

Application Checklist

This application checklist **must** be submitted along with the completed application form, student declaration, and required documentation. We will be unable to process your application if all the required documentation is not included at the time of lodgement.

Documentation for offshore applicants

Please submit a fully completed application form accompanied by the following supporting documentation:

- Certification of completion of the highest level of study and related academic transcripts. (Not required for English language programs only)
- Passport (identification pages) or Birth Certificate.
- Your current curriculum vitae (CV) or résumé.

This information must be from at least 5 years current. Detailed information should include (where applicable):

- full employment history
- most recent employment
- volunteer work or relevant activities
- educational history.

Please also include accurate dates, positions held and level of studies completed. Supporting evidence must accompany your CV. These documents might consist of payslips or a contract, employment references, academic transcripts, and completion certificates.

- English test results (if applicable) – less than two years old. For example IELTS, TOEFL or PTE Academic. Refer to the application form for further information.
- A statement of purpose. Please refer to the Statement of purpose guide on the following page.

- A completed GTE form. Please refer to www.cit.international to download this document. **Please note:** If you or your family members have been refused a visa for any country including Australia, please include refusal documentation.
- Portfolio (if applicable). Please check course entry requirements at www.cit.international.

Additional required documents if applying from onshore in Australia

If you are a current international student in Australia, additional supporting documents required will be:

- A copy of your current visa.
- A copy of all Confirmation of Enrolments (COEs) for studies in Australia.
- All academic transcripts for past and current studies in Australia.
- Completion Certificates for studies completed in Australia.
- Proof of current Overseas Student Health Cover (OSHC) with clear expiration date.

Please note: English translation must be supplied where original documents are in another language.

All supporting documentation must be submitted with the application.

International Services Unit Canberra Institute of Technology Application Form

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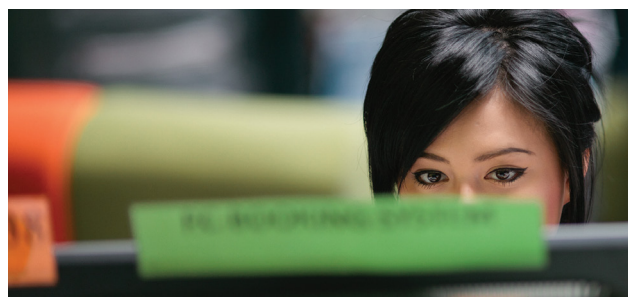
Now, just to make sure....

- Have you filled out ALL applicable fields in the application form?
- Have you provided an address and email address that we can send correspondence to?
- Have you attached a copy of your passport or birth certificate?
- Have you supplied your English results (if applicable)?
- Have you attached your academic certificates and transcripts?
- Have you signed the declaration on the final page of the applicaiton?
- Have you completed the Confirmation of Third Party Authorization if you would like to nominate a family member that is acting on your behalf?
- Have you completed the GTE form and attached requested documents?
- Have you prepared a Statement of purpose?
- Have you prepared a 5 year current Curriculum vitae and attached supporting employment references?
- Have you completed an application form for accommodation (if applicable)?

More Information

Refer to the following websites for further immigration information:

- www.homeaffairs.gov.au/Trav/Visa-1/500-
- www.homeaffairs.gov.au/Trav/Visa-1/500-?modal=wet
- www.homeaffairs.gov.au/Trav/Stud/Cour
- www.homeaffairs.gov.au/trav/stud/More/Changing-courses



PLEASE COMPLETE ALL SECTIONS OF THIS FORM IN BLOCK LETTERS

STEP 1: Application Type

Are you applying for a joint offer with a University? Yes No

If yes, please indicate which University?* Charles Sturt University Other.....

**If applying to Charles Sturt University, a completed university application and GTE form will need to be submitted with this application. If other, a completed university application will need to be submitted with this application.*

How are you applying to CIT? Agent Representative Direct

Agent Representative Details

Company Name.....

Representative/Counselor Family Name

Given Name (s)

Street address (not PO Box)

Suburb Postcode Country

Telephone Email

Is this your first application to study at CIT? If not, did you originally apply through a CIT Agent Representative? Would you like to nominate them to act on your behalf for this application?

Yes No

STEP 2: Personal Details (as written/featured in your passport)

Male Female Date of Birth/...../..... (DD/MM/YYYY)

Family Name Given Names(s)

Applicants Postal Address (not PO Box)

Suburb Postcode Country

Telephone (Australian) Telephone (International)

Email

STEP 3: Passport - Visa Details

Country of Birth Citizenship

Passport number Expiry Date/...../..... (DD/MM/YYYY)

Are you currently in Australia on a visa? Yes No

If yes, what type of visa are you on? Student Dependent on a student visa Diplomatic Tourist

Working Holiday Other

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Current visa expiry date/...../.....(DD/MM/YYYY)

What type of visa will you be studying on at CIT? Student Dependent on a student visa Diplomatic
 Tourist Working Holiday Other

In which country will you be applying for your visa?

Are you a sponsored student? (i.e. Australian Award Holder or own government sponsored) Yes No

If yes, please indicate who your sponsor is:

Will you be applying for a scholarship? (i.e. Australian Award Holder, Endeavour Award or own government sponsored)

Yes No If yes, please indicate which scholarship you are applying for:

PART 4: Overseas Student Health Cover (OSHC)

Are you arranging your own health cover? Yes No

If no, please select from the following options:

- Single policy:** Covers only the valid student visa holder
- Dual family policy:** Covers one valid student visa holder plus either one adult spouse or recognised de-facto partner or one or more dependant children
- Multi family policy:** Covers one student visa holder plus more than one dependant which can only include one adult spouse or recognised de-facto partner and one or more dependant children.

PART 5: English Language Proficiency

Have you studied at secondary/tertiary level with English as the medium of instruction? Yes No

Have you undertaken a test in English? Yes No

If yes, please indicate test and score: IELTS TOEFL Pearson's

Other

You must attach to your application evidence of your studies in English, certified copies of your English test results or other proof of your proficiency in English.

PART 6: Course Selection

Have you studied at CIT previously? Yes No If yes, please provide CIT Number:

English Course

Are you applying for an English course? Yes No Start Date (refer to course)/...../

If yes, please tick number of weeks:

- 5 wks 10 wks 15 wks 20 wks 25 wks 30 wks 35 wks 40 wks
- 50 wks 55 wks 60 wks

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Academic Courses

Which intake are you applying for? February July Year 20.....

Please check course prior to selection.

List in order of preference the academic courses you wish to study. Use the correct course title listed in the guide or website. If your application is successful, ONLY one course offer will be made. Please refer to the website www.cit.international for start date and availability.

1.
2.
3.

PART 7: Previous Education and Employment Details

Secondary Education

(attach a certified copy of subjects attempted and results)

School Certificate obtained
Country Year completed

Post-Secondary Education

(including any current studies in your home country or Australia)

School Certificate obtained
Country Year completed

Attach a certified copy of subjects attempted and results.

If still studying, date of likely completion: Month Year

Employment

(attach copies of employers' reference if available)

Provide details of your employment especially where relevant to the course for which you are applying.

.....
.....
.....

PART 8: International Emergency Contact

In case of emergency please provide international details of a family member/next of kin/guardian

Male Female Date of Birth/...../.....(DD/MM/YYYY)

Family Name Given Names (s)

Telephone (Australian) Telephone (International)

Email

PART 9: Confirmation of Third Party Authorization

Would you like to nominate a relative or friend to correspond with CIT regarding your application on your behalf?

Yes No

If yes, please provide details:

Male Female Date of Birth/...../.....(DD/MM/YYYY)

Family Name Given Names (s)

Telephone (Australian) Telephone (International)

Email

Please note that a Third Party nomination does not allow someone to sign documents on your behalf.

PART 10: How did you hear about CIT?

How did you hear about CIT? (Please tick one or more)

Relative/Friend Exhibition Agent Educational Publication Social Media Website*

*Which one?

Magazine/Newspaper Advertisement Other

Student Declaration

This student declaration **must** be completed, signed and submitted along with the application check list, completed application form and required documentation. We will be unable to process your application if all the required documentation is not included at the time of lodgement. **Please confirm your response by ticking the appropriate box.**

- I confirm that all information and documentation included in and attached to this application to study at the Canberra Institute of Technology (CIT) is genuine.
- I confirm that I have not provided fraudulent information or documents and understand if at any time the information or documents provided is found not to be genuine, this may lead to my application being denied by the institute, offer being withdrawn by the institute or visa being refused by the Australian Government Department of Home Affairs. I understand providing fraudulent information or documents may also jeopardise future visa applications for myself and my dependants resulting in further exclusion from Australia.
- I have read and understand the Genuine Temporary Entrant Requirements (GTE Requirements) as referred to on www.homeaffairs.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant
- I understand CIT will assess my application with consideration given to the GTE Requirements including but not limited to academic entry requirements, fraudulent information and documentation provided by me, the value of the course to my future, potential circumstances in Australia and my home country, immigration history. For this purpose I have provided all information and documents in my application which may impact on a genuine assessment.
- I confirm that I have the financial capacity to meet the costs referred to on the Australian Government Department of Home Affairs website www.homeaffairs.gov.au/trav/stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds for myself and my dependants (if any) for the total period of my visa. These costs would include but are not limited to living costs, travel, tuition, accommodation, overseas health cover and school costs of any dependants. I understand that when I apply for my visa I will have to provide evidence to demonstrate my financial capacity.
- I declare that I have genuine intention to study my chosen program with CIT, and have researched and considered how studying this CIT program in Australia rather than my home country will benefit my career or future education upon my return to my home country.
- I have read, understand and agree to abide by CIT's "Terms and Conditions" as referred to on www.cit.international/courses/how_to_apply/terms_and_conditions
- I have read and understand the preparation I am required to undertake and information I am required to provide to the Australian Government Department of Home Affairs to apply for a Student visa and/or Streamlined visa as referred to on www.homeaffairs.gov.au/Trav/Visa-1/500-
- I understand if I am applying for a scholarship through my government or the Australian government I will be required to provide a financial guarantee before I am issued with a confirmation of enrolment (eCOE).
- I declare that neither I nor my relative/dependant has received a visa refusal from the Australian Government Department of Home Affairs.
- I declare that neither I nor my relative/dependant has breached any visa held in Australia.
- I am aware if I study in Australia, I must comply with CIT terms and conditions, Australian laws and regulations and visa conditions as referred to on www.homeaffairs.gov.au/Trav/Stud/More/Visa-conditions including but not limited to work restrictions, academic performance, and satisfactory attendance.
- I understand that CIT may at any time if requested provide information regarding my application or studies to the Australian Government Department of Home Affairs, CIT Educational Agent, Third Party nomination or Scholarship provider.
- I understand I must advise CIT immediately if deemed any information submitted or related to my application is incorrect or if any personal circumstances change which may impact on my application including but not limited to my financial capacity.
- I have read and I understand each of the above statements and information provided above and I give my consent to use my personal information to process my application to study with CIT. All data collected in this application is held using cloud based technology.

Date of Birth/...../..... (DD/MM/YYYY)

Family Name

Given Name(s)

Signature*

Date/...../..... (DD/MM/YY)

**To be signed by Applicant or Parent/Guardian if Applicant is under 18 years of age.*

Statement of purpose guide

Please provide a detailed Statement of Purpose.

This information/documentation may be requested to be provided to the Department of Home Affairs in support of your student visa application.

As stated on the Department of Home Affairs website, the statement must be written by the applicant even if using an agent.

Your statement of purpose must include the following information:

Personal information

1. Your name and date of birth
2. Are you married? If yes:
 - how long have you been married?
 - do you live together?
 - do you have children?
 - will your spouse/children accompany you to study in Australia?
3. Do you have relatives in Australia? If yes:
 - where?
 - how are they related to you?
for example: sister, brother, aunt, uncle, mother, father

Your motivation for study in your chosen course

4. What CIT course are you applying for?
5. What is your interest and motivation to apply for this course with CIT?
6. How have you prepared for this field of study with CIT?
7. How does the CIT course you have chosen relate to your background (your work experience, previous education or future career goals)?
8. What do you intend to do on completion of your studies with CIT?
9. What value will the completed course have on your future career?
10. If you have completed your last educational qualification more than a year ago, what have you been doing since that time?

Evidence of independent research

11. Provide evidence of the independent research you have completed to find out more about your CIT course content and subjects.
12. What research have you done on alternate study options:
 - in your home country
 - at other providers in Canberra
 - in Australia
 - in other countries.

Why CIT and Australia is a good fit for you

13. Why did you choose to apply for the course with CIT rather than study at another Educational provider that you have researched:
 - in Canberra
 - in Australia
 - in other countries
 - in your home country.
14. How does the cost of studies with CIT compare to study elsewhere in:
 - in Canberra
 - in Australia
 - in other countries
 - in your home country.
15. How do you plan to fund your study, accommodation and living costs in Australia?
16. What do you know about Canberra as a study destination?