

INTERNATIONAL STUDENT APPLICATION FORM

Section 1: Student Personal Details

Where are you going to lodge your application?	Offshore		Onshore In Australia	
Family Name		Middle Name (if any)		
First Name		Language Spoken at Home		
Date of Birth (DD/MM/YYYY)		Gender	Male	
Unique Student Identifier (USI) (Must be provided for all onshore applications)			Female	
			Other	
Country of Citizenship		Country of Birth		
Passport Number		Passport Expiry Date		

Section 2: Contact Details in Home Country (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 (including country code, area code.)				
Mobile (including country code, area code.)				
Email Address (compulsory)				

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		Mobile	
Email Address (compulsory)			

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 Postcode)			
Telephone		Mobile	
Email Address			

Section 4a: Business Programs– Which course would you like to apply for?

Please read TIIS Business Course Information Brochure for detailed course information including course structure and entry requirements.

Business Course(s)	Proposed Commencement Date(s)			
	July 2022	November 2022	March 2023	
Master of Business Administration (MBA)				
Graduate Certificate of Business Administration (GCBA)				
Bachelor of Business (BBus)				
Non-Award Business Program				
Are you planning to apply for CPL (Credit for Prior Learning)?		Yes		No
If yes, complete TIIS CPL application form in accordance to TIIS CPL policy and procedure. Lodge the completed CPL application form together with this application form and relevant supporting documents.				

Section 4b: Accounting Programs – Which course would you like to apply for?

Please read TIIS Accounting Course Information Brochure for detailed course information including course structure and entry requirements.

Course(s)	Proposed Commencement Date(s)					
	Block 1 of Trimester 1 (09/05/22)	Block 2 of Trimester 1 (04/07/22)	Block 1 of Trimester 2 (05/09/22)	Block 2 of Trimester 2 (31/10/22)	Block 1 of Trimester 3 (30/01/23)	Block 2 of Trimester 3 (27/03/23)
Master of Professional Accounting Advanced (MPAA)						
Master of Professional Accounting (MPA)						
Graduate Certificate of Professional Accounting (GCPA)						
Non-Award Program						
Are you planning to apply for CPL (Credit for Prior Learning)?					Yes	No
If yes, complete TIIS CPL application form in accordance to TIIS CPL policy and procedure. Lodge the completed CPL application form together with this application form and relevant supporting documents.						

Section 5a: Education Background

Please list all your previous academic qualifications. Please list the highest-level qualifications first:

Name of Qualification	Awarding Institution (Name, location & Country)	Commencement Date (DD/MM/YYYY)	Date of Award (DD/MM/YYYY)	Language of Instruction

Section 5b: Employment History

Please list your past employment history as listed below:

Name of Employer	Position Held	Commencement Date (DD/MM/YYYY)	Date of Completion (if applicable) (DD/MM/YYYY)	Evidence attached

Section 6: English Language Score

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

Name of the English Proficiency Test					Overall Score	Date Taken (DD/MM/YYYY)
IELTS/PTE	Listening	Speaking	Writing	Reading		
Other (please specify)						

Section 7: Application Supporting Documents

Please note that all relevant supporting documents must be provided for the application to be formally processed. 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	Please tick (if attached)
1. Completed TIIS application form (signed and dated)	
2. A Resume (within 6 months)	
3. Certified Copy of Passport	
4. ANY PREVIOUS VISA REFUSALS Visa Copy (if applicable)	
5. Certified Copies of Previous Qualifications (Including Academic Transcripts)	
6. Copies of Previous COEs (if applicable)	
7. Original Scanned Copy of Evidence of English Proficiency Test (must be within 12 months)	
8. Completed GTE Assessment Form (signed and dated)	
9. Other documents that might support your application e.g. financial sponsor letter, bank letter, payslips	
10. A Valid Email address of the student and a valid phone number must be provided for the student.	

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: Important Note to Applicant

1. 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 Term 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. The completed application form (together with the supporting documents) forms part of a contract between you, as applicant with TIIS.
4. Any 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.
5. Please note that TIIS MIGHT deliver the courses via online learning due to COVID pandemic.
6. Is there any other information that you would like TIIS to consider in processing your application? If yes, 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 TIIS to 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 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, 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 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*.

Name of Applicant		Date of Signature	
Signature of Applicant			

SECTION 12: Application Assessment Procedure

TIIS aims at processing an application within 2 working days from date of receipt of complete application.

Send your completed application form to:

Email: info@tiis.edu.au

Step 1: Initial assessment of your application by Admission Officer

1a If the application is complete, the 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.

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 GTE interview is required based on the information provided in the application form. The program coordinator will organize a GTE interview with the applicant to determine the genuine nature of this 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 right of appeal for the rejection of an application.

4c If the Program Coordinator determines that he cannot decide, 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 Notification of Visa Application Status to TIIS

- 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	You must attend the compulsory TIIS Orientation Program to prepare for your study at TIIS.

APPLICATION DECISION FORM TIIS OFFICE USE ONLY

ADMISSION CRITERIA

ACADEMIC ENTRY

Has the applicant met the academic entry requirement?	Yes		No	
Comments				

ENGLISH LANGUAGE ENTRY

Has the applicant met the minimum English Language entry requirement?	Yes		No	
Comments				

GENUINE TEMPORARY ENTRANT

Has the applicant met the genuine temporary entrant requirements to your understanding?	Yes		No	
Comments				

Decision of the Program Coordinator

Do you recommend the student for admission?	Yes		No	
Do you need special approval from the Academic Dean?	Yes		No	
Comments				
Signature of Program Coordinator				

Final Decision of the Academic Dean (if applicable)

Do you recommend the student for admission?	Yes		No	
Do you need special approval from the Academic Dean?	Yes		No	
Comments				
Signature of the Dean				