APPLYING TO STUDY AT CIT

There are two ways you can apply:

1 APPLY THROUGH A CIT EDUCATIONAL AGENT*

CIT has written agreements with registered Educational Agents around the world. They offer support and advice about studying at CIT and living in Canberra and will assist you with your visa and study applications, plus your English language testing requirements. They also deal directly with CIT on your behalf, making the application process easier for you.

There are many benefits applying to CIT through an authorised CIT Educational Agent. For more of these benefits, and to find a registered CIT Agent or Representative see international.cit.edu/agents

2 APPLY ONLINE*

You can apply online through our International Online application portal international.cit.edu.au/apply

If you have confirmed that you're able to apply to CIT directly, please ensure that you **have ALL your supporting documentation before you start**, (refer to application checklist) including your passport, academic results and completion certificates, entry requirements, a statement of purpose, your curriculum vitae, birth certificate, etc. Ensure that all documents are translated in English.

*BEFORE YOU APPLY

Before submitting your application either directly or through an agent, you need to check the Department of Home Affairs (DoHA) website to find out what your evidentiary requirements are when you apply for a student visa (subclass 500). The particular requirements will depend on whether your country is seen as 'Streamlined' or 'Regular'.

CIT **requires** applicants who are applying from a country nominated as a 'Regular' risk rating to apply through a CIT Educational Agent.

IMPORTANT INFORMATION

APPLICATION DEADLINES AND INTAKE DATES

There are no application deadlines for international students applying to CIT. Mainstream courses commence in February and/or July. Some courses are also available for commencement in April and October. English courses commence every five weeks. For the most current course advice, please refer to the CIT International website https://international.cit.edu.au/courses

Student Visa processing takes time!

Before submitting your application to study, you need to check the estimated visa processing times through either:

> Your local Australian Government visa office; or

> The DoHA website

Giving yourself the best chance for a successful student visa application starts with being prepared. Follow the student visa application process step-by-step and make sure to include **all** necessary documentation.

Visit international.cit.edu.au to see when your preferred course starts and allow enough time to obtain a visa.

ENTRY TO CIT ON A STUDENT VISA

To enrol in a CIT course on a student visa, you must:

> select full-time study

> have relevant academic qualifications

> meet Genuine Temporary Entrant (GTE) requirements

> gain temporary entry to Australia for study purposes only

> have relevant English language skills Each course outline on the CIT International website will advise the language proficiency required for study. To obtain a student visa you may also need to meet the English language requirements specified for your country by DoHA. See 'English Language Requirements' for more information.

> meet the prerequisites for your course. You must meet CIT's prerequisites for the course you wish to study and DoHA's requirements. If you do not meet the Institute's academic entry level but are at least 20 years old, you may be eligible to apply as a mature aged student. See 'Adult Entry' for more information.

STUDENT VISAS

Simplified Student Visa Framework (SSVF)

On 1 July 2016, DoHA made a number of changes to its student visa processes. These changes include the introduction of SSVF.

Under the SSVF:

> all international students will apply for a single Student visa (subclass 500), regardless of their chosen course and level of study

> all international students will be required to apply for their student visa online

> a new immigration risk framework and tool will be used to provide a guide of the evidence of English language, financial capacity and academic documentation that students will need to provide with their visa application.

Please refer to the following links and steps to determine your requirements:

1. Go to www.homeaffairs.gov.au/Trav/Visa-1/500-

2. Under 'Document Checklist Tool' enter your 'Country of Passport'

3. Choose 'Canberra Institute of Technology' as the Education Provider (or CRICOS 00001K)

4. Click 'Display evidence' to see your Document Checklist

STATEMENT OF PURPOSE (SOP)

All applications must be accompanied by a 'Statement of Purpose' (SOP). A SOP is detailed information outlining your aptitude and motivation for study in your chosen area of specialisation, including your preparation for the field of study, academic plans, interests and future career goals.

Please refer to the statement of purpose guide located on the CIT International website for information to be included in your SOP.

GENUINE TEMPORARY ENTRY (GTE)

The GTE requirement is a useful way to determine an applicant's genuine intention to remain in Australia temporarily to gain a quality education.

Based on the GTE requirement and individual circumstances, CIT may need further evidence to support your application and to understand your motives for applying to study and your plans to remain in Australia temporarily.

You will be asked to complete the CIT GTE form if you are considered to be coming from a 'Regular' country, as defined by DoHA. To find out if your country of origin is considered Regular, please visit the DoHA website.

DoHA and CIT encourage applicants to read Ministerial Direction 69 before drafting your GTE statement.

The Statement of Purpose is part of CIT's GTE form and must be completed and submitted with your application.

For further information regarding DoHA's GTE requirements visit www.homeaffairs.gov.au/trav/stud/more/genuine-temporary-entrant

ENTRY REQUIREMENTS

ACADEMIC ENTRY REQUIREMENTS

Students must meet minimum entry requirements to study at CIT (depending on your course entry requirements and country of origin):

> ACT Year 12 Senior Secondary Certificate or equivalent* (A copy of your award and results are required)

See the table for ACT Senior Secondary Certificate country equivalents.

*Students can apply to study at CIT prior to receiving their certificate; however, acceptance cannot be confirmed until CIT has received a certified copy of the award.

ENGLISH LANGUAGE REQUIREMENTS

CIT recognises a number of English language tests as meeting the Institution's English language requirements including:

> IELTS – International English Language Testing system

> TOEFL iBT – Test of English as a Foreign Language - Internet based test

> PTE Academic - Pearson test of English Academic

> CAE – Cambridge English: Advanced test (also known as Certificate in Advanced English)

> OET – Occupational English Test

Please refer to each course for its specific English requirements. If your English Language Test is not listed above, please contact ISO for further advice.

CIT ENGLISH PLACEMENT TEST

The CIT English Test is available to Streamlined applicants who are applying through a CIT Educational Agent. The CIT English Test is a one-hour test of your reading and writing skills. The English Placement Test is another way to determine your current level of English.

ADULT ENTRY

Adult entry is available for DoHA Streamlined candidates aged 20 or over. Applicants must provide evidence of current or most recent employment. Your CV should include full employment and educational history, including dates and positions held for at least the last five years. Adult entrants are still required to meet all student visa criteria as set by the DoHA.

Please note: Eligibility for Adult Entry is determined by course entry requirements in conjunction with your country of origin requirements as set by DoHA. For more information, see DoHA's website.

TUITION FEES

Tuition fees are payable in advance on a per-semester basis. You must pay your first fee as outlined on the invoice in your LoO before CIT can issue a CoE. Remaining fees can be paid before each semester, after you receive an invoice. You may also need to pay additional fees such as material fees for text books, stationery, or equipment. Visit international.cit.edu.au to find current information on the additional fees for each course.

OVERSEAS STUDENT HEALTH COVER (OSHC)

The Australian Government requires that international students have health cover for the entire duration of their visa. OSHC helps to pay for medical care you need while in Australia. To remain compliant with your visa conditions, your health cover must start before you arrive in Australia.

CIT's OSHC provider is Allianz Global Assistance. You are not obliged to take up your health cover through Allianz Global Assistance, you can choose to arrange your own OSHC through your chosen OSHC preferred provider. Please let us know if you wish to use an alternative provider that you have arranged yourself.

You can find out more about OSHC from Allianz Global Assistance by visiting their website.

UNDERTAKE PAID WORK ON A RESTRICTED BASIS ONLY

Student visa holders may work up to 40 hours per fortnight during term and full time during holiday periods, providing it does not impact their studies. If granted a student visa, you and your dependent family members will have permission to work included with your visa. Please note that you are not eligible to commence work until you have enrolled and commenced your course.

KEY

DoHA	Department of Home Affairs
ISO	CIT International Student Operations
SSVF	Simplified Student Visa Framework
OSHC	Overseas Health Cover
N/A	Not applicable
GTE	Genuine Temporary Entrant
LoO	Letter of Offer
CoE	Confirmation of Enrolment
SOP	Statement of Purpose

CIT CALENDAR 2019

SEMESTER 1 2019 (February–June)	
Term 1	6 February – 13 April
Vacation	18 – 24 April (1 week)
Term 2	26 April – 23 June
Vacation	26 June – 14 July (3 weeks)

SEMESTER 2 2019 (July–December)	
Term 3	17 July – 22 September
Vacation	25 September – 6 October (2 weeks)
Term 4	9 October – 8 December

Calendar dates are approximate only. Please refer to your Letter of Offer for specific start dates for your course.

Need help? You can contact us at any time during the application process if you have questions.
Phone the CIT International Student Operations on +61 2 6207 4662 or email international@cit.edu.au

ACT YEAR 12 SECONDARY CERTIFICATE COUNTRY EQUIVALENTS

COUNTRY	ACT YEAR 10 EQUIVALENT	ACT YEAR 12 EQUIVALENT
Bangladesh	N/A	Higher Secondary Certificate / Vocational Higher Secondary Certificate (Minimum CGPA is 3.5 or 60% in HSC/First Division pass) GCE A-Level (2 passes), not on CEP
Bhutan	N/A	Bhutan Higher Secondary Education Certificate (BHSEC) Awarded by the Bhutan Board of Examinations
Brazil		1 successful additional year of tertiary level studies after completion of either, Diploma de Ensino Medio, Diploma de Technico de Nivel Medio
Cambodia		Diploma of Upper Secondary Education/Baccalaurate
Chile	Educacion Media (General Secondary Education) A Minimum 2 years successful years of completion)	Licencia de Educación Media (Certificate of Secondary Education), Licencia de Educación Media Técnico-Profesional (Certificate of Technical-Vocational Secondary Education)
China	Successful completion of Senior Grade 2 (which is equivalent to Australian Year 11) with reasonable results of more than 60% pass in academic subjects such as Maths, English, Science.	General Senior Secondary Unified Graduation (Certificate of Graduation - senior secondary school)
Colombia		Bachillerato (secondary school graduation certificate)
Ghana	N/A	Senior Secondary School Certificate / West African School Certificate and Minimum of 2 passes at the Advanced Level (GCE A-Level). Checked against CEP
Hong Kong	Hong Kong Certificate of Education Examination - Year 1, Hong Kong Diploma of Secondary Education (HKDSE) – Year 1	Hong Kong Diploma of Secondary Education (HKDSE), Hong Kong Advanced Level Examination (HKALE) - minimum of 2 Advanced Level passes (Grade E or above), and 3 Hong Kong Certificate of Education Examination (HKCEE) passes (Grade E or above), Hong Kong Higher Level Examination (awarded until 1993 by Chinese-medium schools) Checked against CEP
India	N/A	Year 12 Certificate (All Indian Senior School Certificate) Awarded by Central board of Secondary Education, Indian School Certificate Awarded by the Council for the Indian School Certificate Examinations, Senior Secondary Certificate (Year 12 Examination, GCE A-Level) Awarded by the National Institute of Open Schooling, Certificate of Vocational Education Awarded by the Council for the Indian School Certificate Examinations
Indonesia		Secondary School Certificate of Graduation (SKHUN/STK)
International Baccalaureate	International Baccalaureate Diploma with a minimum score of Satisfactory for three subjects	International Baccalaureate Diploma with a minimum score of 22
Italy	Diploma di scuola secondaria di primo grado	Diploma liceale (Diploma of State examination), Diploma di istruzione tecnica (Technical Education Diploma) Diploma di superamento dell'esame di stato conclusivo dei corsi di Istruzione secondaria superiore (Upper Secondary School Leaving Certificate)., Diploma di istruzione professionale (Vocational Education Diploma),
Japan	Successful completion of Year 1 Kotogakko Upper Secondary School, Lower Secondary (Chugakko Sotsugyo Sho) plus 1 year further study	Upper Secondary School Certificate of Graduation (Kotogakko Sotsugyo Shosho
Kenya	N/A	Kenya Certificate of Secondary Education (KCSE) awarded with D grade average or higher / GCE A Level – 2 passes
Korea (South)	Successful completion of Year 1 in Senior High School Grade 1 or equivalent	Senior high school Certificate (인문겨 고등 하교 졸업장, Immumgye Kodung Hakkyo Chorupjang)
Malaysia	N/A	STPM Sijil Tinggi Pelajaran Malaysia (Senior Secondary Certificate of Education) 4 subject passes or GCE A Levels – 2 passes
Mexico	Certificado de Educacion Secundaria (Certificate of Secondary Education)	Successful completion of 3 year of either of the following – Bacillerato, Bachillerato Technico, Profesional Technico Bachillerato
(Burma) Myanmar		GCE A- Level (2 subject passes) or A level (1 A and 2 AS level passes)
Nepal	N/A	Higher Secondary Education Board Certificate (Year 12) with an average grade of 60% in the final 2 year
Nigeria	N/A	Senior Secondary School (WAEC/NECO) examinations (5 subjects passes C grade average), GCE A Levels (2 passes)
Pakistan	N/A	Higher Secondary School Certificate, or Intermediate Examination Certificate with a First Division pass and an overall average of 60%
Papua New Guinea	N/A	High School Certificate (4 C Grades)
Philippines	N/A	High School Diploma or Certificate of Graduation plus successful completion of 1 year Post-Secondary School or 2 years in any Bachelor Degree,
Spain	Compulsory Lower Secondary Education Certificate (Graduado en Educacion Secondaria Obligatoria)	Titulo de Bachiller
Sri Lanka	N/A	GCE A-Levels (3 passes)
Taiwan	Senior High School (1st or 2nd Year)	Senior High School Diploma or Senior Vocational School Diploma
Thailand	N/A	Certificate of Secondary Education (Matayom 6 or MS 6)
U.K of Great Britain	GCE O-Level/Vocational GCSE (4 subject passes)	General Certificate of Education, 3 Advanced Level passes (2 if awarded before 2001) 3 passes in other subjects, General Certificate of Education 6 (previous) Advanced Supplementary or 4 (previous) Advanced Supplementary passes and 1 Advanced Level pass, Cambridge Pre-U Diploma 3 principal subjects, Completion of an independent research report, Scottish Qualifications Certificate 3 or 4 Higher passes
Viet Nam	N/A	Upper Secondary School - Diploma of General Education (Bang Tot nghiep Trung hoc Pho thong) with a grade of 6.5
Zimbabwe	N/A	Zimbabwe General Certificate of Education at Advanced Levels (A Levels)– 2 passes at Grade E or above and 5 subjects passed (Grade E or above in the Zimbabwe General Certificate of education at Ordinary level., or International Baccalaureate Diploma