



1. PERSONAL DETAILS

PLEASE USE CAPITAL LETTERS

TITLE (Please Tick as per your passport): Mr Mrs Ms Miss other (please specify) _____

Family Name (as shown on your passport) : _____

First Name (as shown on your passport): _____

Preferred Name: _____

Date of Birth: _____ Gender: Female Male Intersex

Nationality _____ Passport Number: _____

Expiry Date: _____ Year of arrival in Australia _____

Country of Birth _____ Country of application: _____

2. CONTACT DETAILS

Current Residential Address

Street No.: _____ Street Name: _____

City/Suburb: _____ Postcode: _____ Country: _____

Telephone: _____ Mobile: _____

Email: _____

Currently in Australia: Yes No

Visa Type: _____ Visa No.: _____



3. USI

From 1 January 2023, all higher education students, including those who commenced prior to 2021, must have a USI in order to graduate and receive their award. This includes all students who started before 2021, and all onshore international students. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Enter your Unique Student identifier (if you already have one)

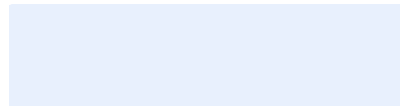
If you do not have a USI, you can apply at www.usi.gov.au Polytechnic Institute Australia can apply to the Student Identifiers registrar on your behalf for a USI. You will be required to complete a separate Unique Student Identifier Application Form and the consent below.

If you would like us [Polytechnic Institute Australia] to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the relevant privacy information.

I [NAME]authorise

Polytechnic Institute Australia to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed within the Privacy Notice.

[SIGNATURE] please upload an image of your signature



[DATE] _____

USI Privacy Notice

How to protect your USI account privacy

There are several ways you can protect your personal information:

- install security software on your computer
- don't open email attachments from unknown senders
- be careful exchanging files with people you work with or friends
- only provide necessary personal information when completing online forms (you can skip fields marked as optional)
- never share or email your password
- make your password as strong as possible
- change your password regularly
- report [suspicious activity](#) to us

For more information about privacy, visit the [Office of the Australian Information Commissioner](#).

The Student Identifiers Registrar's Privacy Policy explains how:



- to access and correct personal information
- to make a breach of privacy complaint
- privacy complaints are handled.

Privacy notice: education or training providers applying for USI on behalf of student

Before an education or training provider applies for a USI on behalf of a student, they're required under the Student Identifiers Registrar's [terms and conditions](#) to give you a [Privacy Notice](#) explaining how your personal information will be used. This information is on the USI application form.

Student USI exemptions

If you have a genuine personal objection to being assigned a USI, you can apply for an [exemption](#) to the Student Identifiers Registrar.

How your personal information is used

The USI application process requires personal information, including:

- your name
- date and place of birth
- gender
- contact details
- a form of identification.

This information is to confirm your identity and ensure your USI is unique.

Your information may be disclosed for the purposes set out in our [terms and conditions](#).

The USI Registry System only keeps information about your name, date and place of birth, gender, contact details and the type of identification provided.

The USI Registry System doesn't retain details from the ID used to create your USI.

If you've authorised a third party to create a USI on your behalf, typically an education or training provider, they're required by law to destroy your personal information as soon as possible after making the USI application.

Protecting your computer

To protect your computer:

- install security software that includes anti-virus, anti-spyware, firewall and anti-spam filters
- regularly scan your computer for viruses
- always run the current version of your security software.

Other steps you can take to protect your computer:

- check your internet browser's security settings for ways to make your browsing more secure
- don't open email attachments from unknown senders
- only download files from trusted websites
- be careful exchanging files with colleagues or friends
- never click on links in emails from unknown sources.



Protecting your password

To protect your personal details and privacy:

- never share your password
- never send your password via email
- make your password as strong as possible
- change it regularly.

4. Course Details

(Please select the course you wish to enrol in)

UNDERGRADUATE

- BACHELOR OF BUSINESS (Accounting)
- BACHELOR OF BUSINESS (Marketing)
- BACHELOR OF NETWORKING AND TELECOMMUNICATION

POSTGRADUATE

- POSTGRADUATE QUALIFYING PROGRAM
- GRADUATE CERTIFICATE IN BUSINESS
- GRADUATE DIPLOMA IN BUSINESS
- MASTER OF BUSINESS (select a specialisation)
 - ACCOUNTING
 - MARKETING
 - INTERNATIONAL BUSINESS
 - GENERAL BUSINESS
 - CYBER SECURITY MANAGEMENT
 - DATA ANALYSIS

Preferred Course Start Date: _____

English Language Intensive Courses for Overseas Students (ELICOS)

- English for Academic Purposes (EAP) 1
- English for Academic Purposes (EAP)

Preferred Course Start Date: _____ Number of Weeks: _____



5. Education Details

Highest Level of Education: Secondary TAFE University

Name of the Institute: _____

Year of Completion: _____

6. STATEMENT OF PURPOSE, GENUINE STUDENT AND GENUINE TEMPORARY ENTRANT

(TO BE COMPLETED ONLY IF APPLYING FOR VISA OUTSIDE AUSTRALIA)

To be granted a student visa, applicants must be both a Genuine Student and a Genuine Temporary Entrant.

Will you have family (husband/wife/children/de facto partner) accompanying you to Australia either (a) included in your visa application or (b) joining after you have had your visa granted as a subsequent entrant?

- Yes – Please complete: Statement of Purpose (SOP) Genuine Student (GS) and Genuine Temporary Entrant (GTE) Profile Dependant Applicant Form
- No – Please complete: Statement of Purpose (SOP) Genuine Student (GS) and Genuine Temporary Entrant (GTE) Profile Single Applicant Form

Note: these forms are available at <https://docs.pia.edu.au/documents.html>

7. SPECIAL NEEDS

Do you have any special needs that Polytechnic Institute should be aware of?

(e.g. medical condition, dietary, etc.):

- No (Go to section 8)
- Yes, please specify: _____

8. OVERSEAS STUDENT HEALTH COVER (OSHC)

Overseas Student Health Cover (OSHC) must be arranged for the duration of your visa as a condition of your student visa. PIA can arrange health cover with BUPA (our preferred provider) on your behalf for the duration of your visa. If you pay the full OSHC amount up-front, you are protected against any increases in the OSHC fees

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for the duration of your visa. If you complete your studies earlier than expected, you may be entitled to a refund from BUPA. Health insurance is your responsibility and current cover must be maintained by students for the duration of their stay in Australia.

Please note that the following fees are not refundable.

Do you require PIA to assist you in arranging Overseas Student Health Cover (OSHC)? Yes No

If you selected yes: how long?

TYPE OF COVER

- Single
- Couple
- Family

PERIOD INSURANCE REQUIRED FOR:

- Choose an item.
- Choose an item.
- Choose an item.

This service is provided via "BUPA". www.bupa.com.au

(Note that prices provided are based on individual student needs and will be emailed to you once the type of cover has been selected.)

9. Advanced Standing (AS)

Have you studied a course in Australia which is similar to the one for which you are applying?

Answering yes requires you to complete the Specific Evidence table form that is associated with your course, the evidence table can be found on the PIA website under forms, link provided below.

Yes No

If you have, please attach the Advanced Standing application form and all relevant documentation, as you may be eligible for AS for your course.

Please ensure that you have provided sufficient supporting evidence for consideration. Applications submitted with insufficient evidence will be rejected.

Please read the [Advanced Standing Policy and Procedure](#) on the www.pia.edu.au website.

Note: Specific Evidence table forms are available at <https://docs.pia.edu.au/documents.html>



10. HOW DID YOU HEAR ABOUT US

- Agent (Name): _____
- Magazine/Newspaper Ad (Name): _____
- Friend/Relative (Name): _____
- Other: _____

11. PRIVACY DISCLOSURE STATEMENT

Polytechnic Institute Australia is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Privacy Act 1988. The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education and Training, and The Department of Home Affairs pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider and, if you are under 18 years of age, to the carer appointed for you in accordance with the National Code established under the Education Services for Overseas Students Act 2000. Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that Polytechnic Institute Australia holds about you. See Polytechnic Institute Australia Privacy Policy for details, which can be accessed at <http://www.pia.edu.au/student-info/policies-procedures>

12. DECLARATION

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I **[INSERT NAME]** _____ declare that:

- I understand that Information contained in these forms may be provided to the state and Commonwealth agencies and research organisations and consent to that occurring.
- The information submitted in this application is correct and complete.
- I acknowledge that my admission and continued enrolment will be subject to Polytechnic Institute Australia policies and procedures.
- I agree that the Institute may obtain official records from my previous employers or providers I attended.
- I undertake to advise the Institute immediately of any changes to the information submitted in this application.
- I consent to the above information being maintained in the Institute's records for administration and academic purposes and reported to the regulatory authorities for official purposes.
- I understand that Polytechnic Institute Australia may be required to report to the relevant Government authorities the progress of my application and or subsequent student status.
- I consent to my information being held securely by the relevant regulatory authority and that my information may be disclosed to the Department of Education, Skills and Employment and the Department of Home Affairs. Polytechnic Institute Australia will not otherwise disclose the information without my consent unless required or authorised by law.
- I hereby certify that the information provided on this form, and on all documents submitted may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code 2018. I understand that the institution is required under section 19 of the ESOS Act 2000 to inform Department of Education, Skills and Employment and the Department of Home Affairs of changes to my enrolment and any breach of a student visa condition relating to attendance or unsatisfactory academic performance.
- I declare that I have read and understood Polytechnic Institute Australia fee schedule, conditions of enrolment, privacy statement and refund policy and have familiarised myself with other relevant policies located on the PIA website and agree to be bound by them.
- I undertake to advise Polytechnic Institute Australia immediately of any changes to the information submitted in this application. I have fully read and understood the Institute's terms and conditions.
- I declare that I have the financial capacity to meet course fees and agree to pay these fees as they become due and I have read, fully understood and accept the Institute's terms and conditions.

Student Name: _____ Signature: _____

Date: _____



--- If fees are being paid by another person(s) or company:

_____ (name of person(s) / company paying fees – please print)

declare that I have the financial capacity to meet course fees and agree to pay these fees as they become due and I have read, fully understood and accept the Institute's terms and conditions.

Name: _____ Signature: _____

Date: _____

Only applicable if applicant is under the age of 18.

Witness: _____ Signature: _____

Date: _____

13. APPLICATION CHECKLIST

- Completed and signed copy of the international student application form
- Certified copy of the personal details page of your passport
- Certified copy of your English language qualification or provide details of your English proficiency
- Certified copy of all academic qualifications, including secondary school studies
- Additional documents where applicable and as outlined by the course entrance requirements - eg. folio, personal statement
- Advance Standing evidence table for specific course and associated evidence- **ONLY** if applying for Advance Standing
- Copy of Visa (if applicable) +1 passport size photograph (email digital photograph to info@pia.edu.au)
- USI provided or completed USI application form
- Documentation verifying name change - if your academic documents are under a previous name
- Certified official translation of any document not in English

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Completed in applicants handwriting and Statement of Purpose (SOP) Genuine Student (GS) and Genuine Temporary Entrant (GTE) Profile Applicant Form (Dependent/Single) Form – if you re applying for student visa from outside Australia

A **certified copy** is a copy of an original document that has been verified as an authentic copy by an authorised person who has sighted the original document. A certified copy should include the certifier's name, signature, date of certification and agency/organisation stamp.

An **authorised person** includes– a Polytechnic Institute Australia authorised representative, public notary justice of the peace, commissioner for declarations, or a Polytechnic Institute Australia staff member.

A **certified official translation** are translations performed by a National Accreditation Authority for Translators and Interpreters (NAATI - naati.com.au) accredited translator.

Send Completed Applications To:

Polytechnic Institute Australia
Level 16, 233 Castlereagh Street
Sydney, NSW 2000
Ph: 02 8319 8202 Or
Email: admissions@pia.edu.au

OFFICE USE ONLY

Representative Name: _____

Application received date: _____

Confirmation of payment amount received: AUD \$200

Transfer on: _____

Verified by: _____