

Please read this application carefully, complete all sections, and ensure that all required supporting documents are attached. Completed applications should be submitted to: info@jabinhopkins.edu.au
For more information, please visit <https://www.jabinhopkins.edu.au/> or contact us via email at info@jabinhopkins.edu.au or by phone on +61 8 8223 3557.

Personal details

1. Enter your full name *

Single name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name' section).

Family name (surname)	
First given name	
Second given name (middle)	

* Please write the name that you used when you applied for your **Unique Student Identifier (USI)**, including any middle names. If you do not yet have a USI and want Jabin Hopkin Institute of Technology to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI of this form for a detailed explanation.

2. Enter your birth date

Day/month/year (e.g.01/01/2000)			
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3. Gender (Tick ONE box only)

Male	
Female	
Other	

4. Student Profile and Visa Information

Current Location		Onshore		Offshore
CoE or Non-CoE		CoE		Non-CoE
Nationality:	Country of Birth:			
Do you have a passport?		Yes		No
If yes, please attach a copy of the details and signature page of your passport. Passport Number:				
Do you have a visa?		Yes		No
If yes, please advise visa type:				
Do you intend to apply for an Australian Student Visa?		Yes		No
Other reason(s):				

5. Contact Details

Email address:			
Overseas Phone Number: (if applicable)		Australia Phone Number: (if applicable)	
Overseas Address (If applicable):			
Australia Address (if applicable):			

Emergency Contact Information

Name:		Relationship:	
Contact Email:		Contact Number:	

6. Unique Student Identifier (USI)

All students studying nationally recognised training in Australia are required to have USI

Please Enter your USI

If you do not have a USI, you can apply for one at <https://www.usi.gov.au/>.

If you require assistance with applying for a USI, please speak with our staff during your course orientation program.

7. English Proficiency

How do you intend to meet the English language entry requirements for your chosen program?

Please select one of the following options:

☐	I have completed, within the last two (2) years, an AQF Certificate IV or higher qualification delivered in English		
☐	I have completed, within the last two (2) years, a Senior Secondary Certificate of Education in Australia		
☐	I have completed at least five (5) years of study in English in one of the following countries: Australia, United Kingdom, United States of America, Canada, New Zealand, South Africa, or Republic of Ireland		
☐	I hold a passport from the United Kingdom, United States of America, Canada, New Zealand, or Republic of Ireland		
☐	I intend to undertake an approved English language proficiency test (e.g. IELTS or equivalent)		
☐	I have completed an English language proficiency test as listed below. Please provide full details:		
	☐ IELTS Academic	☐ PTE Academic	☐ TOEFL iBT
	☐ Other type:		
Date of Test			
Overall Score			

8. Transfer from another Australia Training Provider

Are you transferring from another Australia training provider?

Yes

No

If yes, have you completed 6 months Principal course?

Yes

No

If you answered **YES** to the first question and **NO** to the second question, you must provide a **Release Letter** from your current provider.

9. Course Selection

Year:

Month:

Please select the course or package you are interested in at JHIT.

Select		Course Code and Name	Duration
	Information Technology (Package Option)	ICT40120 Certificate IV in Information Technology	52 weeks
		ICT50220 Diploma of Information Technology	52 weeks
		ICT60220 Advanced Diploma of Information Technology	52 weeks
	Culinary	SIT31021 Certificate III in Patisserie	52 weeks
	Tourism, Travel and Hospitality (Package Option)	SIT40521 Certificate IV in Kitchen Management	26-90 Weeks
		SIT50422 Diploma of Hospitality Management	26-104 Weeks
		SIT60322 Advanced Diploma of Hospitality Management	26-130 Weeks
	Business (Package Option)	BSB 50120 Diploma of Business	52 weeks
		BSB 60120 Advanced Diploma of Business	52 weeks

10. Overseas Student Health Cover (OSHC)

You must have valid Overseas Student Health Cover (OSHC) for the entire duration of your student visa.

Your OSHC must cover:

- at least one month before your course starts, and
- at least three months after your course finishes

This is a requirement set by the Australian Government to ensure you are covered for medical expenses during your stay in Australia. You may arrange OSHC yourself or JHIT can assist you in organising it. If arranged through JHIT, your OSHC will be issued according to these visa requirements.

☐	I am organising my own OSHC.		
☐	I would like JHIT to arrange your OSHC on my behalf, my preferred cover type below:		
☐	Single cover for myself only	☐	Couples cover for myself and spouse
☐		☐	Family cover for myself, spouse and children

11. Accommodation and Airport Transfer

Do you require airport pickup and/or assistance with accommodation arrangements?

☐	I will arrange my own accommodation and transport		
☐	Airport pickup only	☐	Accommodation arrangement only
☐		☐	Both airport pickup and accommodation arrangement

12. Language/Cultural Diversity

How well do you speak English?	☐	Very well	☐	Well	☐	Not well	☐	Not at all
What is your main language spoken at home?								
Do you require any additional learning support due to language or cultural adjustment?								

13. Disability

Do you consider yourself to have a disability, medical condition, mental health condition, impairment, or long-term condition that may impact your ability to successfully complete your raining?

☐	Yes	☐	No
If yes, please select the area(s) in the following list: (You may indicate more than one area)			
☐	Mental health condition	☐	Medical condition
☐	Learning difficulty	☐	Hearing/deaf
☐	Physical	☐	Intellectual
☐	Acquired brain injury	☐	Vision
☐	Other	☐	

14. Schooling

What is your highest COMPLETED school level? (Tick ONE box only)

☐	Year 12 or Equivalent	☐	Year 11 or Equivalent	☐	Year 10 or Equivalent
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15. Previous Higher Education Qualifications

Have you successfully completed any of the following qualification?

In Australia		In Overseas	
☐	Certificate I	☐	Certificate I
☐	Certificate II	☐	Certificate II
☐	Certificate III (or trade certificate)	☐	Certificate III (or trade certificate)
☐	Certificate IV	☐	Certificate IV
☐	Diploma (or associate diploma)	☐	Diploma (or associate diploma)
☐	Advanced diploma or associate degree	☐	Advanced diploma or associate degree
☐	Bachelor's degree or higher degree	☐	Bachelor's degree or higher degree

16. Employment Background

Please tick the option that best describes your current employment status. (Select one box only - your most recent status.)

☐	Full-time employee (35+ hours per week)	☐	Employed - unpaid worker in a family business
☐	Part-time employee (less than 35 hours per week)	☐	Unemployed - seeking full-time work
☐	Self-employed – not employing others	☐	Unemployed - seeking part-time work
☐	Self-employed – employing others	☐	Not employed - not seeking employment

If you are currently employed in any of the categories listed above, please provide the following details of your employer:

Company Name and Country:

Job Role:

Employment Date from – to:

17. Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Are you applying for RPL?	☐	Yes	☐	No	If yes, you must complete the RPL Application Kit and attach all relevant supporting documents (e.g. resume/CV and academic transcripts).
Are you applying for CT?	☐	Yes	☐	No	You must complete the Credit Transfer application form and provide evidence of relevant Australian Qualifications Framework (AQF) qualification(s) previously completed, where applicable to your selected course at JHIT.

18. Study Motivation (Reason for Enrolment)

Please select one or more options that BEST describe your main reason(s) for undertaking this course:

☐	To get a job	☐	It is a requirement of my current job
☐	To develop my existing business	☐	I want additional skills for my job
☐	To start my own business	☐	To get into another course of study
☐	To change to a different career	☐	For personal interest or self-development
☐	To improve my job prospects or obtain a promotion	☐	To gain skills for community or voluntary work
☐	Other reason(s):		

19. Are you applying through Education Agent (if applicable)

No, I am applying directly to JHIT			
If yes, please provide the following details:			
Agent Business Name	Contact Person Name	Contact Phone Number	Email Address

Please note: JHIT only accepts applications from education agents formally approved by JHIT. Students are responsible for ensuring that all information and supporting documents submitted by their education agent are true, accurate, and complete.

20. How did you first hear about Jabin Hopkins or Are you referred by anyone?

Agent		Social medias		From a friend or relative
Internet search		Event		Others:

21. Document Attached

Copy of Passport including visa documents		Copy of Year 12 or equivalent		Copy of Higher Education Qualification Certificate(s)
Copy of English Proficiency		OSHC Membership Details (if not arranged by JHIT)		Release Letter (if required)
JHIT Genuine Student Assessment (GS)		Other Documentation (where required for GS assessment)		Applying through an Education Agent

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation

- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Jabin Hopkins Institute of Technology to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

please click the link for more information: <https://www.jabinhopkins.edu.au/policy-and-procedures/>

Application Declaration

- I acknowledge that I must be 18 years of age or older at the time of application.
- I declare that the information provided in this application is true, complete, and correct to the best of my knowledge.
- I understand that providing false, misleading, or incomplete information may result in the rejection of my application, withdrawal of an offer, or cancellation of enrolment by Jabin Hopkins Institute of Technology (JHIT).
- I agree to notify JHIT immediately if there are any changes to the information provided in this application.
- I understand that submission of this application does not guarantee admission, issuance of a Letter of Offer & Written Agreement, or a Confirmation of Enrolment (CoE).
- I understand that JHIT will assess my application in accordance with Australian Government requirements, based on my academic suitability, English language proficiency, and ability to meet course entry requirements.
- I confirm that I am a genuine student and intend to undertake my studies for educational purposes only, with the intention of remaining in Australia temporarily and complying with my visa conditions if granted. I understand that
- JHIT may refuse to assess my application, withdraw an offer, or cancel my enrolment if I am not considered a genuine temporary entrant under Australian immigration requirements.
- I confirm that I have sufficient financial resources to cover my tuition fees, travel expenses, and living costs for myself and any dependants for the duration of my stay in Australia. I understand that any employment in Australia is intended only as a secondary activity and is not a primary source of income.
- I authorise JHIT to:

- request and verify supporting documents, including academic records, English test results, and financial evidence
- obtain information from third parties such as educational institutions, employers, financial institutions, and government agencies, including the Department of Home Affairs
- access my visa information through the Visa Entitlements Verification Online (VEVO) system
- share my personal information with relevant government authorities, educational partners, and regulatory bodies for the purposes of admission, assessment, compliance, and reporting obligations
- I understand that JHIT may vary, reverse, or cancel any admission or enrolment decision if it is based on incorrect, incomplete, or fraudulent information or documentation. I acknowledge that this may result in an application or enrolment ban and that JHIT may report such matters to relevant authorities and institutions.
- I acknowledge that all documents submitted with this application become the property of JHIT and will not be returned.
- I understand that my personal information is collected and managed in accordance with Australian privacy legislation and is used solely for admission, enrolment, and compliance purposes. I understand that information may be disclosed without my consent where required or authorised by Australian law, including to the Australian Government, designated authorities, and the Tuition Protection Scheme.
- I acknowledge that I have read and understood the information provided in this application. For further information, including the International Student Handbook, Student Code of Conduct, and other important policies and procedures, please visit JHIT's official website at <https://www.jabinhopkins.edu.au/policy-and-procedures/>

Student Print Name

Student Signature

Date