

Please complete this form if you are applying to study at King's Own Institute (KOI).  
 ALL Sections MUST be completed.  
 Email your completed application form to [admissions@koi.edu.au](mailto:admissions@koi.edu.au) (Sydney) - [admissions.ntl@koi.edu.au](mailto:admissions.ntl@koi.edu.au) (Newcastle).  
 Mailing address: King's Own Institute, Level 1, 31 Market St, Sydney NSW 2000.  
 Please use CAPITAL (BLOCK) letters and TICK OR CROSS the relevant boxes.

### 1. PERSONAL DETAILS

Have you previously studied at KOI?      Yes      No      If yes, what was your KOI Student ID (if known)

Preferred title:      Mr      Mrs      Miss      Ms      Dr      Mobile number:

Family name:      Gender:      Male      Female      Other

Previous family name:      (If Applicable)      Date of birth:      D D | M M | Y Y Y Y

Given name:      Nationality:

Permanent address in home country (required, must include postcode):

Number      Street Name      Town, City or Suburb      State, Territory, Province or County      Postcode/ Country

Current residential address (only if different from your permanent address in your home country – do not include agent's contact details)

Applicant's personal email address:

### 2. AGENT DETAILS (If applicable)

Agent name:      Telephone:

Email:      Contact person:

### 3. OVERSEAS (INTERNATIONAL) STUDENTS ONLY VISA INFORMATION – (Certified copies of all documents must be attached to your application form)

Country of birth :      Passport No:

Have you applied for **OR** do you hold any type of Australian visa:      Yes      No      If yes, visa type:

Visa granted date:      Visa expiry date:      Year of first arrival to Australia:

D D | M M | Y Y Y Y      D D | M M | Y Y Y Y

Are you applying or intending to apply for any type of Australian visa within the next 12 months?      Yes      No      If yes, visa type:

Which Australian Immigration (Department of Home Affairs) office issued/ is assessing your visa:

#### Administrative Appeals Tribunal (AAT)

Are you involved in an AAT case?      Yes      No      **If Yes, please attach the details to this application.**

### 3.1 OVERSEAS STUDENT HEALTH COVER

Are you currently covered by Overseas Student Health Cover (OSHC) ?      Yes      No

If yes – who is your OSHC provider:

OSHC provider company name      Membership Number      Expiry Date

If no – do you want KOI to arrange OSHC health cover?

Yes      Single      Family      Single parent      Couple      No – I agree to arrange my own OSHC with a provider of my choice.

**Compulsory Health Cover:** It is an Australian Government Requirement that all overseas (international) students studying in Australia on a student visa are covered by Overseas Student Health Cover (OSHC) for the duration of their visa (see <https://www.health.gov.au/resources/collections/overseas-student-health-cover-oshc-resources> for details). Payment of OSHC must be made if you accept an offer of study from KOI. If you are accompanied by family and children, you must have the compulsory family policy for OSHC. If you do not yet have health cover, KOI can help arrange visa-length cover with our preferred OSHC provider Australian Health Management (AHM) ([www.ahmoshc.com.au](http://www.ahmoshc.com.au)).

### 3.2. ENGLISH LANGUAGE PROFICIENCY (Certified copies of all documents must be attached to your application form)

Is English your first language Yes No If **NO**, provide your current English Language proficiency

IELTS PTE TOEFL CAE Other Result:

Date taken: D D | M M | Y Y Y Y

Main language spoken at home:

### 4. WHEN DO YOU WANT TO START YOUR COURSE?

Year: Starting trimester: March July November

### 4.1. WHICH LOCATION DO YOU WANT TO STUDY ?

Sydney Newcastle

### 5. COURSE DETAILS (Please tick the box of the course you are applying for)

#### HIGHER EDUCATION DIPLOMA


Diploma of Accounting  
Diploma of Information Technology  
Diploma of Management

#### UNDERGRADUATE


Bachelor of Business (Accounting)  
Bachelor of Business (Management and Finance)  
Bachelor of Information Technology

Non-Award Cross - Institutional

#### POSTGRADUATE

Graduate Certificate in Business  
Graduate Certificate of Information Technology  
Graduate Certificate of Information Systems   
Graduate Certificate of TESOL  
Graduate Diploma of Business  
Graduate Diploma of Information Technology  
Graduate Diploma of TESOL  
Master of Accounting  
Master of Professional Accounting  
Master of Arts (TESOL)  
Master of Information Technology  
*Specialisations: Data Analytics or Cybersecurity*

#### PACKAGED COURSES

Master of Professional Accounting  
*(packaged with Graduate Diploma of Business)*  
  
Master of Information Technology   
*(packaged with Graduate Certificate of Information Systems)*  
*Specialisations: Data Analytics or Cybersecurity*  
  
Master of Information Technology  
*(packaged with Graduate Diploma of Information Technology)*  
*Specialisations: Data Analytics or Cybersecurity*

### 6. CREDIT TRANSFER (exemption credits toward the completion of your course)

Do you want to apply for exemptions as a result of previous study? Yes No

**Please Note: Any Credit Transfer applications made after a Letter of Offer has been issued will be subject to approval and may attract additional fees.**

### 7. EDUCATIONAL QUALIFICATIONS (Certified copies of all documents must be attached to your application form)

Have you studied at a high school in Australia? Yes No **If yes, please provide the details:**

Name of qualification	Institution	State/ Postcode	Date commenced	Date completed/left	ATAR or equivalent (if applicable)
			M M Y Y	M M Y Y	

**Do you have any other secondary or post-secondary Australian or international educational qualifications?**

Name of qualification	Institution	Country	Date commenced	Date completed/left	Completed	Yes	No
			M M Y Y	M M Y Y	Yes	No	
			M M Y Y	M M Y Y	Yes	No	
			M M Y Y	M M Y Y	Yes	No	

**Please provide certified copies of ALL your results including ATAR-UAI or equivalent (e.g. TAFE) and any post school studies. Certified English translations are required for documents in another language.** Certified copies must be stamped **REMOVE** and **INSERT** or signed by a Justice of the Peace, Commissioner for Declarations, an approved KOI education agent or the issuing authority/institution, and be stamped with the certified's stamp including the certified's printed name, title/position, signature and date of certification. All documents not in English must be accompanied by certified and translated English copies by an approved translator.

## 8. ANYTHING THAT MAY AFFECT YOUR STUDY? (Certified copies of all documents must be attached to your application form)

Is there anything that may affect your ability to study at KOI?      Yes      No  
If **YES** - is your issue      Medical (including pregnancy)      Legal      Other

If **YES** – you must provide brief details below.

Full details including medical or other assistance needed and supporting documents should be attached to this application form. Please note that KOI has limited resources to provide study assistance in some instances.

### Brief details:

## CHECK THAT YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS BEFORE SUBMITTING YOUR APPLICATION

## 9. DECLARATION AND SIGNATURE

If **ALL** necessary documents have not been submitted, the admissions process will be delayed.

### Offshore ( i.e. currently outside Australia)

- KOI student application form with all fields accurately completed
- A certified, notarised or attested copy of proof of English
- A certified, notarised or attested copy of your passport
- A certified, notarised or attested copies of all your academic documents

#### If applicable:

- A certified, notarised or attested copy of change of name documents

### Onshore ( i.e. currently in Australia)

- KOI student application form with all fields accurately completed
- A certified, notarised or attested copy of proof of English
- A certified, notarised or attested copy of your passport
- A certified, notarised or attested copies of all your academic documents

#### If applicable:

- A copy of your current Confirmation of Enrolment (CoE)
- A certified, notarised or attested copy of change of name documents

- I understand that the information I provide on and with this form will be used to assess my application.
- I declare that the information provided by me on this form is true and complete in every detail.
- I acknowledge that KOI reserves the right at any stage to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
- I authorise KOI to obtain further information about me from educational and other institutions which I have attended and from Australian Government Authorities such as the Department of Home Affairs (DHA) and the Department of Education, Skills and Employment (DESE).
- I authorise KOI to supply any relevant official KOI records to educational institutions to which I am seeking admission, to other relevant higher educational governing and examining bodies, and to relevant Australian Federal, State or Territory Government Departments such as the DESE and DHA.
- I understand that if I have chosen to arrange my own Overseas Student Health Cover (OSHC), I will provide evidence when enrolling.
- I understand that once I am enrolled, KOI will communicate with me on a range of matters relating to my course of study at KOI.
- I consent to KOI utilising any contact details I have provided for communications, including communications on services or products offered by KOI.
- I acknowledge that KOI reserves the right to vary course fees, course content and structure and graduation requirements from time to time.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date:   |   |

### 9.1 To be completed by Agent (not applicable for direct applicant)

The above mentioned information is verified and true to the best of my knowledge and belief.

Branch Manager or authorised officer:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date:   |   |

Office Use Only

Received by:

Date:   |   |