



Student Contact Details form

Information contained in this document is utilised in accordance with OPIE Privacy Policy

Please complete the following form in full and return.

If you have any questions, please contact the Student Support Officer

Section 1 – Student Details

Title:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
Surname:					
Given Names:					
Gender:			Date of Birth:		
Student USI:			Student ID:		
Courses/s enrolled				Month/ Year of commencement	

Section 2 – Contact Details

Personal Contacts					
Phone: (Home)			Mobile:		
Email:					
Home Address:					
Suburb:			State:		Postcode:
Emergency Contact: In Australia					
Name:			Relationship:		
Contact Tel:			Mobile No:		
Home address					
Email address					
Emergency Contact: Overseas					
Name:			Relationship:		
Contact Tel:			Mobile No:		
Home address			Email		

Section 3 - Demographics

Employment Status	<input type="checkbox"/> Part time <input type="checkbox"/> Full Time <input type="checkbox"/> Unemployed				
Occupation Identifier	<input type="checkbox"/> Manager <input type="checkbox"/> Trade/Technician <input type="checkbox"/> Labourer <input type="checkbox"/> Professional <input type="checkbox"/> Other				
Industry of Employment	<input type="checkbox"/> Construction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Rental Services <input type="checkbox"/> Wholesale/Retail trade <input type="checkbox"/> Other				
Schooling					
Still at School	<input type="checkbox"/> Yes <input type="checkbox"/> No		Year of Completion		
Highest level of school completed	1)Year 8 or below 2)Year 9 or below 3)Completed year 10 4)Completed year 11 5)Completed year 12			Country of Birth :	

Prior Education	<input type="checkbox"/> Yes, a prior education achievement has been successfully completed <input type="checkbox"/> No, a prior education achievement has not been successfully completed
Prior ed Achievement	<input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III <input type="checkbox"/> Cert IV Diploma <input type="checkbox"/> Advance Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> Post-Graduation <input type="checkbox"/> Doctoral Degree
Prior Ed Identifier	<input type="checkbox"/> A/ Australian Qualification <input type="checkbox"/> E/ Australian Equivalent <input type="checkbox"/> I/ International
Language:	
Language speak at home	
Proficiency In spoken English	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All
English Test Score	Overall Speaking Reading Writing Listening
Test Type	<input type="checkbox"/> IELTS <input type="checkbox"/> Pte <input type="checkbox"/> TOFEL <input type="checkbox"/> Other
English test Score Expiry Date :	

Disability	
Disability Flag	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please mention	
Indigenous Status	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> No, Neither Aboriginal nor Torres Strait Islander
International	
Passport Number	
Passport Expiry Date	
Passport Country	
Visa Number	
Visa Type	
Visa Expiry Date	
Nationality	

Section 4 – Student Declaration	
Name:	
I declare that the information provided is true and correct. I am also aware that should any of my contact details change I am to advise SSO within seven (7) days. I am also aware that for every six months at OPIE I am required to have a interview with SSO to confirm all information is correct.	
Signature:	Date:

Student Support Officer Use Only					
Student information in Student Management System is correct:	<input type="checkbox"/> Yes	No	Date:		Initial: