

Student Admission Form

Instructions:

1. Complete this form and email it to (admin@highereducationaustralia.org) Higher Education Australia Pty Ltd (HEA) to formally make an application for admission to at least one of the courses offered at HEA.
2. Ensure that you have understood all the information available to you on HEA's website regarding admission process, fees and refund process, complaints and appeals process etc.
3. You must provide certified copies of all the documents as requested in Appendix A.
4. Your application will be assessed in accordance with HEA's Admissions Policy and Admissions Procedure.
5. Should you require further information or support completing your application, please email at admin@highereducationaustralia.org or call (1300 619 754) between 8:30 am – 6:00 pm, Monday – Friday except public holiday.
6. Ensure that you have access to a device (laptop) that you can use throughout your studies. At HEA campus, the computers/laptop will be available for student use within business hours (8:30 am – 6:00 pm).

Section A: Student Personal Details

Title		Last Name	
First Name		Gender	☐ Female ☐ Male ☐ Other, _____ ☐ Prefer not to say
Date of Birth		Citizenship	
Country of Birth		Current Location and Residential Status	☐ Australia, status _____ ☐ Overseas, status _____
Passport Number		Passport Expiry Date	
Passport Issuing Country		Visa Status (if applicable, only for international students)	
Mobile Number		Email	
Current Address in Australia			
Current Address in Home Country (only for international students)			
Emergency Contact Details	Individual's Full Name: Mobile: Email: Your Relationship:		
Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both		

Section B: Course Selection

☐ Master of Information Technology, CRICOS Course Code: TBA

Section C: Course Intake

☐ Semester 1, 2026 (Feb)

☐ Semester 2, 2026 (July)

Section D: Prior Qualification and English Language Proficiency

Note that you must meet HEA's admission requirements for each course. The admission requirements are available on HEA's website.

Full name on your highest completed qualification	
Year in which you completed your highest qualification	
Institute Name from which you completed your highest qualification	
Is English your Native Language?	☐ Yes ☐ No, please specify your native language:
Have you undertaken an English language Proficiency Test? (only applicable to international students, for more details visit HEA's website)	☐ No ☐ Yes Test Name: Overall Score: Test Date:

Section E: Recognition of Prior Learning and/or Credit Transfer

Do you wish to apply for Recognition of Prior Learning / Course Transfer?

- ☐ Yes, please refer to the Credit and Recognition of Prior Learning Policy and Procedure to understand the requirements and procedures.
- ☐ No

Section F: Unique Student Identifier (USI)

Do you have a Unique Student Identifier (USI) number?

- ☐ Yes, please provide _____
- ☐ No, please apply [here](#) before the course commencement date and provide details to HEA.

Section G: Disability Support

Do you have a disability, impairment or permanent medical condition that can affect your studies?

- ☐ No
- ☐ Yes, please tick appropriately from the list below:
- ☐ Hearing/Deaf
- ☐ Physical
- ☐ Learning
- ☐ Mobility
- ☐ Intellectual
- ☐ Acquired brain impairment
- ☐ Mental illness
- ☐ Vision
- ☐ Medical Condition

Section H: Visa Details (only applicable to international students)

Do you currently hold a valid visa to legally stay in Australia to undertake studies?

- ☐ Yes, Visa Grant Number: _____
- ☐ No

If yes to the above question, do you authorise HEA to undertake a VEVO check to confirm your visa details?

- ☐ Yes
- ☐ No

Have you ever applied a visa to study, work or visit Australia and has been rejected?

- ☐ Yes, Visa Category: _____
- ☐ No

Section I: Overseas Student Health Cover (only applicable to international students)

Do you want HEA to arrange an OSHC for the duration of your visa in Australia?

- ☐ No, I will arrange myself and provide details on or before orientation.
- ☐ Yes, please select one of the following from the list below:
- ☐ Single
- ☐ Couple
- ☐ Family

If you already have an active OSHC, please provide details below:

Provider Name:

Membership Number:

Expiry Date:

Section J: Employment Details

Are you currently employed?

- ☐ No
- ☐ Yes, please provide below details:

Employment Industry:

Employer Name:

Employment Type:

Employment end date (if applicable):

Section K: Declaration and Signature

- ☐ I authorise Higher Education Australia (HEA) to obtain academic information from any of my previous or current education providers. I understand that HEA will take remedial and corrective measures if the information provided is false and misleading.
- ☐ I declare that I have genuine access to sufficient funds whilst in Australia, to meet my financial commitments to HEA and cover all tuition, Overseas Student Health Cover and living expenses for any dependents and myself.
- ☐ I understand that I may be contacted by a HEA representative and asked a series of questions in relation to this application and that the Australian Department of Home Affairs (DHA) will undertake their own determination of any criterion for visa purposes. I am aware that information relating to my application may be provided to DHA. I understand that upon accepting an offer of admission from HEA, I am required to complete a minimum 6 months of study in the principal course.
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- ☐ I declare that the information I have supplied on this form and any documentation supporting this form is true and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment.
- ☐ I have read and understood the published course information in the brochure or website and I have sufficient information about the HEA policies and procedures.
- ☐ I understand and agree that information provided in this Student Admission Form and collected during my enrolment is collected in order to meet HEA's obligations under the ESOS Act and the National Code 2018 to ensure student compliance with conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act, the Education Services for Overseas Students Regulations and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Personal information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government (Commonwealth) and designated state and territory agencies and, if relevant, to TPS Director and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law in accordance with the Privacy Act 1988.
- ☐ I understand that if I have applied through an approved HEA agent all correspondence relating to my application will go to that agent. I also understand that fees may rise. I accept liability for payment of all fees, and I agree to abide by the Fees and Refund Policy which is current at the time of my studies at HEA. I have also read the section in the HEA website relating to costs of living and I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs.

Full Name: _____

Signature: _____ **Date:** _____

Appendix A: Document Checklist

Please ensure that along with this completed Student Admission Form, you have submitted the certified copies of the following.

- ☐ Passport
- ☐ Evidence of highest completed qualification
- ☐ Year 12 completion evidence or equivalent
- ☐ Evidence of completed English language proficiency like IELTS, TOEFL, PTE and ELICOS, etc. (if applicable)
- ☐ Copy of Visa (if applicable)
- ☐ Release letter from current Institute (if there for less than 6 months)
- ☐ Evidence of Overseas Student Health Cover (if applicable)
- ☐ Confirmation of Enrolments (if applicable)
- ☐ Documents to be assessed for Credit Transfer and/or Recognition of Prior Learning (RPL) if required