KING'S OWN INSTITUTE*

INTERNATIONAL STUDENT APPLICATION FORM

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
Mailing address: King's Own Institute, Level 9, 11 York Street, Sydney NSW 2000, Australia.
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: D D | M M | Y Y Y Y

Visa expiry date: D D | M M | Y Y Y Y

Year of first arrival to Australia:

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 Review Tribunal (ART)

This information is collected to assess eligibility for enrolment and relevant ESOS/student visa requirements.

Are you involved in an ART matter? ☐ 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).

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:

Trimester 1
- ☐ March
- ☐ April (Intensive)

Trimester 2
- ☐ July
- ☐ September (Intensive)

Trimester 3
- ☐ November

Note: Intensive intakes are not applicable to offshore applications.

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)

ACCOUNTING COURSES

- ☐ 070368K Diploma of Accounting
- ☐ 070366A Bachelor of Business (Accounting)
- ☐ 076831K Master of Accounting
- ☐ 076835F Master of Professional Accounting

INFORMATION SYSTEMS COURSES

- ☐ 111587M Graduate Certificate of Information Systems
- ☐ 112953H Graduate Diploma of Information Systems
- 112952J Master of Information Systems
  Specialisations:
  - ☐ ***Information Security***
  - ☐ ***Business Analytics***

TESOL COURSES

- ☐ 083136G Graduate Certificate of TESOL
- ☐ 083135J Graduate Diploma of TESOL
- ☐ 083134K Master of Arts (TESOL)
- ☐ 117331J Master of Arts (TESOL) (Professional)

PACKAGED COURSES

- ☐ 0100969 Master of Information Technology
  (packaged with Graduate Certificate of Information Systems)
- ☐ 076835F Master of Professional Accounting
  (packaged with Graduate Diploma of Business)

BUSINESS AND MANAGEMENT COURSES

- ☐ 070369J Diploma of Management
- ☐ 070367M Bachelor of Business (Management and Finance)
- ☐ 121410J Diploma of business
- 121409B Bachelor of Business
  Specialisations:
  - ***Hospitality Management***
  - ***Project Management***
  - ***Information Systems***
  - ***No Specialisation (General)***
- ☐ 076833G Graduate Certificate in Business
- ☐ 087650B Graduate Diploma of Business
- ☐ 113883J Master of Business Administration

INFORMATION TECHNOLOGY COURSES

- ☐ 108617C Diploma of Information Technology
- ☐ 098239M Bachelor of Information Technology
- 121411H Diploma of Data Science and Artificial Intelligence
- 121408C Bachelor of Data Science and Artificial Intelligence
- ☐ 0100971 Graduate Certificate of Information Technology
- ☐ 0100970 Graduate Diploma of Information Technology
- 0100969 Master of Information Technology
  Specialisations:
  - ☐ ***Cybersecurity***
  - ☐ ***Data Analytics***
  - ☐ ***No Specialisation (General)***

☐ Non-Award ☐ Cross - Institutional Subjects:

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? ☐ Yes ☐ No

Name of qualification	Institution	Country	Date commenced	Date completed/left	Completed
			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 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.

Brief details:

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

Privacy Notice

KOI collects the personal information contained in this application for the purposes of assessing and administering your application for admission, managing your enrolment and student record, meeting its legal and regulatory obligations, and providing student services. KOI may disclose relevant personal information to Australian Government agencies, education providers, regulatory bodies, authorised service providers and other organisations where required or authorised by law.

KOI handles personal information in accordance with the Privacy Act 1988 (Cth) and its Privacy Policy. KOI's Privacy Policy contains information about how you may access or correct your personal information or make a privacy complaint.

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 Department such as the Department of Home Affairs (DHA) and Department of Education (DE).
- 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 DE 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: D D | M M | Y Y Y Y

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: D D | M M | Y Y Y Y

Office Use Only

Received by: _____ Date: D D | M M | Y Y Y Y