

INTERNATIONAL STUDENT ADMISSIONS APPLICATION FORM

DO NOT complete this form if you are a citizen of Australia or New Zealand or Permanent Resident of Australia.

Use the Domestic Student Admissions Application Form

- Please complete all sections clearly in English using BLOCK LETTERS and tick boxes where appropriate. Incomplete applications will experience delays in receiving an assessment outcome.
- Please keep a copy of this form.
- Please submit this completed form along with all relevant supporting documents to the Admissions Team by email: admissions@hei.nsw.edu.au

Are you a current or former student of the Higher Education Institute?

☐ No ☐ Yes If yes, please provide your student ID

AGENT DETAILS (IF APPLICABLE)

Agent Name (in full)	ICN Australia Ryugaku Johokan (ICN JAPAN) www.johokan.jp
Agent Code (if applicable)	
Branch	Japan
Email	info@johokan.jp

PERSONAL DETAILS (AS SHOWN IN PASSPORT)

Title		Family Name			
Gender		Given Name(s)			
Preferred Name		Previous Name(s) (if applicable)			
Date of Birth (dd/mm/yyyy)		Country of Citizenship		Country of Birth	
Is English your first language?		If no, what is your first language?			
Will you be bringing your family to Australia while studying at the Higher Education Institute? If yes, please indicate how many family members you are bringing.					
Passport number			Passport Country		
Passport Expiry Date					

PERMANENT ADDRESS IN HOME COUNTRY

Address			
Country		Post Code	
Phone		Email	

AUSTRALIAN ADDRESS IF STUDENT ALREADY ONSHORE IN AUSTRALIA

Address			
Suburb		State	
Phone		Postcode	

UNIQUE STUDENT IDENTIFIER (USI)

The Australian Government has advised that all domestic and onshore international students require a USI to study and graduate from an Australian higher education provider.

- To find out if you already have a USI, click here: [Find Your USI](#).
- To create a USI, click here: [Create USI](#).
- For details about the USI process and/or privacy policies, please see the [USI help page](#) and the [USI privacy page](#).

USI Number

SPECIAL REQUIREMENTS

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

☐ No ☐ Yes If yes, please specify:

EMERGENCY CONTACT DETAILS

Full Name		Relationship	
Phone		Mobile	

Full Name		Relationship	
Phone		Mobile	

CITIZENSHIP/GTE AND VISA INFORMATION

Do you currently hold any type of Australian visa?	If yes, please attach a copy of the visa grant letter.
What is the visa expiry date? (if applicable)	
If you are already in Australia, what visa subclass did you enter Australia on? (e.g., 500 student visa, 600 visitor visa)	
Have you or any dependent ever been refused entry to Australia or any other country? If yes, provide details	
Have you or any dependent ever had a visa to Australia or any other country cancelled? If yes, provide details	
Have you or any dependent ever become unlawful in Australia or any other country? If yes, provide details	
Do you have a military service commitment in your home country? If yes, provide details	
Do you have close family members living in Australia? If yes, please advise whether they are a citizen, permanent resident or other visa holder.	

COURSE DETAILS

Indicate below which course(s) you wish to enrol in

Course Name	Campus	Start date

ENGLISH LANGUAGE PROFICIENCY

You must provide documentary evidence of your English language proficiency to meet the English language requirement of the Higher Education Institute. Please refer to **Admissions Policy and Procedure** for more information.

If you have undertaken the approved English test within the last two years, please specify the test type		Result	
Date of Exam (dd/mm/yyyy)		Test Report Form number (if applicable)	

ACADEMIC QUALIFICATIONS AND EMPLOYMENT HISTORY

Are you currently studying?			
Qualification/Award	Institution	Year enrolled (e.g., 2009-2012)	Date results are expected (dd/mm/yyyy)
Previous Education			
Qualification/Award	Institution	Year enrolled (e.g., 2009-2012)	Successfully completed

EXCLUSION

Have you been excluded or are you liable for exclusion on academic or other grounds, from any Australian tertiary institution or course following a previous enrolment?

If yes, please provide a copy of the written exclusion notification from your current institute.

EMPLOYMENT HISTORY (IF APPLICABLE)

Employer	Position	From (mm/yyyy)	To (mm/yyyy)

CREDIT FOR PRIOR LEARNING

Are you applying for credit for previous study or work experience?

If yes, please complete the **Credit for Prior Learning Application Form** and provide relevant supporting documents (e.g., transcripts, comprehensive syllabus details for each relevant unit and / or course structure).

For more information, please visit the **Credit for Prior Learning Policy and Procedure**

HEALTH COVER

Overseas Student Health Cover (OSHC) must be arranged for the duration of your visa as a condition of your student visa. The Higher Education Institute can arrange health cover on your behalf for the duration of your visa.

If you pay the full OSHC amount up-front, you are protected against any increases in the OSHC fees for the duration of your visa.

If you complete your studies earlier than expected, you may be entitled to a refund from Higher Education Institute.

Health insurance is your responsibility and current cover must be maintained by students for the duration of their stay in Australia.

Do you want the Higher Education Institute to arrange OSHC for the duration of your visa in Australia? ☐ No ☐ Yes

If YES, please select one of the following coverage types: ☐ Single ☐ Dual ☐ Family

If NO, you will need to provide evidence of the health cover at the acceptance stage.

DECLARATION AND TERMS AND CONDITIONS

The personal information you provide on this form is protected by the Privacy Act 1988. Details regarding how the Higher Education Institute uses and manages your personal information are contained within the **Privacy Policy and Procedure**.

I understand and declare that:

- I agree to the Higher Education Institute communicating with me via electronic means.
- I understand that the information I have provided to the Higher Education Institute may be made available to Commonwealth and State agencies pursuant to obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.
- I understand that information may be disclosed to third parties for the purpose of progressing my application.
- I declare I am a genuine temporary entrant and genuine student and intend to come to Australia with the primary purpose of academic study, and have the language, educational ability, and financial capacity to undertake and successfully complete my academic studies.
- I have read and understand the description of the ESOS framework made available at: www.internationaleducation.gov.au.
- By nominating an agent, as listed in the "contact address for correspondence", to represent me in my application to the Institute of Higher Education, I agree to the release of all information relating to my application and subsequent enrolment at the Institute of Higher Education to my nominated agent, until such time as this nomination is revoked by me in writing.
- I understand that giving false or misleading information is a serious offence under the Criminal Code of the Commonwealth Government of Australia.
- I authorise the Higher Education Institute to verify any information provided by me or my agent.
- I understand that if the Higher Education Institute provides me with a Confirmation of Enrolment or enrolls me as a student on the basis of fraudulent, forged or deliberately misleading documentation being supplied by myself or my agent, the enrolment will be withdrawn and in the case of a visa refusal the Higher Education Institute will retain a modest administration fee.
- I agree that if I am accepted as a student, I will abide by my responsibilities as defined in the Student Handbook, the Higher Education Institute's policies and procedures and the Student Code of Conduct.
- I declare that the information provided in this application and the documentation supporting it is true and complete

Applicant's signature		Date (dd/mm/yyyy)	
Parent/Guardian's signature (For applicant under 18 years of age at the time of application)		Date (dd/mm/yyyy)	
* International students must be 18 years of age upon course commencement.			

DOCUMENT CHECKLIST

- ☐ Certified copies of transcripts or testamurs of prior qualifications (documents in a language other than English must be translated by an official translation agency/body/person).
- ☐ Credit for Prior Learning Application Form (if applicable)
- ☐ Certified clear colour copy of your passport
- ☐ Copy of Australian Visa/visa grant letter (if applicable)
- ☐ Proof of English language proficiency
- ☐ Written exclusion notification (if applicable)
- ☐ Evidence of professional experience (e.g., Resume, job/position descriptions, references) (if applicable)
- ☐ Genuine Temporary Entrant (GTE) and financial documents (if applicable)

* For documents to be considered officially certified copies, the documents must be certified by a Justice of Peace or by an authorised agent. The certifier must sign and print their name clearly, include the date and an official stamp or seal of the authorised officer's organisation.