

INTERNATIONAL STUDENTS APPLICATION FORM

DO NOT complete this form if you are a citizen of Australia or New Zealand or Permanent Resident of Australia.

Read this application carefully, complete all sections and ensure that supporting (certified) documents are attached. Please write in BLOCK LETTERS using a black pen.

*Incomplete applications will experience delays in application outcomes.

Please, send electronic files in pdf or jpg to applications@lciMelbourne.edu.au

or mail to:

International Admission Manager

LCI Melbourne

150 Oxford Street | Collingwood | Melbourne | Australia | VIC 3066

Admissions Requirements:

- IELTS 6.0 or equivalent
- Portfolio (at least 6 pieces of creative work) or Pre-Selection Kit
- Year 12 Certificate or equivalent
- 18 years old at commencement of study

LCI Melbourne is a Government approved Higher Education Provider approved to enrol Australian and International Students (CRICOS No. 02201G) in the Bachelor of Design Arts course.

Section A – Personal Details

* Compulsory fields

Title Mr/Mrs/Ms/etc*	
Family Name*	
Given Name*	
Preferred Name	
Gender M/F*	
Date of Birth*	
Email*	
How did you first hear about LCI Melbourne?*	
Agency Name (if applicable)	

Permanent Address in Home Country

Address*	
Suburb*	
Postcode*	
Country*	
Telephone* ()	Mobile ()

Permanent Address in Australia (if applicable)

Address	
Suburb	
Postcode	
Telephone ()	Mobile ()

Emergency Contact

Emergency contact Full Name*	
Relationship to Student	
Contact phone	
Contact Email	

Section B – Visa Details

Passport Number*	Passport expiry date*
Citizenship*	Country of Birth*
Are currently studying in Australia?* Yes ____ No ____	
If yes, please provide your current COE and name of Institution*	
Do you currently hold any type of Australian visa?* Yes ____ No ____	
If yes, please provide visa type (e.g. student, visitor, work and holiday visa, etc)* _____	
Visa Expire Date: ____/____/____ (please, enclose a copy of your visa)	
If no, which visa are you going to apply for?*	
Student visa ____ Other visa, specify ____	
What date do you intend to arrive in Australia?* ____/____/____	
Which location (DIAC/Australian Embassy) are you going to apply for your visa?* _____	
Have you been refused a visa to any country?* (if yes, please attached evidence)	
Do you intend to bring spouse or children to Australia?*	
Yes ____ How many family members?	
No ____	
Do you hold a medical or health-related issue that may prevent a student visa being issued?* Please refer to http://www.border.gov.au/	
Yes ____, please provide details: _____	
No ____	

Section C – Course Preferences

Pref	Course	Major	Intake	Year
	e.g. Bachelor of Design Arts	e.g. Communication Design	e.g. February	e.g. 2016
1.				
2.				
3.				

Section D – Previous Studies

Secondary School

Qualification	Final Year	Level Competed	Name of School	Country
e.g. High School Certificate, A Levels	e.g. 2015	e.g. Year 12		

Are you in your final year of school? Yes ____ No ____

Date when results will be released _____

Tertiary or post-secondary school (if relevant)

Title of Course	Final Year	Level Competed	Name of School	Country
e.g. Bachelor of Design	e.g. 2015	e.g. Degree		

*Please, attach a certified copy of your academic results in the last year of school and/or tertiary institutions.



Section E – Relevant Employment/Experience

Please, list below any experience that has contributed to your interest in design.

Employer	Name of Work Experience	Year/s	Country

Section F – English Language Proficiency

Is English your first language? Yes___ No___

If no, check the boxes below and attach documentary evidence:

- ___ English was the language of instruction during my secondary school studies and I have passed final year English
- ___ I have completed a year of study in a college/university where the language of instruction was English
- ___ I have satisfactorily completed an ELICOS course at _____ (Name of institution)
- ___ I would like apply for an ELICOS pathway with LCI Melbourne
- ___ I have completed a recognised English language proficiency test.
- Type of test: IELTS or TOEFL - Date of test ___/___/___ Test Score _____

Section G – Referees

LCI Melbourne reserves the right to request referees. The referees should be able to comment on your capacity of creative work, your potential to study independently at a tertiary level, etc.

Name	Position or relationship to student	Phone/Email

Section H – Disabilities

Do you consider you have a disability, impairment or long term medical condition that will require special assistance? Yes___ No___

If yes, tick one or more of the following:

- ___ Hearing/Deaf ___ Learning ___ Medical Conditions
- ___ Intellectual ___ Vision ___ Other (please specify)
- ___ Mobility ___ Mental Illness

Please attach medical or other evidence. * Providing information about a disability or medical condition will not disadvantage your application. However LCI Melbourne needs to assess if it can make reasonable adjustment to accommodate your disability or medical condition in order to advise you appropriately.

Section I – Study plan in Melbourne

Please consider your answer carefully before you sign this application

1. Why would like to study the course you have applied for?
2. What is the benefit the course will have to your career?



Section J – Understanding and Attitudes to Design

Please write a short, succinct passage on one of the following questions:

1. What do you think are some major issues concerning designers today?
2. Is there a designer whose work you admire? Why?

* Do not attach any extra material for this question. There will be opportunity to discuss your answer in the interview.

Section K – Living costs

For a guide to living costs, visit: <http://www.border.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds#>

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

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 (please provide proof with this application of employment and income, bank statements and loan letters)

☐ other (please specify):

Section L – Student Declaration

Declaration

1. I declare that the information contained in this application is true.
2. I declare that I am a genuine student and that I have read and understood the conditions relating to these requirements
3. I have read and understood the Policy on Tuition Fee Refunds at LCI Melbourne available at <http://www.lcimelbourne.edu.au/about-us/assurances.aspx>
4. I consent to the Department of Immigration and Border Protection providing LCI Melbourne with information about my visa status from the time of this application to the time of my departure from Australia.
5. I confirm that I have received and read a copy of LCI Melbourne's current course brochure(s) and fully understand the requirements of the course(s)
6. I understand that LCI Melbourne is authorised to collect the information on this form and during my enrolment in order to meet its obligations to ensure my compliance with my visa conditions and Australian immigration laws.
7. I understand that this information can be provided, in certain circumstances, to Commonwealth and State agencies and designated authorities and, if relevant, the Tuition Protection Service and in other instances may be disclosed without my consent where authorised or required by law.
8. I understand that this declaration does not remove my right to take action under Australia's consumer protection laws.
9. I understand that my student visa requires me to remain with my provider until I complete 6 months of my principal course. Where my application contains more than one course, the principal course is the highest level of course. For packaged offers, the principal course is the Bachelor degree.
10. I declare that the information supplied on this application is true, correct and complete. I understand that if any part of my application is found to be incomplete or false, LCI Melbourne may withdraw any offer of enrolment

Full Name:	
Signature	Date
Name of parent or guardian for applicants under 18 years of age:	
Signature	Date

Section M – Agent Declaration

Declaration

1. The applicant has been assessed as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Immigration and Border Protection
2. Every effort has been made to verify the authenticity and validity of the documents which form part of this application
3. Where an applicant has submitted an offshore English placement test, the Agency guarantees that the test is the work of the applicant
4. The applicant has been provided information about fees and living costs in Australia and understands their obligation to pay their fees, as well school polices.
5. I have provided the applicant with information regarding the location of LCI Melbourne, course information and studying in Melbourne.

Agency Name:	Agent Name:
Email:	Phone:
Agency Stamp and signature	

Section N – Check List

- ☐ I have completed all sections and answered all questions on this form
- ☐ I have attached certified academic results in the last year of school and/or tertiary institutions (please include accredited English translation if necessary)
- ☐ I have attached my academic transcript to apply for Credit transfer or RPL
- ☐ I have attached English language assessments (6.0 IELTS results or equivalent)
- ☐ I have attached at least 6 pieces of creative work or I have completed my pre-selection kit)
- ☐ I have attached a passport-style photo for ID purposes – jpeg 43mmx33mm
- ☐ I have attached a copy of passport
- ☐ I have attached a copy of my current Australian visa (if applicable)
- ☐ I have attached my current COE (if applicable)
- ☐ I have attached my current OSHC (if applicable)
- ☐ I have attached evidence of visa refused (if applicable)

Next steps: Interview and portfolio presentation

You will be contacted to arrange an interview in person or via Skype. The following guide will help you prepare:

Interview

Your interview will cover a range of topics and is designed to establish your suitability for higher education study and your interest in art and design. You should think of it as your opportunity to present the strongest case for yourself as a budding future designer or artist. Be prepared to talk about: Previous or current academic endeavours, especially subjects or certificate courses relevant to the course you are applying for, relevant employment or experience that contributed to your interest in design (eg, Where did you work? What was the nature of the work? How long were you in the role?), understanding and attitudes to design (eg, Is there a designer whose work you admire? Why? What are some major issues concerning designers today?), individual qualities and attributes (eg, Do you work better alone or as part of a group? Are you driven more by emotion or by intellect? Are you a 'big picture' person or more interested in detail and precision?) and you are also encouraged to raise any questions you might have about the course structure, content or other details.

Portfolio

All applicants must provide a portfolio of their own work. LCI Melbourne does not specify exactly what you should include in your portfolio as we recognise that portfolios should express your creativity and reflect your individuality. Your portfolio should however include some finished pieces which demonstrate some relevance to the major study you are applying for. It is also good to show some development work. In the case where pieces are too big or cumbersome to bring along, good quality photographs are appropriate. While most students bring printed works (including photos, drawings and paintings), some bring 3-dimensional items, clothing or videos. All media are acceptable, so long as they demonstrate creativity and relevance to the area you wish to study. If you will be bringing an electronic portfolio please bring your own laptop or iPad to display it on.