

Applying to La Trobe University

How to apply

Complete this form on screen, or print and complete it. Please email the completed form and scans of the supporting documents listed below to mail@studyoptions.com

If you do not have access to a scanner, please take a clear photo of each page and document on your phone, and email the images to mail@studyoptions.com

If neither of these are possible please post your forms and original documents to us as hard copy. Please post to Study Options, 83 Alma Road, Clifton, Bristol, BS8 2DP.

Supporting documents required for undergraduate (bachelors) applications:

1. A photocopy of the personal details page of your passport
2. IF APPLYING BEFORE COMPLETION OF SCHOOL LEAVING QUALIFICATIONS (EG: A-LEVELS, IB, PRE-U DIPLOMA): Original certificates/evidence of GCSE and AS Level results (or equivalents) plus details of final predicted grades. Predicted grades must be official predictions, issued on school/college letterhead and signed by an appropriate person (head of careers, head of year etc).
3. IF APPLYING AFTER COMPLETION OF SCHOOL LEAVING QUALIFICATIONS (EG: A-LEVELS, IB, PRE-U DIPLOMA): Original certificates for GCSE and school-leaving qualifications.
4. A personal statement (please aim for a maximum of 400-500 words).

Supporting documents required for postgraduate (masters) applications:

1. A photocopy of the personal details page of your passport
2. Original academic transcripts for each year of your degree (a transcript is an official list, issued by the university, of the subjects you've studied and the grades obtained). Transcripts should carry an explanation of the university's grading system on the back. If they don't, please provide one separately.
3. Original bachelors completion certificate.
4. A CV, detailing any relevant work experience.
5. A personal statement (please aim for a maximum of 400-500 words).

Application notes

1. If further material or documents are required, Study Options will be in touch to request these after we have received and checked the application.
2. All academic documents must be submitted as originals, we can't accept photocopies. We'll make certified copies to send with your application, and will return the originals by recorded delivery. To ensure their safe arrival, please send your documents to us by recorded delivery.
3. Please use this form to apply for undergraduate (bachelor) degrees and postgraduate degrees by coursework (masters and graduate diplomas). Do not use this form if you are a research student, or if you are a citizen or permanent resident of Australia or New Zealand.

If you have any questions or problems making your application please contact a student advisor at Study Options on 020 7353 7200 or mail@studyoptions.com

Read this application carefully.

Complete all sections and ensure that supporting (certified) documents are attached.

Write in BLOCK LETTERS using a blue or black pen. Tick where applicable.

Personal details as shown on your passport

Have you previously enrolled at La Trobe University? Yes No

If yes, provide your student number

Male Female Title Mrs Ms Miss Mr Dr Date of birth / /

Family name Given name(s)

Student's current personal address

Number and Street

Suburb/Town City/State

Country Post/Zip code

Telephone country code | area code | number Mobile/Cell phone country code | area code | number

Student's email (compulsory)

Residency information

Country of birth

Citizenship Passport number (if available)

Are you currently living in Australia? Yes No If no, country where you are living

Agent details (if applicable)

Agency name **Study Options** Email **mail@studyoptions.com**

Branch address and country **83 Alma Road, Clifton, Bristol, BS8 2DP, UK**

Declaration by agent:

- I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Immigration and Citizenship. Yes No
- The applicant is genuine in making this application and has every intention of completing all programs listed in the application. Yes No
- I have made every effort to verify the authenticity and validity of the documents which form part of this application. Yes No

Agency signature

Agent stamp

STUDY OPTIONS LTD
83 ALMA ROAD, CLIFTON
BRISTOL, BS8 2DP
+44 117 911 5610
MAIL@STUDYOPTIONS.COM

Course preferences

List the course/s that you would like to study at La Trobe University in order of preference

Pref.	Name of course	Campus	Preferred start date*	Year
1	<input type="text"/>	<input type="radio"/> AW <input type="radio"/> B <input type="radio"/> F <input type="radio"/> C <input type="radio"/> MEL <input type="radio"/> MIL <input type="radio"/> S	<input type="radio"/> S1* <input type="radio"/> S2* <input type="radio"/> Other	<input type="text"/>
2	<input type="text"/>	<input type="radio"/> AW <input type="radio"/> B <input type="radio"/> F <input type="radio"/> C <input type="radio"/> MEL <input type="radio"/> MIL <input type="radio"/> S	<input type="radio"/> S1* <input type="radio"/> S2* <input type="radio"/> Other	<input type="text"/>
3	<input type="text"/>	<input type="radio"/> AW <input type="radio"/> B <input type="radio"/> F <input type="radio"/> C <input type="radio"/> MEL <input type="radio"/> MIL <input type="radio"/> S	<input type="radio"/> S1* <input type="radio"/> S2* <input type="radio"/> Other	<input type="text"/>

Campus: AW=Albury-Wodonga, B=Bendigo, F=Franklin Street, C=City, MEL=Melbourne (Bundoora), MIL=Mildura, S=Shepparton

*Start date: S1 = Semester 1 (March) Semester 2 (July)

- Note: Depending on demand and availability you may be offered a place at a different campus.
- Places will be allocated as soon as your application is received. Students can change their course preference without incurring a fee only once.
- After a course offer has been issued, subsequent changes incur a non-refundable A\$80 fee.

Visa information

Are you a permanent resident of Australia? Yes No

If yes, you will be required to apply as a domestic student.

See: latrobe.edu.au/school/apply

Current Australian visa number as shown on your visa label (if applicable)

Visa type Student Visitor Spouse Subclass number Expiry date / /

Other Visa type (specify):

If you hold a current passport and/or an Australian visa, you **must** include a copy with this application.

Have you previously visited or studied in Australia? Yes No

Have you breached any visa conditions? If yes, provide details: Yes No

Have you ever been refused a visa for entry into Australia? Yes No

If yes, provide details:

Have you ever had a visa application rejected (country other than Australia)? Yes No

If yes, provide details and a copy of the rejection letter:

Have you ever been convicted of a crime or offence? If yes, provide details: Yes No

Note your family immigration history:

Are you married? Yes No Date of marriage / /

Is your spouse currently in Australia?

Yes No

If yes, what visa type does your spouse have?

Visa expiry date / /

Provide details of all your dependants (children) including their date of birth:

Full name Date of birth / /

Full name Date of birth / /

Full name Date of birth / /

If you have more than three dependants, attach a separate sheet with any remaining dependant's details.

Advanced Standing (credit) transfer

Are you seeking Advanced Standing (credit) for previous studies? Yes No

If yes, **you must attach** detailed syllabus or curriculum for Advanced Standing (credit) to be assessed. This must include course content, assessment mode, contact hours, prescribed texts, etc.

English language proficiency

Is English your first language? If no, what is your first language? Yes No

Was English the language of instruction during the final year of your secondary studies? Yes No Year completed:

Was English the language of instruction during your post-secondary studies? Yes No Year completed:

Have you taken or will you be taking an English Test? Yes No

Name of test Date of test / /

Location (city and country) Result

Note: some courses have higher English language requirements. LaTrobe University also accepts other English language tests, see: latrobe.edu.au/international/apply

Educational background and qualifications

Documentary evidence of qualifications claimed **must be attached**, including a full academic transcript (statement of results and evidence of successful completion). Documents not in English must be accompanied by certified translations. Also describe any current studies you are undertaking. **Note that documents submitted with your application become the property of La Trobe University and are not returnable.**

1. Current studies – List details of current studies		
Date enrolled (month/year) m m / y y to m m / y y	Name of qualification (including main field of study)	Date your results will be available (month/year) m m / y y
Institution		Country
Will you complete your current studies prior to the commencement of your proposed La Trobe University program? <input type="radio"/> Yes <input type="radio"/> No		
Have you ever been excluded from an academic institution? If yes, provide details below: <input type="radio"/> Yes <input type="radio"/> No		

2. Previous studies – List details of the secondary school or foundation studies you have completed	
Date enrolled (month/year) m m / y y to m m / y y	Name of qualification (including main field of study)
Institution	Country

3. Completed post-secondary (tertiary studies) – List details of the post-secondary studies you have completed, from lowest to highest qualification gained (e.g. Certificate, Diploma, Bachelor, Master's)	
Date enrolled (month/year) m m / y y to m m / y y	Name of qualification (including main field of study)
Institution	Country
Date enrolled (month/year) m m / y y to m m / y y	Name of qualification (including main field of study)
Institution	Country
Date enrolled (month/year) m m / y y to m m / y y	Name of qualification (including main field of study)
Institution	Country

4. Employment history – You must attach a CV (curriculum vitae) or resume with relevant work experience (if applicable to the program you are applying for).			
Employer's name	From	To	Position and type of work

Living costs

For a guide to living costs, visit: latrobe.edu.au/international/living/costs

Do you understand the costs associated with studying in Australia? Yes No
(including the costs of tuition, living expenses, OSHC, return airfares etc.)

How are you funding your study and living costs? (choose more than one if applicable):

- self-funded
- family-funded
- sponsored by government/organisation/company
- bank loan (provide proof with this application of employment and income, bank statements and loan letters)
- other (specify):

Check list

- If you have packaged your LaTrobe University degree with a program offered at an approved LaTrobe University packaging partner institution, are you aware of the progression conditions and requirements?
 Yes No Not applicable (N/A)
- Does your course selection correspond with your academic and/or professional background?
 Yes No N/A
If no, state reasons for your course selection (or attach a statement outlining your reasons):

- Do you understand the career outcomes, structure and delivery mode of the course/s?
 Yes No
- Do you understand that LaTrobe University and/or an authorised packaging partner institution will not pay your tuition fees or living expenses if you are unable to fund your stay in Australia and that LaTrobe University may cancel your enrolment and CoE which will change your student visa status?
 Yes No
- Are you aware of your work rights and restrictions while studying in Australia on a student visa?
 Yes No
- Have you provided us with all of your education and employment history?
 Yes No
- Do you understand that your visa application may be rejected if the Department of Immigration and Citizenship (DIAC) is not satisfied that you are a genuine student, and if you do not pass their health and character checks?
 Yes No
- Do you understand that DIAC may cancel your visa if you do not abide by the visa conditions? Visit:
latrobe.edu.au/students/new-students/international/visa
 Yes No
- Have you answered all questions?
 Yes No
- Have you attached original or certified copies of all necessary documents?
 Yes No
- Have you attached certified English translations of documents not in English?
 Yes No
- If applying for Advanced Standing (credit), have you attached syllabus/curriculum details (e.g. handbook entry)
 Yes No
- Have you signed and dated the application?
 Yes No
- Have you kept a personal copy of all documents?
 Yes No

Declaration and agreement

- I am not a permanent resident or citizen of Australia, nor a citizen of New Zealand.
- I am aware of the conditions relating to my admission into LaTrobe University.
- I declare to the best of my knowledge that the information supplied on this application form and all supporting documentation is correct and complete, and that any supplementary application documents (personal statement, folio or additional requirements) are my own work. I acknowledge that LaTrobe University reserves the right at any stage to vary or reverse any decision regarding admission or enrolment which has been made on the basis of incorrect, fraudulent or incomplete information. I also acknowledge that failure to disclose my full academic record may result in the University revoking an offer or terminating my studies at any stage. I authorise the University to seek verification of my academic and professional qualifications, and work experience.
- The University also reserves the right to vary courses, subjects, the mode of delivery, assessment and admission requirements at any time at its discretion.
- I acknowledge LaTrobe University places restrictions on program and institution transfers and that I may not be permitted to change my program or institution without permission.
- I consent to the University using and disclosing my personal information under the conditions relating to the Refund Policy as set out at: latrobe.edu.au/international/fees
- Information I have provided on this form and during enrolment may be made available to the Australian Government, state agencies and other designated authorities under the ESOS Act 2000 and the National Code 2007. Information about me can be disclosed without my consent where authorised or required by law. I further understand that LaTrobe University, as an education provider, is required to provide information about my enrolment to the Department of Immigration and Citizenship (DIAC) upon request. I understand that the University reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false. If sponsored by a government body or private institution, I give LaTrobe University permission to provide my sponsor with information about my application, enrolment and academic progress.
- If I am unsuccessful in getting direct entry into my degree program, LaTrobe University will refer my application to the University's preferred pathway providers for an alternative Foundation or Diploma program that may lead to my chosen LaTrobe University degree.
- I authorise the University to disclose information relevant to my application and enrolment to the University's preferred OSHC provider and other third parties for the purposes of arranging my OSHC, progressing my application and enrolment, and administering my course. I also authorise LaTrobe University to access the DIAC's Visa Entitlement Verification Online System (VEVO) to obtain information on my visa status.
- I understand the fees listed in this publication are an estimate only, based on the subjects in which I enrol, and will vary depending on the subject and the actual subject enrolment load. I agree to pay all fees for which I am liable. I acknowledge that the tuition fee is exclusive of the cost of text books, health insurance or living expenses such as food, accommodation, transport and medical costs. Details on any additional costs can be found within course descriptions on the LaTrobe University website: latrobe.edu.au/courses
- I acknowledge that tuition and other fees are subject to change each year. The University reserves the right to vary fees on an annual basis. Tuition fees will not normally rise above seven per cent per year. Should the University decide to increase its fees, that increase will take effect on 1 January of the following year.
- I understand that if I have any school-aged children or dependants accompanying me to Australia, they must attend school and I will be required to pay a full fee if they are enrolled either in a government or non-government school.
- I have completed all sections of the application form.
- I accept that this application and supporting documentation become the property of LaTrobe University and are not returnable.
- I understand this agreement does not remove my right to take further action under Australia's consumer protection laws.
- I have read and I understand the declaration above.

Date / /

Applicant's (student's) signature:

Contact details

LaTrobe International | LaTrobe University | Victoria 3086 Australia
T +61 3 9479 1199 | F +61 3 9479 3660 | E international@latrobe.edu.au

STUDENT DECLARATION

Name:			
Date of birth:		Nationality:	
Mobile:		Landline:	
Email:			

Who will fund your tuition fees and living costs? Please give further details below:

Have you ever been refused a visa for Australia or another country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any health issues that may affect your application for a student visa?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you have any family members joining you? If so please state name, age and relationship to you in the box below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- I declare that I have read and understand the information relating to the cost of living in Australia at:
<https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool>
 and I have access to sufficient funds to cover all associated costs with my study, travel to and from Australia, living expenses for the duration of my studies for myself and my family members (if applicable) for the total period of my stay in Australia.
- I understand that the tuition fees do not include expenses such as textbooks, stationery and additional programme specific requirements.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, I will not seek assistance from the University or the Australian government.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, the University reserves the rights to terminate my enrolment and eCoE.
- I hereby certify that all the statements made on this declaration of finances are true and correct.

Student signature:	
Name:	
Date:	

Please return this declaration with your application form(s)