



# Application for Admission

**Important Notice:**

Before completing the application form into any qualification(s) that you are planning to enrol, please ensure that you have read and understood all the necessary and relevant information about the qualification(s) that you are planning to apply for and the terms and conditions of enrolment at TACIS, which are contained in the following documents:

**TACIS Student Handbook** – available on TACIS website: [www.tacis.edu.au](http://www.tacis.edu.au)

**TACIS Qualification Brochure** – available on TACIS website: [www.tacis.edu.au](http://www.tacis.edu.au)

Should you need further clarification in completing the application form or any information about the qualification(s), please kindly contact any TACIS staff via phone or email at [admission@tacis.edu.au](mailto:admission@tacis.edu.au).

1. Personal Details (as appears on passport)			
Family Name:			
Given Names:			
Date of Birth:		Gender:	
Nationality:		Country of Birth:	
Passport Number:		Passport Expiry Date:	
Have you enrolled at TACIS previously?	YES	NO	TACIS Student ID:
2. Unique Student Identifier (USI):			
<p>All students applying for a VET course must supply their Unique Student Identifier (USI).            For information about USI, including how to apply for your USI online, please go to <a href="http://www.usi.gov.au">www.usi.gov.au</a>.            Your Unique Student Identifier (USI): _____</p>			
3. Contact Details			
Current Address in Australia:			
City/Suburb:		State:	Post Code:
Home Phone:		Mobile Phone:	
Email Address:			
Emergency Contact Person in Australia:	Name:	Phone No:	
	Relationship:	Email:	
*Address in Home Country:			
City/Suburb:		State:	Post Code:
Home Phone:		Mobile Phone:	
Email:			



Emergency Contact Person in Australia:	Name:	Phone No:
	Relationship:	Email:

\*Note: A student's email address and overseas address are **mandatory**. If the student is currently in Australia, an Australian address must also be provided.

**4. Application Lodgement and Visa**

Are you applying for a course at TACIS through an education agent?

No, applying directly  Yes, through an agent

Agent Details (if applicable): Agent to place stamp here.	Agent's Company Name:
	Agent's Representative Name:
	Email:

Country where your visa application will be lodged:

Do you hold a current Australian Visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No Visa Category Number:
	Visa Expiry Date:

Have you visited TACIS's website at [www.tacis.edu.au](http://www.tacis.edu.au)?  Yes  No

Have you read the **TACIS Student Handbook** attached to TACIS website?  Yes  No

Have you read the **TACIS Qualification Brochure** attached to TACIS website?  Yes  No

**5. Vocational Education and Training (VET) Courses Details:**

**Instruction:**

1 <sup>st</sup> Course	Preferred Commencement Date (Intake Date)	
	Do you need CoE for Visa Application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Campus	
	Course	
2 <sup>nd</sup> Course	Preferred Commencement Date (Intake Date)	
	Do you need CoE for Visa Application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Campus	
	Course	
3 <sup>rd</sup> Course	Preferred Commencement Date (Intake Date)	
	Do you need CoE for Visa Application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Campus	
	Course	

**Recognition of Prior Learning (RPL) and/or Current Competencies (RCC)?**

Are you seeking RPL or RCC/Credit Transfer for studies already completed?

Yes  No

If "Yes", please complete the application form for exemption with all the supporting documents such as unit outline and qualifications completed before commencement of your course.

**6. Education and Academic Achievements:**

Completed Education:  High School  College  University

Course/Award	Institution	Country	Year started	Year finished

**Note:** Applicant **must** attach certified copies of all relevant academic certificates and transcripts. Certified copies must be stamped and signed by a Justice of Peace. All documents not in English must be accompanied by a NAATI certified translation.

**7. English Language Proficiency**

Is English your first language?  Yes  No

Do you hold a certificate of English proficiency? (eg. Academic IELTS, TOEFL, PTE Academic)  Yes  No

Did you complete any secondary or tertiary study with English as the language of instruction?  Yes  No  
 (in Australia or overseas). Applicants must attach certified copies of all relevant English certificates and transcripts.

**8. Medical / Special Needs**

Do you have a disability for which additional assistance may be required?  Yes  No

If "Yes", please attach a separate sheet outlining this disability and what assistance may be required.

**9. Marketing**

How did you hear about TACIS?  Friend  Internet  Agent  Other \_\_\_\_\_

**10. Applicants Declaration**

I declare that the information supplied in this application is true and correct. I authorise TACIS to obtain enrolment and academic information from any of my previous or current education providers. I understand that TACIS will take remedial corrective action if the information provided is false and misleading.

I declare that I have genuine access to sufficient funds whilst in Australia, to meet my financial commitments to TACIS and cover all tuition, Overseas Student Health Cover and living expenses for myself and any dependants.

I understand that I may be contacted by a TACIS representative and asked a series of questions in relation to this application and that the Department of Home Affairs will undertake their own determination of any criterion for visa purposes.

I understand that TACIS will not disclose my personal details to any third party without my consent, with the exception of the Department of Education, Department of Home Affairs for visa requirements and when the information may reduce or prevent a serious or imminent threat to my life, health or safety.

I understand that upon accepting an offer of admission from TACIS, that I am required to complete a minimum of 6 months study in my principal course (the highest qualification applied for).

**Name of Applicant:**

**Signature:**

**Date:**

**11. Admission Checklist**

- Completed ALL required sections and sign this "Application for Admission" form
- Provided certified copies of passport and current Australian visa
- Provided certified copies (and necessary translations) of academic studies
- Provided documentary evidence of English proficiency
- Provided valid and correct contact details (incorrect details may void this application)

**12. Submit your Application**

Please, submit the completed "Application for Admission" form together with all the attachments by email to: [admission@tacis.edu.au](mailto:admission@tacis.edu.au).

TACIS will endeavour to process all applications within 3 working days. However, this may vary due to unforeseen application volumes or peak admission periods throughout the academic year.

Incomplete applications will delay processing until TACIS can accurately assess or verify that the applicant meets the entry requirements for admission.

**13. Education Agent's Declaration**

- I have assessed the Applicant as a genuine temporary entrant and a genuine student as defined by the Australian Department of Home Affairs (DHA).
- The Applicant is genuine in making this application and has every intention of attending classes as prescribed in the course requirements and completing all courses listed in the application.
- I confirm I have met (either in person or via phone-call for overseas applicants) with the applicant and have interviewed them to confirm this information, including making any external checks as necessary to verify the information provided.
- I understand that I am responsible for ensuring that the information provided here is neither false, nor misleading and failure to properly screen applicants may impact my agreement with TACIS.

**Education Agent' Name:**

**Education Agent's Signature:**

**Date:**

**Office Use Only:**

Application processed by (insert full name of admin staff):					
Applicant has been approved for course commencement?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
CoE issued:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Letter of Offer sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Letter of Offer accepted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Orientation Day Scheduled:	<input type="checkbox"/> Yes	<input type="checkbox"/> No