



CROWN INSTITUTE  
OF HIGHER EDUCATION

# INTERNATIONAL STUDENT APPLICATION FORM

Form  
**01**

## PERSONAL DETAILS (as shown on passport)

Have you previously studied at the Crown Institute of Higher Education (CIHE)?    Yes    No    Student ID number:

Title: Mr/ Ms / Miss/ Mrs / Other:	Date of birth: (dd/mm/yyyy)	Gender:    Male    Female    Other
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Given Names:		Family Name:	
Country of Birth:		Citizenship:	
Passport number:	Expiry Date:	Country of Issue:	
At the time of application are you in Australia? Yes    No		Year of Arrival in Australia:	
Current Employment Status:	Full-time Employee	Part-time Employee	Unemployed
Current Marital Status:	Single	Married	Widowed    Divorced
Current Address:			
Suburb:	State:	Country:	Postcode:
Mobile Phone:	Telephone number:		
Email address:			
Permanent home address in home country (if different from above)			
Address:			
Suburb:	State:	Country:	Postcode:
Country code:	Area code:	Phone number:	

## CAMPUS LOCATIONS

**NSW Campus (Sydney)**  
116 Pacific Highway, North Sydney, NSW 2060  
Level 5, 213 Miller Street, North Sydney NSW 2060  
Level 11, 307 Pitt Street, Sydney, NSW 2000  
2 Woodville Street, Hurstville NSW 2220

**ACT Campus (Canberra)**  
**(All courses except Bachelor of Entrepreneurship and Innovation)**  
Level 1, 5 Fussell Lane, Gungahlin, ACT 2912  
Suite 1, Level 4, 40 Cameron Avenue, Belconnen, ACT 2617

## COURSE SELECTION

- |  |  |
|--|--|
| Master of Information Technology (CRICOS Course Code: 113602A, Duration: 104 weeks)                        | Bachelor of Information Technology (CRICOS Course Code: 105686C, Duration: 156 weeks)        |
| Master of Professional Accounting Advanced (CRICOS Course Code: 114298G, Duration 104 weeks)               | Diploma of Accounting (CRICOS Course Code: 105688A, Duration: 52 weeks)                      |
| Master of Professional Accounting (CRICOS Course Code: 114297H, Duration: 78 weeks)                        | Diploma of Information Technology (CRICOS Course Code: 105687B, Duration: 52 weeks)          |
| Bachelor of Accounting (CRICOS Course Code: 099311M, Duration: 156 weeks)                                  | Diploma of Entrepreneurship and Innovation (CRICOS Course Code: 105689M, Duration: 52 weeks) |
| Bachelor of Entrepreneurship and Innovation (CRICOS Course Code: 099312K, Duration: 156 weeks)             | English for Academic Purposes 1 (CRICOS Course Code: 105992D, Duration: 24 weeks)            |
| Bachelor of Education (Early Childhood - Birth to Five) (CRICOS Course Code: 116232J, Duration: 208 weeks) | English for Academic Purposes 2 (CRICOS Course Code: 105993C, Duration: 12 weeks)            |
|  | Bachelor of Community Services (CRICOS Course Code: 116233H, Duration: 156 weeks)            |

## INTAKE DATES

March (Semester 1)    July (Semester 2)    November (Summer Session)    Year:

Other (For EAP Only)



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## ENGLISH LANGUAGE PROFICIENCY

Is English your first language? Yes No **If answered No-** What is your first language?

Have you completed any secondary or tertiary studies in English? Yes No

If yes, please provide details:

Please indicate if you have taken any of the following English tests:  IELTS  TOEFL PTE Other (please specify)

Overall score: Test date:

To check if you have met CIHE's English Language Entry Requirements, please refer to the Student Admission Policy and Procedure available on the CIHE website ([www.cihe.edu.au](http://www.cihe.edu.au))

## EDUCATIONAL BACKGROUND

Please provide name of your current education provider (if applicable):

Address/contact details

Institution/School	Name of Qualification	Location	Year completed

## ADVANCED STANDING

If you have studied or are currently studying at another academic institution, you may be eligible for credit/advanced standing towards your degree at CIHE. Please refer to the CIHE Credit for Prior Learning Policy available on the CIHE website ([www.cihe.edu.au](http://www.cihe.edu.au)) for further information on the process and the application deadline. Please note: Applications for Credit should be submitted at the time of application to the course.

Do you wish to apply for Advanced Standing? Yes No

## OVERSEAS STUDENT HEALTH COVER (OSHC)

It is a requirement that all overseas students in Australia purchase health cover for 3 years and 2 months for a 3 year course.

Would you like us to arrange health cover for you? Yes No

If yes, please indicate which type of cover: Single Couple Family

## CURRENT OR PREVIOUS VISA STATUS AND APPROVAL/REFUSAL STATUS

Visa Status: No Visa Yet (Offshore Application) Current Previous	Current/Previous visa type: Student Visa Tourist Visa Other Visa _____
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Embassy/Department of Home Affairs office where visa will be lodged



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## IMMIGRATION HISTORY

Has the student applied for a student visa or any other visa to Australia in the past?      Yes      No

If yes, was it granted?      Yes      No

If No, what was the reason for visa refusal and refusal date (Please attach refusal letter from DHA):

## AUTHORISED AGENT DETAILS (IF APPLICABLE)

Agency name:

Contact person:

Email:

Telephone number:

## SUPPORT SERVICES

Do you have a disability, impairment or long term medical condition, which may affect your studies?

Yes      No

Please indicate the nature of the disability, impairment or condition:

Hearing       Learning       Medical

Vision       Mobility       Other:

If you wish to apply for reasonable adjustment upon commencement at CIHE, please refer to the Student Assessment Policy and Associated Procedure available on the CIHE website ([www.cihe.edu.au](http://www.cihe.edu.au)) for further information.

## ADDITIONAL SERVICES

Would you like CIHE to arrange any of the following for you?

Home stay/accommodation assistance	Yes	No	<i>Please provide arrival details, flight numbers etc.</i>
Airport pick up	Yes	No	

## DECLARATION

I declare that the information provided in this application form is true and correct, and the academic records provided are a true record of my academic results. Further,

- I authorise the Crown Institute of Higher Education to obtain enrolment and academic information from any of my previous or current education providers.
- I declare that I have accessed information regarding the costs related to studying at CIHE available on the CIHE website ([www.cihe.edu.au](http://www.cihe.edu.au)) and that I have accessed information regarding the costs associated with living in Australia for me and any dependents accompanying me published by the Australian Government at [www.studyinaustralia.gov.au/en/study-costs](http://www.studyinaustralia.gov.au/en/study-costs).
- I declare that I have adequate funds available to cover tuition fees, ancillary costs and living expenses for myself and any dependents travelling with me.
- I consent to information collected about me on this form being disclosed if authorised or required by law and/or the Australian Government and/or designated authorities authorised by the Crown Institute of Higher Education in accordance with the CIHE Privacy and Personal Information Policy (available at [www.cihe.edu.au](http://www.cihe.edu.au)).
- I understand that Crown Institute of Higher Education may vary or reverse any decision regarding admission or enrolment based on incorrect, incomplete or fraudulent information provided by me.
- I understand that all documents I submit with my application become the property of CIHE and will not be returned.
- I confirm that I have read and fully understand the requirements of the course as outlined on the CIHE website ([www.cihe.edu.au](http://www.cihe.edu.au)).
- I will notify CIHE immediately if there is any change to the information I have given in this application.

Name:

Signature:

Date:

### Please return form to:

Crown Institute of Higher Education  
116 Pacific Highway  
North Sydney NSW 2060  
Email: [admissions@cihe.edu.au](mailto:admissions@cihe.edu.au)



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## HOW TO APPLY

1. Complete the application form or apply online by visiting [www.cihe.edu.au](http://www.cihe.edu.au).

Offshore international students may apply through an authorised CIHE agent. To find a list of our approved agents, please visit [www.cihe.edu.au](http://www.cihe.edu.au)

Students will be requested to complete an additional GTE form which is available at CIHE's website.

2. Provide certified\* copies of the following documents:

- Academic transcripts and certificates translated into English (if applicable)
- Evidence of English language proficiency
- Passport
- Visa (if applicable)

\*Documents can be certified by an CIHE representative, authorised agent, Justice of the Peace, Public Notary, Australian Embassy or Consulate.

3. Submit your application:

- By an authorised education agent
- By email: [admissions@cihe.edu.au](mailto:admissions@cihe.edu.au)
- In person or by post to:  
116 Pacific Highway, North Sydney NSW 2060

4. CIHE will assess the application and will notify you of the outcome. Accepted students will receive a Letter of Offer and Written Agreement.

5. To enrol in the course, students must sign the Letter of Offer and Written Agreement and submit the payment as specified therein.

6. International students will receive a Confirmation of Enrolment (CoE) in order to apply for a student visa.

## CHECKLIST

I have:	Completed all sections of the application form Attached certified copies of my passport Attached current Australian visa (if applicable) Attached evidence of English language proficiency	Read and signed the student declaration. Attached certified copies of academic transcript(s) and certificate(s) translated into English (if applicable)
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## TUITION FEES

For information about tuition fees, please contact our accounts department: [accounts@cihe.edu.au](mailto:accounts@cihe.edu.au)

## ADDITIONAL COST

\$250 enrolment fee to be paid at the time of acceptance (non-refundable).

### CIHE Bank Details

Account Name:  
Crown Institute of Higher Education Pty Ltd Trust A/C  
BSB: 032-099  
Account Number: 645023  
Bank Name: Westpac Banking Corporation

### CIHE Bank Details (For Canberra Campus)

Account Name:  
Crown Institute of Higher Education Pty Ltd Trust A/C  
BSB: 032-099  
Account Number: 728451  
Bank Name: Westpac Banking Corporation