise the student and parents of non-compliance, or suspension or cancellation of a student’s enrolment prior to reporting a student to DIBP. Students and parents have 20 working days to appeal the decision.

DET only accepts responsibility for information provided to international students:
• in DET’s own publications
• by DET employees
• by DET’s registered international representatives
e.g. DET-accredited education agents.

DET will work with students to ensure success but cannot guarantee that students will:
• be accepted into a Victorian government school
• successfully complete their studies
• successfully complete their VCE
• gain entry into a tertiary institution.

For further details in relation to terms and conditions, policies and procedures refer to: www.study.vic.gov.au.

Parents must ensure that:
• their child has a valid passport and visa
• all living expenses and return airfares are met
• all applicable fees are fully paid for the duration of the student’s enrolment
• DET is notified immediately upon cancellation or change to their child’s visa status
• their child resides with their approved accommodation provider
• the student’s host school is notified in writing within seven days if a parent or DIBP approved relative changes address in Australia
• if the student is under 13 years of age that at least one parent / Legal Custodian / DIBP approved relative is living with the student until they turn 13 years of age
• the student has valid health insurance through an Australian Overseas Student Health Cover (OSHC) provider for the duration of their visa. Students can apply for OSHC by selecting the option on this form
• the International Education Division is kept informed of any change of address in the student’s home country.

Students must ensure that they:
• abide by their host school’s code of conduct and their welfare and accommodation policy
• comply with all visa conditions
• do not engage in any activity that may endanger their own safety or the safety of any other person.
**1. Student Details**

<table>
<thead>
<tr>
<th>Family name:</th>
<th>Given name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth:</td>
<td>Gender:</td>
</tr>
<tr>
<td></td>
<td>Male</td>
</tr>
<tr>
<td></td>
<td>Female</td>
</tr>
<tr>
<td>Nationality on passport:</td>
<td></td>
</tr>
<tr>
<td>Country of birth:</td>
<td></td>
</tr>
<tr>
<td>In which country will you be applying for your visa?</td>
<td></td>
</tr>
<tr>
<td>Passport number:</td>
<td>Expiry date:</td>
</tr>
</tbody>
</table>

**2. Contact Details**

It is compulsory to complete these details.
- Please note a legal custodian 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.

<table>
<thead>
<tr>
<th>Father’s/Legal Custodian’s* family name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father’s/Legal Custodian’s* given name:</td>
</tr>
<tr>
<td>Mother’s/Legal Custodian’s* family name:</td>
</tr>
<tr>
<td>Mother’s/Legal Custodian’s* given name:</td>
</tr>
<tr>
<td>Family contact number:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Family email address:</td>
</tr>
<tr>
<td>Street address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State/Province:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Postcode/Zip:</td>
</tr>
<tr>
<td>Phone (include international and area codes):</td>
</tr>
</tbody>
</table>

**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?

<table>
<thead>
<tr>
<th>Sibling name 1:</th>
<th>Sibling student ID number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sibling name 2:</td>
<td>Sibling student ID number:</td>
</tr>
<tr>
<td>Sibling name 3:</td>
<td>Sibling student ID number:</td>
</tr>
<tr>
<td>Sibling name 4:</td>
<td>Sibling student ID number:</td>
</tr>
</tbody>
</table>
4. Overseas Student Health Cover

The International Education Division 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

It is a requirement of student visa subclass 571 that the student has Overseas Student Health Cover while in Australia.

Does the student want Overseas Student Health Cover arranged by the IED?  □ Yes  □ No (please provide evidence of alternate cover)  
* If no, the student's parent or Legal Custodian is responsible for purchasing OSHC for the duration of the student’s visa. Evidence of OSHC must be provided to the International Education Division prior to the Letter of Confirmation being issued.

5. Special Circumstances

The more information you provide will ensure that your child 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 learning needs which the school needs to be aware of? If so, please provide details:

________________________________________________________________________

________________________________________________________________________

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.healthtranslations.vic.gov.au/bhcv2/bhcht.nsf/PresentDetail?Open&s=Starting_primary_school_School_entry_immunisation_status_certificates

7. Accommodation Details

For information on Accommodation and Welfare Requirements and Policy please refer to the website www.study.vic.gov.au

Tick one of the options below:

☐ 1. Parent or Legal Custodian*  

☐ 2. DIBP Approved Relative

I nominate a Department of Immigration and Border Protection (DIBP) approved relative to provide accommodation, welfare and arrival support. **Option 1 or 2 must be selected if the student is under 13 years of age at time of enrolment.**

☐ 3. Nominated Third Party Homestay

I nominate a person over 21 years of age as a third party to provide accommodation and arrival support, and the Department of Education and Training as the welfare provider. **Student must be over 13 years of age. Accommodation Placement fee will be charged.**

☐ 4. Homestay Accommodation

I nominate the International Education Division to arrange accommodation, welfare and arrival support. **Student must be over 13 years of age. Accommodation Placement and Arrival Support fees will be charged.**

Complete this section if you selected Option 1 Parent or Legal Custodian, Option 2 DIBP Approved Relative or Option 3 Nominated Third Party Homestay.

Name of host family:  
Relationship to student:

Address:

Phone:  Mobile:

Email:  

* Please note: a legal custodian 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.
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? No □ Yes □ Score ________ (Please provide evidence)

9. Study Plan

Students usually undertake up to 21 consecutive weeks (two terms) of a Government English language course prior to their commencement unless they meet minimum English requirements (see page 5).

Proposed grade/Year level: □□

Proposed commencement date of English language centre: Term 1 □ Term 2 □ Term 3 □ Term 4 □ Year: □□

Proposed end date: □□ / □□ / □□

Proposed commencement date at your host school: Term 1 □ Term 2 □ Term 3 □ Term 4 □ Year: □□

Proposed end date: □□ / □□ / □□

10. School Preferences

Please refer to www.study.vic.gov.au for a full list of accredited Victorian government schools.

The International Education Division 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 and subjects:

Preferred schools:

Preferred subjects (Year 11 students must complete this section):

• English/EAL
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 DET.

Copies of the following original documents must be provided:
• in the original language
• translated into English and
• certified as true copies of the original documents by an authorised person of the country concerned.

<table>
<thead>
<tr>
<th>Copy of original document</th>
<th>English translation</th>
<th>Certified as true copies of original</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>Birth certificate OR passport page</td>
</tr>
<tr>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>Additional information regarding support requirements (if applicable)</td>
</tr>
<tr>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>School reports including a grading key for the most recent two years</td>
</tr>
<tr>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>Evidence of English language instruction (Refer to page 4 of this document)</td>
</tr>
<tr>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>IELTS, TOEFL, AEAS, EIKEN report or equivalent test (if applicable)</td>
</tr>
<tr>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>English language competency test results</td>
</tr>
<tr>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>Private English language school’s Confirmation of Enrolment OR the Letter of Offer (if applicable)</td>
</tr>
<tr>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>Proof of Overseas Student Health Cover (OSHC) (if applicable)</td>
</tr>
</tbody>
</table>

12. Preferred Correspondence

Please complete ONE of the following options.

Accredited Agent Details

Company name: [ ]
Contact person: [ ]
Email: [ ]


OR

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

Name: [ ]
Street address: [ ]
City: [ ]
State/Province: [ ]
Postcode/Zip: [ ]
Country: [ ]
Phone: [ ]
Mobile: [ ]
Email: [ ]
13. Declaration and Agreement

I, the parent or Legal Custodian 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 and arrival support fee are not refundable.
- I understand that the refund of paid tuition and other fees are subject to the DET’s refund policy. I understand that any refund of paid tuition and other fees are subject to the Department of Education and Training'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.
- the application fee is attached.
- I understand that DET has the right to reject this application.

<table>
<thead>
<tr>
<th>Parent’s/Legal Custodian’s name:</th>
<th>Parent’s/Legal Custodian’s signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>D D M M Y Y Y Y</td>
</tr>
</tbody>
</table>

OR

I, the DET 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 and Training’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 Department of Education and Training has the right to reject this application.

<table>
<thead>
<tr>
<th>Agent’s name:</th>
<th>Agent’s signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>D D M M Y Y Y Y</td>
</tr>
</tbody>
</table>

14. Application Fee Payment

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

Student’s family name:  
Student’s given name:  
Student ID number:  

Payment option

Bank draft, bank cheque or money order attached for the amount of $242 (please note personal and/or business cheques cannot be accepted)

Payer’s Contact Details

Name:  
Mobile phone: (include international & area codes)  
Email:  

(office use only)
This page has been intentionally left blank.

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