

# How to Apply

If you need assistance with your application, please contact one of our approved representatives (agents) from around the world to provide advice and assistance. Visit [angliss.edu.au/agents](http://angliss.edu.au/agents)

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## 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
- Requirements of Genuine Temporary Entrant (GTE) and overall compliance with the student visa conditions.
- Check the Department of Home Affairs website [homeaffairs.gov.au](http://homeaffairs.gov.au) for visa application process and eligibility criteria under the Simplified Student Visa Framework (SSVF).

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## Application

Application steps:

- Complete ALL sections of the International Student Application Form A1
- Attach one set of all certified documents as identified in the Document Checklist for Application
- Submit to your Agent or send to:  
William Angliss Institute, International Office,  
555 La Trobe Street, MELBOURNE VIC 3000 AUSTRALIA  
Email: [international@angliss.edu.au](mailto:international@angliss.edu.au) Fax: +61 3 9670 9348.

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## 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.

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## 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.

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## 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 notarised 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** (hard copy or on-line application at [service2.angliss.edu.au/international](http://service2.angliss.edu.au/international))

*Completed all sections*

*Signed declaration by applicant*

*Signed declaration by accredited agent or representative (if applicable)*

*Signed declaration by sponsor/guardian if under 18 years of age.*

## **Passport**

*Copy of identification pages of your passport*

*Copy of current visa (if you are in Australia).*

## **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**

*On acceptance you may want to organise airport pick up by completing Airport Reception and Homestay Service Form (A3).*

*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/your-usi/create-usi](http://usi.gov.au/your-usi/create-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](http://studymelbourne.vic.gov.au)*

*Check details of study and life in Sydney [study.sydney](http://study.sydney)*

## **Contact Us**

**For information available to international students, phone William Angliss Institute's International Office on +61 3 9606 2169 or visit [angliss.edu.au](http://angliss.edu.au) or email [international@angliss.edu.au](mailto:international@angliss.edu.au)**



## Part 2: Guardianship

*(Please complete this section if you will be under 18 years of age at the time of enrolment) (attach documents)*

Name of your parent/guardian

Parent/guardian's business telephone (include country code):

### While in Australia, the student:

will be residing with a parent or suitable nominated relative; or

will be residing with a nominated carer approved by WAI's Guardianship Service.

## Part 3: Visa-related Information *(Please attach copy of your current visa if applicable) (attach documents)*

Passport number:

Expiry date (DD/MM/YY):

Are you currently in Australia?    Yes    No

*If yes, state your visa type (eg student, tourist, etc) visa subclass number and expiry date:*

Visa type:

Subclass no.:

Expiry date (DD/MM/YY):

Have you or any immediate family members had any visa grants and/or visa refusals to Australia for the last 5 years?    Yes    No

Have you or any immediate family members had any visa refusals to other countries?    Yes    No

*If yes for either one of two above questions, please provide details below:*

## Part 4: Overseas Student Health Cover (OSHC) *(If you are already in Australia) (attach documents)*

Do you have OSHC?    Yes    No    *If yes, please provide details:*

OSHC Provider Name:

OSHC Number:

Expiry date (DD/MM/YY):

## Part 5: Course Applying For

Course	CRICOS Code	Course Title	Intake	Campus (Melbourne/Sydney)
Course 1				
Course 2				
Course 3				
Course 4				

If packaging Certificate, Diploma, Advanced Diploma or Degree courses, please include details of all courses.

### Study Abroad Program *(please complete only if applying for Study Abroad program)*

Please list the subjects you wish to study in order of preference:

Preference	Subject Name	Code	Preference	Subject Name	Code
1			4		
2			5		
3			6		

Please complete all sections in CAPITAL letters.

## Part 6: Education Background *(attach documents)*

### Studies outside Australia

Please provide details and documentation of your secondary and post-secondary qualifications achieved overseas, either completed, incomplete or pending, including an explanation of the grading system.

#### Secondary and Post-Secondary Studies

Name of qualification	Institution	Country	Start	Completed

### Studies in Australia (if applicable)

Have you undertaken or are you currently enrolled in study in Australia?      Yes      No      *If no, Go to Part 7.*

You *must* list all the courses you have undertaken or are currently enrolled in studying in Australia.

Name of qualification	Institution	State	Start	Completed

Please attach certified copies of relevant academic records in Australia, such as high school or college/university result transcripts, certificates and relevant CoE(s).

## Part 7: Credit Transfer and Advanced Standing *(attach documents)*

Are you applying for exemptions as a result of previous experience/study?      Yes      No

*If "Yes", please attach translated copies of the course, subject outlines, subject descriptors and other relevant information for each subject or unit.*

## Part 8: Summary of Work Experience

(Complete only if relevant. Certified Documentary Evidence Required)

Employer	Position	Duties	Country	Start	Finish

## Part 9: English Language Proficiency *(attach documents)*

Please tick the appropriate box and attach your results.

### English is your first language

#### English was the language of instruction in your secondary/tertiary studies

*(Documentary evidence must be provided if the institution is located in a non-English speaking country)*

#### I have completed an approved English language test *(complete the details below - attach evidence)*

Type of English Proficiency Test:

Date taken *(DD/MM/YY)*:

Overall Score:

#### I have not yet completed an approved English language test. I intend to apply or complete the following test on the date specified below

*(Complete the details below). Test must be taken within 2 years of course commencement.*

Type of English Proficiency Test:

Date taken *(DD/MM/YY)*:

#### Completed English course in Australia *(attach evidence)*

Name of English language course

Name of English language centre:

Start date *(DD/MM/YY)*:

Completion date *(DD/MM/YY)*:

#### Applying or Attending ELICOS Program *(attach evidence)*

*If 'Yes' provide details of English language course and English language centre and attach Offer Letter.*

Name of English language course

Name of English language centre:

## Part 10: Student Statement *(attach documents)*

**Please note:** You must provide a separate Statement of Purpose (S.O.P) which clearly covers the following key considerations:

1. Give details of your current circumstances. This includes ties to family, community, employment and economic circumstances.
2. Explain why you wish to study this course with William Angliss Institute. This must also explain your understanding of the requirements of the intended course and studying and living in Australia.
3. Explain how completing the course will be of benefit to you.
4. Give details of any other relevant information you would like to include.

## Part 11: Financials

### Part 11.1: Details of Sponsor

Sponsor(s) must be one of the following:

- Self-sponsored
- Parents
- Partner (spouse or de-facto partner, including same-sex de-facto partners)
- Approved government, institutional or corporate sponsor.

Relationship to the student	Full Names (as per passport or birth certificate)	Occupation

## Part 11.2: Financial Requirements

Table of expenses	
Travel for the applicant One return airfare to Australia	\$2,000 to \$4,000
Travel for family member (if applicable) One return airfare to Australia per person	\$2,000 to \$4,000 (if applicable)
Tuition fees (applicant) (Refer to the course guide for tuition fee costs per semester/year)	\$17,600 to \$28,000 per year (depending on program)
Tuition fees for dependent children aged 5-18 years	\$13,502 per year (if applicable)
Deposit for packaged program (if applicable)	Diploma \$500 Advanced Diploma \$500 Bachelor \$1,000
Living costs (12 months)	Applicant \$29,710 Partner/spouse \$10,394 Child \$4,449
OSHC	Student single \$764 Dual Family \$5,551 Multi Family \$10,963
Other costs such as uniform and books (if applicable)	Approx. \$750

Source: [immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#HowTo](http://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#HowTo)

## Part 11.3: Details of Bank Deposits

Bank Name	Account Type	Account Name	Full Name of Sponsor (if different from account name)	Total amount in your currency	Total amount in AUD

## Part 11.4: Annual Income of Sponsor

Full name of Sponsor	Occupation	Monthly Salary	Yearly Salary	Other Income (dividends, rental, etc.)	Total yearly amount in your home currency

I understand that William Angliss Institute may refuse to issue an offer if it assesses my financial capacity as insufficient.

I understand that William Angliss Institute tuition fees are subject to an annual increase as outlined in my offer letter and that I am able to access funds to pay the increased fees.

I understand William Angliss Institute may seek any additional information and documentation/evidence to confirm my financial capacity to funds.

I declare that I have sufficient funds as outlined as per the table above.

I understand that the Department of Home Affairs may require evidence of funds for 12 months' of expenses or annual income of at least AUD87,856 to AUD102,500

I am aware of the tuition fee and living costs of my stay in Australia, including any dependent family members, and have the financial capacity to meet such costs and any annual fee increase for the duration of my course.

Signature of Applicant:

Date (DD/MM/YY)

## Part 12: Declaration

### Applicant's declaration

1. I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.
2. I acknowledge that any false or misleading statement may result in denial of my admission request or subsequent cancellation of my enrolment at WAI, which in turn may affect the validity of my visa.
3. I authorise the Institute to seek verification of my academic and professional qualifications, and work experience. I understand that the Institute reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
4. I understand that at the time of enrolment I will be required to supply originals or certified copies of all documents used to support this application.
5. I acknowledge that the Institute reserves the right to alter any course, subject, admission requirement or fee without prior notice.
6. I understand that the personal information I have provided may be released to government agencies as required by law, I further understand that it may be disclosed to third parties for the purpose of progressing my application.
7. I acknowledge that I have read and understand the description of the program/s that I am applying for.
8. I authorise the Institute to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
9. I declare that I am applying to be a genuine temporary entrant to Australia and as a genuine student and that I have read and understood conditions relating to these requirements  
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement>
10. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
11. I declare that my signature is true and correct and matches the signature in my passport.

I (insert full name):

understand all of the requirements for the courses and visa application and confirm that all of the information provided is true.

Signature of applicant: (as in passport signature page)

Date (DD/MM/YY)

Note: Applicant declaration must be signed by a parent or legal guardian if the student is under 18 years of age.

Signature of guardian:

Date (DD/MM/YY)

### Agent's declaration (if applicable)

1. I have assessed the applicant and to the best of my knowledge the applicant is a genuine temporary entrant and genuine student as defined by the Department of Home Affairs and I confirm the documents and information provided by the applicant did not disclose any conclusive grounds for rejecting the applicant's declarations that they are a genuine student.
2. To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application.
3. The documents which form part of this application appear to be authentic and valid. To the best of my knowledge the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable).
4. I recommend the Institute proceed with the assessment for admission of this applicant.
5. I confirm the student has signed this application form.
6. I have provided the student's personal email address and residential address, as disclosed to me by the student

Agency name:

Agency branch office:

Agent staff member name:

Signature of Agent:

Date (DD/MM/YY)

DISCLAIMER: William Angliss Institute respects your privacy. The information you have provided will not be given to any third parties, and will only be used internally. Upon graduation, you will automatically become a part of the William Angliss Institute Alumni. Please note: you will be given the opportunity to unsubscribe at the time of completing your course. We have made every effort to ensure that the information contained in this document is correct at the time of printing. William Angliss Institute reserves the right to change the admission requirements, fees and units of competency in listed courses whenever necessary. All reasonable attempts will be made to publish the most up-to-date information, but course details can change, and you will always find the most current information on our website at [www.angliss.edu.au](http://www.angliss.edu.au).