



STUDENT APPLICATION FORM

MSS

PERSONAL DETAILS

Mr Mrs Miss Ms Other _____

Family name: _____

Given name(s): _____

Date of birth: ___/___/___ Gender: Male Female

Nationality: _____

Passport number: _____ Expiry date: ___/___/___

Visa type: Student Tourist Other: _____

CONTACT DETAILS

Address in _____

Australia: _____ Post code: _____

Mobile number: _____

Email address: _____

Address in _____

home country: _____ Post code: _____

Mobile number: _____

Email address: _____

Emergency contact name: _____

Relationship: _____ Mobile number: _____

Email address: _____

DIBP OFFICE

Student current location Australia Overseas

USI (Unique Student Identifier) COLLECTION

Yes, _____

No – You will be guided to register on the orientation day

EDUCATION DETAILS

What is your level of English? Beginner Elementary

Intermediate Upper-Intermediate Advanced

Please provide details if you have taken any English proficiency examinations (TOEFL/IELTS/Other English Test)

Exam type: _____ Result: _____ Date test taken: ___/___/___

What is highest completed school level? (Please tick one box)

High school

Advanced diploma or associate degree

Bachelor or Higher degree

Other: _____

Completion date: ___/___/___

Name of institution: _____

SELECT YOUR COURSE

Business

- BSB40215 - Certificate IV in Business 52 weeks
(CRICOS 091311)
- BSB50215 - Diploma of Business 65 weeks
(CRICOS 091312G)
- BSB60215 - Advanced Diploma of Business 104 weeks
(CRICOS 091313G)

Course intake date: ___/___/___

CREDIT TRANSFER

Do you wish to apply for Course Credit? Yes No

Depending on your previous studies to give you credit or exemptions from certain course modules.
 If you wish to apply for Credit Transfer assessment, please fill in the TMSS Course Credit Transfer Application form
 (at least 12 weeks prior to course commencement).

LANGUAGE AND CULTURAL DIVERSITY

What country were you born in? Australia Other: _____

Do you speak a language other than English at home? No, English only Yes, _____

How well do you speak English? Very well Well Not well

Are you of Aboriginal or Torres Strait Islander origin? No Aboriginal Torres Strait Islander

ACCOMMODATION AND AIRPORT PICK-UP

Do you require Airport Pickup and Transfer? Yes No
(Service charges \$150)

Do you require assistance with accommodation? Yes No
(Service charges \$250)

OVERSEAS STUDENT HEALTH COVER (OSHC)

The Australian Government requires all students on student visa to have Overseas Student Health Cover.

Do you have OSHC at the moment? Yes No

If yes, when does it expire?: ___/___/___

Insurer: _____ Member number: _____

Would you like TMSS to arrange OSHC for you? Yes, ___ months No

What type of cover do you require?

- Single Couple (partner) Family (parent/child)

MEDICAL CONDITIONS

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

- Hearing/Deaf Mental illness Physical
- Intellectual Learning Vision
- Medical condition Acquired brain impairment
- Other: _____



EMPLOYMENT DETAILS

Which best describes your current employment status? *(Please, tick one box)*

- Full-time employee Part-time employee
- Self-employed – not employing others Employed – unpaid worker in a family business
- Unemployed – seeking part-time work Unemployed – seeking full-time work
- Employer Not Employed – not seeking employment

Which best describes your main reason for undertaking this course?
(Please, tick one box)

- To get a job
- For personal interest or self-development
- To try for a different career
- To develop my existing business
- To start my own business
- To get a better job or promotion
- Other reason, please specify: _____

HOW DID YOU HEAR ABOUT OUR COLLEGE? *(please tick)*

- Friends/Relatives Website
- Agent Newspaper/Magazine

APPLICATION CHECKLIST AND DECLARATION

Please read the vocational course pre-enrolment information that is available on our website (www.tmss.edu.au)

The following must be submitted with your completed & signed TMSS Enrolment Application Form:

- A completed and signed TMSS Enrolment Application form
- A copy of identification pages of your passport (verifying your signature)
- Certified Copies of previous 2 years academic records, such as High school, or College/University certificate
- As well as the above information, onshore applications must also supply the following:
- Copy of current visa *(if currently in Australia)*
- Copy of current eCoE
- Current Overseas Student Health Cover card *(if currently covered in Australia)*
- Certified Copies of IELTS certificate or other English language centre certificates *(including the explanation of levels and grades)*
- Copies of transcripts from previous VET course studies and completed Course Credit application form *(if applying for course credit)*
- Copy of attendance report and release letter from previous school in Australia *(if relevant)*
- Other documentation as requested by TMSS *(we do not accept any documents without certification)*

****Please ensure that all your supporting documents and formal documents such as a passport, certificates, transcripts are certified or you can bring in the original document to be sighted at the school.**

STUDENT DECLARATION

- I certify that the information provided on this form is true and correct, and I agree to abide by the terms and conditions of enrolment, including the refund policy, which I have read and understood. By paying the fees you agree to the terms and conditions of enrolment including refund policy. Full details see: <http://www.tmss.edu.au>
- I understand that should the information be subsequently found to be incorrect or misleading my enrolment may be cancelled.
- I authorize TMSS to verify the information provided.
- I declare that we have sufficient funds to cover my course costs, health insurance and living expenses while in Australia.
- I understand that a staff member of TMSS may conduct a telephone or video interview with me to satisfy themselves of my genuine intent.
- I understand that the Department of Home Affairs will make their own assessment and determination of my visa application and that my visa is not ensured upon acceptance to TMSS.
- I declare that we have done adequate research prior to choosing this course and study location.
- I understand that information provided as part of this application may be shared with the Department of Home Affairs.

Signature of Student _____

Print Name of Student _____

Date ____/____/____

AGENT DECLARATION

- I/we certify that the information, documents provided on this form is true and correct, and I/we agree to abide by the terms and conditions of TMSS, including the refund policy, which I/we have read and understood. By paying the fees you agree to the terms and conditions of enrolment including refund policy.
- I/we declare that we have explained the student about TMSS, the available courses, living costs in Australia and any relevant information helpful for the student to take a decision on study in Australia at TMSS.
- I/ we declare that we have not provided any misleading information to the student and given enough opportunity to the student about the visa process and that issue of COE from TMSS does not guarantee the visa and ultimate decision depends on the final assessment by Department of Home Affairs.
- I/we declare that the information supplied by the student in this application is true and correct to the best of my knowledge.
- I/we have done reasonable efforts to verify the information and documents provided by the student.
- I/we understand that in the event of any fraudulent document being provided by the student, it will lead to the refusal of visa and will also affect my relationship with TMSS.
- I/we understand that TMSS has the right to verify the information provided by the student.
- I/we understand that a staff member of TMSS may conduct a telephone or Skype interview with the student to satisfy themselves of student's genuine intention.
- I/we understand that information provided as part of this application may be shared with the Department of Home Affairs.

Signature of Agent _____

Print Name of Agent _____

Date ____/____/____

Agent stamp

SUBMIT APPLICATION

Please submit all completed applications to

The Management School Sydney by email to enrol@tmss.edu.au