

INTERNATIONAL STUDENT APPLICATION FORM

Business Programs

Section 1: Student Personal Details

Are you currently onshore in Australia?		Are you currently offshore?	
Family Name		Middle Name (if Any)	
First Name		Language Spoken at Home	
Date of Birth		Gender	Male
Unique Student Identifier (USI)			Female
			Other
Country of Citizenship		Country of Birth	
Passport Number		Passport Expiry Date	

Section 2: Contact Details (Home Country Address - Mandatory)

(Please note that you must notify TIIS of change of your contact details within 7 days from date of change while enrolled at TIIS.)

Apartment/Unit			
Number and Street Name			
Suburb		Town/City	
Province/State		Country	
Post Code			
Telephone number in Home Country (including country code, area code.)			
Mobile Number in Home Country (including country code, area code.)			
Email Address in Home Country			

Section 3a: Contact Details in Australia (if known)

(Please note that you must notify TIIS of change of your contact details within 7 days from date of change while enrolled at TIIS.)

Apartment/Unit			
Number and Street Name			
Suburb		Town/City	
Province/State		Post Code	
Telephone number in Australia		Mobile	
Email Address in Australia			

Section 3b: Emergency Contact Details

(Please note that you must notify TIIS of change of your contact details including emergency contact within 7 days from date of change while enrolled at TIIS.)

Name of the emergency contact:			
Relationship			
Address (including post code)			
Emergency Contact Number		Emergency Mobile	
Email Address in Australia			

Section 4: Course Selection – Which Course would you like to apply for?

Please read TIIS Business Course Information Brochure for detailed course information.

Business Course(s)	Proposed Commencement Date(s)		
	21 Feb. 2022	13 Jun. 2022	03 Oct. 2022
Master of Business Administration (MBA)			
Graduate Certificate of Business Administration (GCBA)			
Bachelor of Business (BBus)			
Non-Award Program			

Are you planning to apply for CPL (Credit for Prior Learning)?	Yes		No	
<i>(If yes, please complete TIIS CPL application form in accordance with to TIIS CPL policy and procedure. Then lodge the completed CPL application form together with this application form).</i>				

Section 5: Education Background

Please list your past education history.

Name of Qualification	Awarding Institution	Year of Award	Language of Instruction

Section 6: English Language Score

Please provide evidence of the test as part of the application.

Name of the English Proficiency Test	Score	Date & Year Taken
IELTS		
PTE		
Other		

Section 7: Application Supporting Documents

Please note that, if deemed necessary by the Program Coordinator, applicants will be invited to attend a screening interview in person (the applicant is in Australia) or via video conference (if the applicant is offshore).

Documents	Evidence Attached with the application
A Resume (within 6 months)	
Passport	
ANY PREVIOUS VISA REFUSALS Visa Copy (if applicable)	
Records of Previous Qualifications (Including Academic Transcripts)	
Copies of Previous COEs	
Evidence of English Proficiency Test (must be within 12 months)	
Personal Statement indicating why TIIS program that you have chosen is relevant to your future career plan (compulsory) - STATEMENT OF PURPOSE (SOP)	
Other Documents that might support your application.	

Section 8: How did you hear about TIIS Programs?

Tick the most important one:

Channels	Details
<i>TIIS Website or other website</i>	
<i>Friends/Relatives</i>	
<i>Advertisements</i>	
TIIS Appointed Agent	
<i>Social Media (e.g. Facebook)</i>	
Other	

Section 9: Overseas Student Health Cover (OSHC)

Would you like TIIS to organize OSHC for you? Health cover is not optional (NB: to enter Australia as a student you must have proof of health cover by an Australian provider for yourself and all family members traveling with you).

Overseas Student Health Cover	6 months	12 months
Single		
Family		

Section 10: Notice to Applicant

1. Please note that the application will not be processed unless all information and supporting documents are provided.
2. PLEASE PRINT CLEARLY – It is recommended that you submit your application at least 12 weeks before your intended Trimester start date. Late applications may be considered for the next available intake. If in doubt, please check all program and proposed intake dates as available on TIIS website: www.tiis.edu.au.
3. Please Note: The completed application form (together with the supporting documents) forms part of a contract between you, as applicant with TIIS.
4. Incorrect information provided in the application may lead to a cancellation of this application, and/or void of any contract relationship between you and TIIS (if applicable). You, the applicant might not be able to reapply to TIIS.
 - Please note that TIIS will only be able to offer Online Learning before international travel is allowed by Australian government due to COVID pandemic. By filling the application form, you agree that, after your visa is granted, you agree that you MUST commence learning online before you can travel to Australia
5. Should you have any other information that you would like TIIS to consider in processing your application, please provide the details below:

Section 11: Applicant's Declaration

I declare that:

- I have read and understood the relevant course information brochure and other related information as available on TIIS website.
- I have met the entry requirements of the course(s) as stipulated in the course information brochure.
- The information supplied in this application is true and correct. I authorise that TIIS check and authenticate all the information provided in the application, including my previous academic records, English test results, employment references, etc.
- I have enough funds to meet all my financial commitments including: the tuition fees to TIIS, and associated costs, while enrolled at TIIS, the required Overseas Student Health Cover during my stay in Australia as an international student, and my living costs including those of any and all accompanying dependents.
- I will keep a copy of this application and all supporting documents for my own records.

I am aware that:

- The Department of Home Affairs, Immigration and Citizenship will undertake assessment of visa application as a student to Australia.
- Any information supplied in this application may be provided to the *Department of Home Affairs, Immigration and Citizenship, the Tertiary Education Quality Standards Authority (TEQSA) and the Department of Education, Skills and Employment* or other authorized government agencies.

I understand that:

- I will have to enrol in online study mode due to Covid border restrictions.
- I am responsible for the genuine nature of all information that I or my agent have provided on this application form and that of the supporting documents as part of this application.
- I must meet TIIS academic progression requirements throughout my enrolment at TIIS.
- If I am accepted into a TIIS course of studies, I will be obligated to notify TIIS of any change of contact details within 7 days from date of event.
- I must notify TIIS of any leave of absence from lectures or tutorials during my enrolment at TIIS.
- I must meet all the student visa conditions placed onto my visa, if granted. Failure to meet any my student visa obligations might lead to cancellation of my enrolment at TIIS, and cancellation of my student visa in Australia by *Department of Home Affairs, Immigration and Citizenship*.

Name of Applicant		Signature of Applicant	
Date of Signature			
Name of Witness		Signature of Witness	
Date of Signature			

SECTION 12: Application Assessment Procedure

TIIS aims at processing an application within 5 working days from date of receipt of complete application.

Send your completed application form to:	
Email: info@tiis.edu.au	By Post to: Admission Officer The Institute of International Studies Level 4, 22 Market Street Sydney NSW 2000 AUSTRALIA
Step 1:	Initial assessment of your application by Admission Officer
1a	If the application is complete, the by Admission Officer will refer the application to Step 2 to be assessment by the Program Coordinator.
1b	If there are outstanding documents to be required, the Admission Officer will request you to provide the documents before referring the application to be assessed by the Program Coordinator.
1c	If the admission officer determines that a screening interview is required based on the information provided in the application form, an initial screening interview will be organized with the applicant to determine the genuine nature of this application. The screening interview report will be submitted to the Program Coordinator for assessment together with the application documents.
Step 2:	Assessment by the Program Coordinator
2a	The Program Coordinator will assess the application based on TIIS admission and selection policy.
2b	If the Program Coordinator determines that a screening interview is required based on the information provided in the application form. The program coordinator will organize a screening interview with the applicant to determine the genuine nature of this application. The information collected from the screening interview will apply in determining the outcome of the application.
Step 3:	Decision of the Program Coordinator
3a	If the Program Coordinator approves the application, the Program Coordinator will advise the Admission Officer to Issue the Letter of Offer. Go to Step 4a.
3b	If the Program Coordinator rejects the application, the Program Coordinator will advise the Admission Officer to Issue the Letter of Rejection with reasons. Go to Step 4b.
Step 4:	Notification of Decision
4a	TIIS admission officer will send you a Letter of Offer. Go to Step 6.
4b	TIIS admission officer will send you a Letter of Rejection. (Your application will end here). There is no appeal right for the rejection of an application.
4c	If the Program Coordinator determines that he cannot make a decision, the Program Coordinator will refer the matter to the Academic Dean for further consideration.
Step 5:	Review by Academic Dean
5a	TIIS Academic Dean determines that the application should be approved in accordance with special considerations as contained in TIIS Admission and Selection Policy, TIIS Academic Dean will advise the Program Coordinator and admission officer to Issue the Letter of Offer. Go to Step 4a.
5b	TIIS Academic Dean determines that the application should be approved in accordance with special considerations as contained in TIIS Admission and Selection Policy, TIIS Academic Dean will advise the Program Coordinator and admission officer to Letter of Rejection with reasons. Go to Step 4b. (Your application will end here).

Step 6:	Finalization of Enrolment
6a	Upon receipt of Letter of Offer, you will be required to sign and return the Letter of Offer (signed) back to TIIS.
6b	Payment of Tuition Fee, you will be required to make the first instalment of tuition fee as noted in the Letter of Offer and provide the receipt back to TIIS.
6c	Request of COE: Upon receipt of payment, TIIS will organize the COE to be issued to you for visa lodgement purposes.
6d	<p>Notification of Visa Application Status to TIIS</p> <ul style="list-style-type: none"> • You will be required to notify TIIS of your visa application status. • You must lodge a deferral request if your visa application has not been granted in time for the proposed commencement date or other reasons outside of your control according to TIIS Deferral Policy. • You must notify TIIS if your visa has been rejected so that TIIS can initiate cancellation of your enrolment and COE. • You may wish to lodge your visa application again, please notify TIIS for a new COE to be issued to you. You must lodge a refund application in accordance with TIIS refund policy.
6e	You must notify TIIS of your expected arrival date after your visa is granted.
6f	<p>Welcome to attend TIIS Orientation Program.</p> <p>You must attend the compulsory TIIS Orientation Program to prepare for your study at TIIS.</p>