

How to Apply

PRE-APPLICATION

Have you checked and understood:

- Academic programs available including course structure, delivery methods, campus locations and projected course graduate/ career outcomes
- Academic entry requirements
- English language requirements
- Financial requirements to undertake study at the Institute and living in Australia
- Check the Department of Home Affairs website homeaffairs.gov.au for visa application process and eligibility criteria under the Simplified Student Visa Framework (SSVF).

APPLICATION

Application steps:

- Complete ALL sections of the International Student Application Form
- Attach one set of all certified documents as identified in the Document Checklist for Application
- Submit to your Agent or send to:

ABC institute admin office:

74 Sydney Street, Albion, Melbourne VIC -3020 Australia.

Email apply@abcinstitute.edu.au



APPLICATION ASSESSMENT

The International Office will assess the application and may request for additional documents such as:

— Additional questions and information that relate to your application.

Financial Evidence. The Institute reserves the right to ask applicants to present evidence of funds subject to assessment of the application.

OFFER

— After the application is assessed and if successful, a Letter of Offer and Acceptance Agreement will be forwarded to the Applicant/Agent.

— Applicant/Agent to ensure that the Applicant understands the terms and conditions of the Letter of Offer and Acceptance Agreement and accuracy of course(s) offered.

ACCEPTANCE

— Applicant reads and understands all the details and signs the Letter of Offer and Acceptance Agreement (including Student Declaration and Agent Declaration if applicable).

— Signed Letter of Offer and Acceptance Agreement returned to the Institute with evidence of payment

— The Institute will issue the Confirmation of Enrolment (CoEs) for your student visa application.

— Attend the Orientation and Enrolment session at the Institute.

Disclaimer: Incorrect or incomplete applications will not be processed and may lead to a delay in processing time. Please ensure that all documents provided are certified or notarized by an authorised organisation. The Institute reserves the right to decline applications for any reason at our discretion. The Institute will not refund any money paid by an international student or intending international student in relation to a course if the student submits fraudulent documents or misleading information or fails to disclose previous visa refusal/cancellation or makes false declaration on the application forms.

Document Checklist for Application

APPLICATION FORM

- Completed all sections
- Signed declaration by applicant
- Signed declaration by accredited agent or representative (if applicable)

Passport

- Copy of identical pages of your passport
- Copy of your current Visa

ACADEMIC DOCUMENTS

- Certified copies of relevant academic records in your home country, such as high school or college/university certificates
- Certified copies of relevant academic records in Australia, such as high school or college/university certificates (if relevant).

ENGLISH PROFICIENCY DOCUMENTS

- Copy of enrolment in any course (other than an English language course) if you are undertaking the course in Australia, including the CoE from the Institute, plus a letter reporting your attendance level and completion date
- If you are studying English in Australia prior to William Angliss Institute, a copy of the English language course Offer Letter and the CoE from the English language centre
- If you have completed English in Australia, a certified copy of your English language certificate and attendance report
- If you have completed an approved English language test such as IELTS, TOEFL or PTE, please submit the certificate. WAI will verify your

English language proficiency test score online

- If you have undertaken the PTE Academic test, you must send the scores to WAI on-line. No PDF versions of PTE Academic score can be accepted.

OTHER REQUIRED DOCUMENTS

- Financial Evidence (you may be asked to provide additional financial evidence after your application has been assessed)
- For students currently in Australia, a copy of Overseas Student Health Cover card as well as names and dates of birth of family member(s) if applying for family cover:
- Certified copies of work references (if relevant)
- Other (if requested by the Institute).

BEFORE ARRIVAL

- You are required to apply for a Unique Student Identifier (USI) as soon as your student visa has been granted. Please ensure that you go to the website below and apply for a USI before the Orientation program: usi.gov.au/create-your-USI/
- USI is a reference number made up of numbers and letters that gives students access to their USI account.
- Check details of study and life in Melbourne studymelbourne.vic.gov.au
- Check details of study and life in Sydney www.study.sydney