



# INTERNATIONAL STUDENT APPLICATION FORM

Enrolment forms for all courses are on the following pages.

To submit your application please:

- Complete Registration form indicating the courses that you want to apply for
- Attached certified colour copies of any relevant documents
- Post or email the application form and certified documents to the Institute at:  
Postal Address: 67 Jeffcott Street, West Melbourne VIC 3003  
Email: [admissions@opie.vic.edu.au](mailto:admissions@opie.vic.edu.au)

(PLEASE FILL THIS FORM IN BLOCK LETTERS)

## 1. PERSONAL DETAILS

Family Name	<input type="text"/>		
Given Name	<input type="text"/>		
Date of Birth	<input type="text"/>	Gender	<input type="text"/>
Nationality	<input type="text"/>	Place of Birth	<input type="text"/>
Passport No.	<input type="text"/>	Country of Passport	<input type="text"/>

## 2. AUSTRALIAN CONTACT DETAILS (if known)

House No.	<input type="text"/>		
Street Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
Postcode	<input type="text"/>	Telephone	<input type="text"/>
Mobile No.	<input type="text"/>	Email	<input type="text"/>

## 3. EMERGENCY CONTACT IN AUSTRALIA

Name	<input type="text"/>	Relationship to you	<input type="text"/>
Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
Postcode	<input type="text"/>	Telephone	<input type="text"/>
Mobile No.	<input type="text"/>	Email	<input type="text"/>

## 4. EMERGENCY CONTACT – OVERSEAS

Name	<input type="text"/>	Relationship to you	<input type="text"/>
Address	<input type="text"/>		
City/State	<input type="text"/>	Country	<input type="text"/>
Postcode	<input type="text"/>	Telephone	<input type="text"/>
Mobile No.	<input type="text"/>	Email	<input type="text"/>

## 5. RESIDENTIAL STATUS

☐ Australian Citizen/Permanent Resident

☐ Overseas Student

If Overseas Resident,  
are you currently in  
Australia

☐ Yes

☐ No

Visa Type

Expiry Date

## 6. UNIQUE STUDENT IDENTIFIER (USI)

Do you have a USI?

☐ Yes

☐ No

OPIE can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device. Alternatively, complete the OPIE USI Form so we can apply for your USI number on your behalf.

## 7. QUALIFICATION PREFERENCES

	Course Code	VET National Code	Course Name	Duration
<input type="checkbox"/>	103817B	CPC30620	Certificate III in Painting and Decorating	60 weeks
<input type="checkbox"/>	103812G	CPC31020	Certificate III in Solid Plastering	60 weeks
<input type="checkbox"/>	103798M	CPC31320	Certificate III in Wall and Floor Tiling	52 weeks
<input type="checkbox"/>	103780K	CPC40120	Certificate IV in Building and Construction	52 weeks
<input type="checkbox"/>	103768F	CPC50220	Diploma of Building and Construction (Building)	72 weeks
<input type="checkbox"/>	104106C	BSB50820	Diploma of Project Management	52 weeks
<input type="checkbox"/>	115441H	22627VIC	Advanced Diploma of Building Design (Architectural)	156 weeks
<input type="checkbox"/>	111860K	RII60520	Advanced Diploma of Civil Construction Design	104 weeks

Intake Date

Agent Details

## 8. STUDY OPTION

☐ All Units

☐ Credit Transfer

☐ RPL

## 9. ENGLISH PROFICIENCY

☐ IELTS

☐ PTE

☐ TOEFL

☐ CAE

☐ Others

SCORE

Test Date

## 10. SCHOOLING

HIGHEST COMPLETED SCHOOL LEVEL

Year of Completion

☐ Completed Year 12 or equivalent

☐ Completed Year 9 or equivalent

☐ Completed Year 11 or equivalent

☐ Completed Year 8 or equivalent

☐ Completed Year 10 or equivalent

☐ Never Attended School

## 11. PREVIOUS QUALIFICATION

NAME OF PREVIOUS QUALIFICATIONS

☐ Australian

☐ Australian Equivalent

☐ International

☐ Australian

☐ Australian Equivalent

☐ International

☐ Australian

☐ Australian Equivalent

☐ International

## 12. STUDY REASONS

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> To get a job                    | <input type="checkbox"/> To get a better job or promotion    | <input type="checkbox"/> For personal interest or self-development  |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> It was a requirement of my job      | <input type="checkbox"/> To get skills for community/voluntary work |
| <input type="checkbox"/> To start my own business        | <input type="checkbox"/> I wanted extra skills for my job    | <input type="checkbox"/> Other reasons                              |
| <input type="checkbox"/> To try for a different career   | <input type="checkbox"/> To get into another course of study | <input type="text"/>  |

## 13. DISABILITY

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

If you indicated YES, please select the area(s) in the following list.

- |                                       |  |  |   |                                |
|---------------------------------------|--|--|---|--------------------------------|
| <input type="checkbox"/> Hearing/deaf | <input type="checkbox"/> Physical          | <input type="checkbox"/> Intellectual              | <input type="checkbox"/> Learning       | <input type="checkbox"/> Other |
| <input type="checkbox"/> Vision       | <input type="checkbox"/> Medical condition | <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Mental illness | <input type="text"/>           |

Review the **Disability Supplement** attached to this Application Form to help you select the right area(s).

## 14. LANGUAGE AND CULTURAL DIVERSITY

Country of Birth

Do you speak a language other than English at home? ☐ No, English only ☐ Yes other; please specify

Are you of Aboriginal or Torres Strait Islander origin? ☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

If Yes to the above, how well do you speak English ☐ Very Well ☐ Well ☐ Not Well ☐ Not at All

## 15. EMPLOYMENT

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

CURRENT OCCUPATION ☐ Manager ☐ Machinery Operator/Driver ☐ Sales Worker ☐ Other ☐ Community & Personal Service ☐ Administrative Worker ☐ Technician/Trade Worker

CURRENT INDUSTRY OF EMPLOYMENT

## 16. OVERSEAS STUDENT HEALTH COVER (OSHC)

Already have OSHC? ☐ Yes ☐ No Insurance Name  Expiry Date:   
Type of Cover ☐ Single ☐ Family Membership No.

## 17. MARKETING

Where did you hear about **Oceania Polytechnic Institute of Education**?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Advertising/telemarketing     | <input type="checkbox"/> Friends/Family       | <input type="checkbox"/> Social Media (e.g., Facebook, Tiktok, etc) |
| <input type="checkbox"/> Search Engines (e.g., Google) | <input type="checkbox"/> Education consultant | <input type="checkbox"/> Other <input type="text"/>                 |

### MEDIA AND INFORMATION RELEASE

By submitting this application, I acknowledge and agree that Oceania Polytechnic Institute of Education (OPIE) may collect, use, and reproduce my image, voice, and personal information for the purposes of marketing, publicity, and promotional activities. This includes, but is not limited to, use in print and digital materials such as the OPIE website, brochures, videos, digital newsletters, social media, student testimonials, and advertising campaigns. I understand that some images may be edited or retouched and that no payment or compensation will be provided for the use of such materials. This agreement is effective from the date of my enrolment and continues indefinitely, including after the conclusion of my studies at OPIE. If I wish to withdraw this consent at any time, I must notify OPIE in writing.

☐ I have read and understood the above statements and accept the terms as a condition of enrolment.

## 18. COURSE FEES

CHOOSE YOUR COURSE BY TICKING THE CHECKBOX

	Course Code	VET National Code	Course Name	Duration	Resource Fee	Estimated Total Course Cost
<input type="checkbox"/>	103817B	CPC30620	Certificate III in Painting and Decorating	60 weeks	\$680	\$20,000
<input type="checkbox"/>	103812G	CPC31020	Certificate III in Solid Plastering	60 weeks	\$680	\$20,000
<input type="checkbox"/>	103798M	CPC31320	Certificate III in Wall and Floor Tiling	52 weeks	\$680	\$20,000
<input type="checkbox"/>	103780K	CPC40120	Certificate IV in Building and Construction	52 weeks	\$300	\$15,000
<input type="checkbox"/>	103768F	CPC50220	Diploma of Building and Construction (Building)	72 weeks	\$300	\$19,000
<input type="checkbox"/>	104106C	BSB50820	Diploma of Project Management	52 weeks	—	\$11,500
<input type="checkbox"/>	115441H	22627VIC	Advanced Diploma of Building Design (Architectural)	156 weeks	—	\$40,722
<input type="checkbox"/>	111860K	RIL60520	Advanced Diploma of Civil Construction Design	104 weeks	\$500	\$26,000

ADDITIONAL FEES THAT MAY APPLY	AMOUNT
Application fee	\$300
Resources fee	Between \$300-\$680, depending on the chosen course.
Re-assessment fee (students have a total of 3 attempts and any attempt thereafter will incur the stated fee)	\$350
RPL	Application fee of \$250 Unit fee \$300
Re-issuance of certificate	\$50

## 19. 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. If you do not provide this information, we will be unable to process your enrolment.

### 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 the NCVER and other bodies handle your personal information

The 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.

The 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.

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

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

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

If you would like to seek access to or correct your information, in the first instance, please contact us 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>.

We may be required to provide your personal information to the Tuition Protection Scheme (TPS). The TPS may disclose your personal to third parties in accordance with their privacy policy, including but not limited to: a contracted service provider engaged by the TPS Director to assist in the performance of the TPS Director's statutory functions; education providers to facilitate replacement course arrangements; government departments, including the Service Delivery Office within the Department of Finance (Finance), the department, Department of Home Affairs, Services Australia, Overseas Student Ombudsman, VSL Ombudsman, Tertiary Education Quality and Standards Agency, Australian Skills Quality Agency and the Australian Government Actuary.

### 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 OPIE 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.

Our contact details are:

Email: [support@opie.vic.edu.au](mailto:support@opie.vic.edu.au)

Phone: +61 (03) 9602 5555 or 0433 357 466 (24/7 support available)

You may also request our privacy policy if you wish.

## DECLARATION AND SIGNATURE

By submitting this application, I declare that all information and supporting documents provided are complete and correct. I understand that providing false or misleading information may result in the rejection of my application or cancellation of my enrolment.

I acknowledge and agree that Oceania Polytechnic Institute of Education (OPIE) may collect, use, and publish my personal information and image for marketing and promotional purposes, as outlined in the *Media and Information Release*. I understand this includes use on the OPIE website, social media, newsletters, and promotional materials, and that I will not receive any payment.

I confirm that I have read and understood the policies and procedures outlined in the International Student Handbook and agree to comply with them as a condition of my enrolment. I also confirm that I have read and understood the *Privacy Notice* provided in this application.

Applicant Signature

Date

Applicant Full Name

### IF APPLICANT IS UNDER 18 YEARS OF AGE

Parent/Guardian  
Signature

Date

Parent/Guardian Full Name

Relationship to the  
Applicant

Please make your payment through the following bank account:

Account Name	Oceania Polytechnic Institute of Education Pty Ltd
Bank Name	ANZ Bank
Branch Name	Shop 45, 380 Sayers Road
BSB	013 598
Account Number	3026 63109
SWIFT Code	ANZBAU3M

No obligation shall arise on Oceania Polytechnic Institute of Education Pty Ltd until it has accepted the written agreement, the funds have cleared, and an official receipt has been issued.



Oceania Polytechnic Institute of Education Pty Ltd

Institution Trading Name: Oceania Polytechnic

RTO No. 6324 | CRICOS No. 01905F

ABN: 81 075 892 723 | ACN: 075 892 723

Address: 67 Jeffcott Street, West Melbourne VIC 3003

Email: [admissions@opie.vic.edu.au](mailto:admissions@opie.vic.edu.au) | Phone: +61 (03) 9602 5555

[www.opie.vic.edu.au](http://www.opie.vic.edu.au)

OPIE v3.2 | Reviewed November 2025 | Created by: CO | Approved by: CEO

The purpose of the Disability Supplement is to provide additional information to assist you with answering the disability question. Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

### **‘11 – Hearing/deaf’**

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

### **‘12 – Physical’**

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

### **‘13 – Intellectual’**

In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

### **‘14 – Learning’**

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

### **‘15 – Mental illness’**

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person’s usual pattern and level of functioning.

### **‘16 – Acquired brain impairment’**

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

### **‘17 – Vision’**

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

### **‘18 – Medical condition’**

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn’s disease, cystic fibrosis, asthma or diabetes.

### **‘19 – Other’**

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.



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