

# Admission Procedures for International Students

## *A Step by Step Guide*

*CONTACT THE AUSTRALIAN EMBASSY IN YOUR COUNTRY TO OBTAIN THE STUDENT VISA APPLICATION AND MEDICAL EXAMINATION FORMS AS WELL AS DETAILS OF ANY OTHER SUPPORTING DOCUMENTS DIAC MAY NEED YOU TO SUPPLY*

### **Step 1: Complete an Application for Enrolment Form**

Fax or post it to the address shown on the application form with the following certified copies:

- Educational certificates and academic records
- English test results (if you have completed an English test and your first language is not English)
- Copy of Passport
- Evidence of employment history and references from employers (if required)
- If you have been studying in Australia you must send a Certificate of Attendance (ELICOS only) and a Letter of Release from your education provider in accordance with the National Code 2007.

### **Step 2: Tropical North Queensland TAFE sends your Offer of Place Before the expiry date you should:**

#### **Certificate and Diploma Courses**

1. If your offer is conditional, send Tropical North Queensland TAFE the required documents to show that you have met the conditions prior to accepting the Offer of Place. If you cannot provide the documents before the offer expiry date, please contact the International Student Unit to extend your offer.
2. Read, sign and return the Refund Policy, Terms & Conditions of Study
3. Pay the student enrolment fee, orientation fee, overseas student health cover plus the full first instalment of your tuition fees (one semester).

#### **ELICOS Courses**

1. Read, sign and return the Terms and Conditions of Enrolment and Student Refund Conditions.
2. Pay the full fees, including enrolment fee and materials fee

#### **P V A (Pre Visa Assessment)**

1. Students from Assessment Level 3 and Level 4 countries will need to apply for their Pre Visa Assessment (PVA) at the Australian Embassy in your country. Send Tropical North Queensland TAFE a .copy of the letter from the Embassy when you have passed your PVA.
2. If your offer is conditional, send Tropical North Queensland TAFE the required documents to show that you have met the conditions. If you cannot provide the documents before the offer expiry date, please contact the International Student Unit to extend your offer.
3. Read, sign and return the Terms and Conditions of Enrolment and Student Refund Conditions.
4. When directed by Department of Immigration and Citizenship (DIAC), pay the student enrolment fee, orientation fee, overseas student health cover, plus the full first instalment of your tuition fees (one semester).

### **Step 3: Tropical North Queensland TAFE sends you:**

- Electronic Confirmation of Enrolment (CoE)
- Receipt for your payment
- Overseas Student Health Cover (OSHC) brochure

#### **Step 4: Apply for your student visa at the Australian Embassy in your country**

You may study for up to 12 weeks on a Visitor or 17 weeks on a Working Holiday Visa. If you want to study for more than 17 weeks, you must apply for a Student Visa. Take with you:

- Confirmation of Enrolment
- Receipt of your payment
- Offer of Place
- Medical examination results. **Make sure you do not open the envelope**
- Any other supporting documents required by DIAC

#### **Step 5: Arrange your travel and accommodation**

Once you have your student visa you will need to do the following:

- Arrange your departure and travel to Cairns (If you would like to be met at the airport you must complete the Airport Pick Up and Accommodation Form and fax or email it to our office at least fourteen (14) days prior to your departure)
- Arrange your accommodation in Cairns (If you would like us to organise a Homestay accommodation for you, you must complete the Airport Pick Up and Accommodation Form and fax or email it to our office at least fourteen (14) days prior to your departure)

**NOTE:** Airport pick up and accommodation arranged through Tropical North Queensland TAFE must be paid in full at time of confirmation of transfer and accommodation.

#### **Step 6: Greeting**

If you have completed and returned the Airport Pick Up and Accommodation Form, our International Student Officer or a member of your hosting family will meet you at the airport and take you to your accommodation.

#### **Step 7: Orientation and Class commencement**

You will receive all necessary information during your orientation session. You will also receive your Student Card and Student Health Cover membership card. There is a compulsory orientation for:

- **General English:** your orientation takes place in the morning of the first day of your program (unless otherwise advised). Please make sure you arrive by 8:15am at the International Student Office (H block, room 114) on the first day of your studies
- **English for Academic Purposes:** your Language Centre International Student Orientation Program usually takes place on the Friday before your course starts. Please contact our International Student Support Officer upon your arrival to specify the exact time of your orientation.
- **Certificate or Diploma Program:** your academic orientation usually takes place the week before your course starts. Please contact our International Student Support Officer upon your arrival to specify the exact time of your orientation.

**For further details contact:**

**Tropical North Queensland TAFE, International Student Unit**

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CRICOS Provider Code: 02012B