MELBOURNE Metro College
Learn. Grow. Become
RTO NO.: 52791; Cricos Code: 03831C

Melbourne Metro College
Level 5, 440 Elizabeth Street, Melbourne VIC 3000, Australia
ABN: 56 610 041 775 | RTO: 52791 | CRICOS: 03831C
T: +61 3 9999 7401 | E: admissions@melmc.edu.au | W: www.melmc.edu.au

International Student Application Form

PERSONAL DETAILS

Full Name (as in passport): Date of Birth (DD/MM/YYYY):

Gender: ☐ Male ☐ Female ☐ Other Nationality: Passport Number:

Passport Expiry Date: Country of Birth: First Language:

Other Languages Spoken:

CONTACT DETAILS

Current Address: City:

State/Province: Postal Code: Country:

Phone Number (with country code): Email Address:

EMERGENCY CONTACT

Full Name: Relationship: Phone Number:

Email Address:

COURSE DETAILS

COURSE CODE	COURSE	CRICOS CODE	DURATION	
CPC30220	Certificate III in Carpentry	120738D	52 Weeks	☐
CHC30125	Certificate III in Early Childhood Education & Care	119648E	52 Weeks	☐
CHC33021	Certificate III in Individual Support	113678C	52 Weeks	☐
CHC43015	Certificate IV in Ageing Support	102384H	52 Weeks	☐
CHC43121	Certificate IV in Disability Support	113679B	52 Weeks	☐
SIT40521	Certificate IV in Kitchen Management	109579G	78 Weeks	☐
BSB40520	Certificate IV in Leadership and Management	104015F	52 Weeks	☐
CHC52025	Diploma of Community Services	118789M	104 Weeks	☐
CHC50125	Diploma of Early Childhood Education & Care	118911C	52 Weeks	☐
SIT50422	Diploma of Hospitality Management	111654E	104 Weeks	☐
BSB50420	Diploma of Leadership and Management	104411E	52 Weeks	☐
SIT60322	Advanced Diploma of Hospitality Management	117805B	104 Weeks	☐
BSB60420	Advanced Diploma of Leadership and Management	105541J	52 Weeks	☐

INTAKE DATES

2026	☐ 05 JAN	☐ 02 FEB	☐ 02 MAR	☐ 06 APR	☐ 04 MAY	☐ 01 JUN	☐ 06 JUL	☐ 03 AUG	☐ 07 SEP	☐ 05 OCT	☐ 02 NOV	☐ 07 DEC
2027	☐ 04 JAN	☐ 08 FEB	☐ 01 MAR	☐ 05 APR	☐ 03 MAY	☐ 07 JUN	☐ 05 JUL	☐ 02 AUG	☐ 06 SEP	☐ 04 OCT	☐ 01 NOV	☐ 06 DEC

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RPL & CREDIT TRANSFER

Are you applying for Recognition of Prior Learning (RPL) or Credit Transfer (CT)? ☐ No ☐ Yes (If yes, select below and attach certified transcripts/evidence)

☐ RPL ☐ Credit Transfer

Course/Units seeking credit for:

(Note: Approved RPL/CT may reduce your course duration and impact your Student Visa.)

EDUCATIONAL BACKGROUND

Qualification	Institution Name	Country	Year Completed	Result/Grade
Secondary School				
Diploma				
Bachelor's				
Other				

ENGLISH LANGUAGE PROFICIENCY

Test Taken: ☐ IELTS ☐ TOEFL ☐ PTE ☐ Other:

Test Results: Listening: Reading: Writing: Speaking: Overall Score:

Test Date: Have you completed previous education in English? ☐ Yes ☐ No

WORK EXPERIENCE (IF ANY)

Employer	Position	Duration	Country

Current Location Status

☐ Offshore Applicant (applying from outside Australia) ☐ Onshore Applicant (currently in Australia)

For Offshore Applicants:

Do you currently hold an Australian visa? ☐ Yes ☐ No Intended visa type: ☐ Student Visa (Subclass 500) ☐ Other:

For Onshore Applicants:

Current visa type: Visa expiry date:

Have you previously studied in Australia? ☐ Yes ☐ No Do you have an active CoE? ☐ Yes ☐ No

Are you applying for a transfer before completing 6 months of your principal course? ☐ Yes ☐ No

If yes, provide details:

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Visa History (All Applicants):

Have you ever had a visa refusal or visa cancellation in any country:

☐ Yes ☐ No

If yes, provide details:

OVERSEAS STUDENT HEALTH COVER (OSHC)

Select your preference:

☐ I want the College to arrange OSHC ☐ I will arrange my own OSHC

If self-arranged, name provider:

ACCOMMODATION REQUIREMENTS

Select your preference:

☐ I need accommodation assistance ☐ I will arrange my own

Select preferred option:

☐ Homestay ☐ Student Residence ☐ Private Rental

FINANCIAL SUPPORT

Select who will fund your studies:

☐ Self-funded ☐ Parents ☐ Sponsor

If sponsor, enter name:

Request for USI no

☐ **Unique Student Identifier (USI) (if you already have one)**

☐ **USI APPLICATION THROUGH YOUR RTO (IF YOU DO NOT ALREADY HAVE ONE)**

Application for Unique Student Identifier (USI)

If you would like Melbourne Metro College to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at [https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf]. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] authorise Melbourne Metro College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

MMC Terms and Conditions:

Students must maintain updated contact details within 7 days (1.0), use College facilities responsibly (2.0), comply with behaviour policies (3.0), and meet entry requirements including current DHA English requirements (minimum IELTS 6.0 or equivalent or approved pathway) (4.0). Application and tuition fees apply under ESOS rules including the 50% upfront limit (5.0–6.0), with additional fees published (7.0), no fee transfers permitted except as required under ESOS legislation (8.0), and refunds governed by policy including a 10-day cooling-off period (9.0).

The College ensures all authorised **education agents operate ethically, provide accurate information, and are monitored in accordance with National Code Standard 4 (10.0).**

*** Onshore Students (Transfer Conditions – Standard 7):**

Onshore students requesting a transfer to another provider before completing six months of their principal course must obtain a **release from the**

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College, which will be assessed in accordance with National Code Standard 7, including compassionate or compelling circumstances or where the transfer is in the student's best interests.

***Offshore Students:**
Offshore applicants must meet all **visa grant requirements,** including Genuine Student (GS), financial capacity, and English language requirements prior to the issuance of Confirmation of Enrolment (CoE).

Students must attend orientation (11.0), may access LLN support and student support services (12.0), and must maintain full-time study, satisfactory progress, and attendance, with non-compliance reported via PRISMS affecting visa status (13.0). Assessment, reassessment, and unit repetition rules apply (14.0), along with CT/RPL provisions (15.0) and ongoing visa compliance obligations (16.0). Students must ensure financial capacity (17.0), follow the application process (18.0), and pay fees in AUD with enrolment confirmed after clearance (19.0). Media consent may be provided and withdrawn (20.0), a valid USI is mandatory (21.0), and personal data is handled under Privacy and ESOS laws with sharing to regulators (22.0). Students have access to internal and external complaints and appeals processes (23.0).

DOCUMENT CHECKLIST

Please attach certified copies of:

- ☐ Passport
- ☐ Academic transcripts
- ☐ English test results
- ☐ Resume/CV (if applicable)
- ☐ GS Statement
- ☐ Visa documents (if applicable)

EDUCATION AGENT DETAILS & AUTHORISATION

Education Agent Details (if applicable):

Agent / Counsellor Name: Agent Email:

Agency Name: Agent Contact Number:

Student Authorisation

☐ I authorise the above-named education agent to act on my behalf in relation to my application to Melbourne Metro College.

This includes permission to:

- Submit my application and supporting documents
- Receive information regarding my application status
- Communicate with the College on my behalf
- Receive the Letter of Offer and related admission documents

DECLARATION

I declare that all information provided is true and correct. I understand that providing false or misleading information may result in cancellation of my application or enrolment.

Applicant Signature:_____ **Date:**