

Please read this guideline document fully to ensure your application is completed correctly.  
If you require further help, visit: [insearch.edu.au/apply-international](http://insearch.edu.au/apply-international) or email: [courses@insearch.edu.au](mailto:courses@insearch.edu.au)

## HOW TO APPLY

### 1 Complete the application form

International students must apply through a UTS Insearch authorised education agent. In exceptional circumstances, where there are no conveniently located authorised education agents, applications can be sent directly to UTS Insearch. To search for an authorised education agent in your area, please visit [insearch.edu.au/how-to-apply](http://insearch.edu.au/how-to-apply)

### 2 Attach documentation

Confirm you have attached relevant, certified copies of the following documents:

- Final high school results
- Academic transcripts of any university or tertiary institution results
- Transcript of any UTS Insearch recognised English test results
- Official documents confirming any name changes (if applicable)

#### Who can certify my documents?

Documents can be certified by either a Justice of the Peace or Public Notary, staff from an Australian Education Centre, UTS Insearch, issuing institution, authorised education agent, Australian Embassy or Consulate. If your original document is in a language other than English you must provide a certified translation.

### 3 Submit your application



By authorised education agent  
[international-apply.insearch.edu.au](http://international-apply.insearch.edu.au)



By email  
[registrar@insearch.edu.au](mailto:registrar@insearch.edu.au)



In person  
UTS Insearch Student Centre  
Ground Floor, 187 Thomas Street  
Sydney NSW 2000



By post  
UTS Insearch Student Admissions  
PO Box K1085 Haymarket  
NSW 1240 Australia

### 4 Accept your offer

If your application is successful, we will send you a letter of offer (or a provisional offer letter if there are any outstanding entry requirements or documentation).

Please read the terms and conditions contained in your offer letter before you accept your offer.

## Need more information?

W [insearch.edu.au](http://insearch.edu.au)  
T +1800 896 994 (within Australia)  
T +61 2 9218 8700 (outside Australia)  
E [courses@insearch.edu.au](mailto:courses@insearch.edu.au)



UTS Insearch CRICOS provider code: 00859D | UTS CRICOS provider code: 00099F

## FAQs

### Education access and inclusion information

#### What is education access and inclusion and why is it important?

UTS Insearch aims to provide equitable and inclusive access to education to all prospective and enrolled students, and expressly to those with a disability, learning need or health issue. UTS Insearch aims to encourage students to disclose this information and, if necessary, apply for reasonable adjustments to meet their access and inclusion requirements.

UTS Insearch will determine, document and act on any reasonable adjustments it considers appropriate, in consultation with the student and in a timely manner. Please ensure you advise us when completing your application form. You will need to include medical certificates or other relevant supporting documentation as part of your application.

### Accommodation in Australia

#### Where can I find information about accommodation?

You can choose from a number of options depending on your needs. Accommodation options and fees can be found on the other side of this guide. For detailed information please visit:

[insearch.edu.au/student-life/accommodation](http://insearch.edu.au/student-life/accommodation)

### Health cover

#### What is Overseas Student Health Cover (OSHC)?

All international students applying for an Australian student visa are required to take out appropriate health cover known as OSHC. This cover helps international students meet the costs of medical and hospital care they may need while in Australia. UTS Insearch can arrange Comprehensive OSHC for you through our preferred OSHC provider Medibank Private if you are applying for your first student visa, or you can arrange OSHC for yourself. OSHC must be arranged before you apply for a student visa.

#### How much does it cost?

Fees and benefits for OSHC vary. For Medibank Private Comprehensive cover information, please visit: [medibank.com.au/comprehensive-oshc](http://medibank.com.au/comprehensive-oshc). If you request UTS Insearch to arrange your Medibank Comprehensive OSHC, the cost of this will appear in your offer letter.

### Course selection

#### What is the UTS Foundation Studies program?

This program has been designed for international students who have completed the equivalent of Australian Year 11. It is offered on behalf of UTS and delivered by UTS Insearch, providing a pathway for entry into first year undergraduate study at UTS\* or UTS Insearch diplomas.

\*Based on completion of the UTS Foundation Studies course with the required GPA score.

#### What is a diploma program?

UTS Insearch diplomas are designed in collaboration with UTS, and in most cases, are equivalent to the first year of study in a UTS undergraduate degree. Based on the successful completion of a diploma program, UTS Insearch students can fast track into second year of undergraduate study at UTS\*.

\*Subject to successful completion of the diploma with no more than two subject failures.

#### What is a UTS Insearch recognised English test?

English language proficiency can be demonstrated by providing English language test results including IELTS, TOEFL or Pearson Test of English (PTE Academic) marks.

#### Who are UTS Insearch's English Partners?

Our partners include: ACET in Vietnam, AEC in Myanmar, EIC and SILC in China, IEN in Korea, UIG in Indonesia and UTS Insearch's own campus in Sri Lanka.

More details: [insearch.edu.au/au/about/international-campuses](http://insearch.edu.au/au/about/international-campuses)

## Course dates 2020

The below course dates and fees are correct at the time of printing.

All course fees are specified in Australian dollars. Changes to fees, dates and course information may occur at any time without notice. Please visit [insearch.edu.au](http://insearch.edu.au) for the latest UTS Insearch course information and [uts.edu.au](http://uts.edu.au) for the latest UTS course information.

### UTS Foundation Studies

INTAKE	START	FINISH	FINISH
		2 Semesters Standard	3 Semesters Extended
March 2020	9 Mar 2020	18 Sept 2020	15 Jan 2021
June 2020	22 Jun 2020	15 Jan 2021	21 May 2021
October 2020	06 Oct 2020	21 May 2021	10 Sept 2021

### English Language Program

2020 TERM	START	2020 TERM	START
Term 1	06 Jan 2020	Term 6	29 Jun 2020
Term 2	10 Feb 2020	Term 7	03 Aug 2020
Term 3	16 Mar 2020	Term 8	07 Sept 2020
Term 4	20 Apr 2020	Term 9	12 Oct 2020
Term 5	25 May 2020	Term 10	16 Nov 2020

### Diploma Programs

INTAKE	START	FINISH	FINISH	FINISH
		2 Semesters Accelerated	3 Semesters Standard	4 Semesters Extended
March 2020	9 Mar 2020	18 Sept 2020	15 Jan 2021	21 May 2021
June 2020	22 Jun 2020	15 Jan 2021	21 May 2021	10 Sept 2021
October 2020	06 Oct 2020	21 May 2021	10 Sept 2021	24 Dec 2021

### UTS Courses\*

INTAKE	TYPE	START	FINISH
Spring 2020	Orientation	27 Jul 2020	31 Jul 2020
	Classes	27 Jul 2020	14 Nov 2020
Autumn 2021	Orientation	22 Feb 2021	12 Mar 2021
	Classes	15 Mar 2021	03 Jul 2021

## Course fees 2020

COURSE	TYPE	FEES
English Courses	General English (GE) Academic English (AE) IELTS Preparation	2020 fees are: <ul style="list-style-type: none"> <li>A\$540 per week</li> </ul>
UTS Foundation Studies	-	2020 fees are: <ul style="list-style-type: none"> <li>Standard: A\$26,500</li> <li>Extended: A\$38,000</li> </ul>
Diploma Programs - Accelerated (2 Semesters) - Standard (3 Semesters) - Extended (4 Semesters)	Diploma of: Business, Communication, Design & Architecture, Engineering, Science, Information Technology	2020 fees are: <ul style="list-style-type: none"> <li>Standard &amp; Accelerated: A\$32,000 per diploma</li> <li>Extended: A\$39,000 per diploma</li> </ul>

#### Important information

- Processing fee: the International Student Processing Fee of A\$250 is payable only once when an international student accepts their offer of a place on a course offered by UTS Insearch. It is non-refundable.
  - Subject failure: the fees are based on no subject failures. Any subject that needs to be undertaken a second time will require payment of the relevant subject fee.
- UTS Insearch Academic Package**
- Comprising a UTS Foundation Studies program and a UTS Insearch diploma course, and can also include a preliminary English course.
  - Receive a 5% discount off the total English tuition fees and a 5% discount off diploma course fees if packaged with UTS Foundation Studies.
  - For details on how to qualify for the Academic Package see our website.

## Accommodation fees 2020

ITEM	DESCRIPTION	COST
Homestay	Booking fee	A\$290
	Accommodation and Welfare Administration fee	A\$350
	Over 18 years - Single	A\$330 per week
	Over 18 years - Twin Share	A\$300 per week
	Under 18 years - Single	A\$385 per week
	Under 18 years - Twin Share	A\$335 per week
	Special Diet Surcharge	A\$70 per week
Urbanest Refer to UTS Insearch website for special package rates	Accommodation and Welfare Administration fee	A\$350
	Initial Assessment fee	A\$260
Special Host	Six-monthly Visit fee	A\$260
	Accommodation and Welfare Administration fee	A\$350
	Mandatory for under 18 students	A\$160 (student only, one way)

#### Important information

- All accommodation fees are subject to change without notice.
- Accommodation booking fees are non-refundable and payable once only.
- Twin share accommodation is subject to availability.
- Homestay fees include two meals per day.
- Prices include GST where applicable.
- Homestay will be arranged for a minimum of five weeks.
- The Special Host fee is paid directly to UTS Insearch every six months until the student turns 18.
- The accommodation and welfare administration fee is applicable to any student requesting accommodation arrangements through UTS Insearch. This includes Urbanest, Homestay and Special Host arrangements for both over and under 18s.

Applicants should refer to [insearch.edu.au](http://insearch.edu.au) for detailed information about applying, course information, fees and student life.

Please complete all sections in **BLACK INK** using **CAPITAL LETTERS**.

### Personal information

Title  Mr  Mrs  Ms  Miss

Family name

Given name/s

Previous name

*(If different from the name shown above you must attach certified documentary evidence)*

Date of birth

Marital Status  Single  Married  Divorced  Widowed

Passport no.

Citizenship

Country of birth

Main language spoken at home

### Contact details in your home country (not in Australia)

*Must be the applicant's details not authorised education agent's.*

Address

City

Postcode  State / province

Country

Home phone

Mobile phone

Email

### Visa status

#### Are you a citizen or permanent resident of Australia?

- No** - To study in Australia you will need to obtain a visa
- ▶ Do you currently hold any kind of Australian visa?
- No  Yes - Which visa do you currently hold?
- ▶  Student  Tourist  Other

Subclass if known

**Yes** - Please complete the domestic form.

### Accommodation in Australia

#### Will you be under 18 years of age when you start the course?

- No  Yes

Students under 18 years of age at the start of their course must reside in UTS Insearch approved accommodation. This can include homestay or, you may enter into an arrangement with Urbanest student accommodation. Alternatively, you can have a relative approved by the Department of Home Affairs. UTS Insearch approved accommodation is available to all students.

#### Would you like UTS Insearch to arrange accommodation for you?

- No** - Provide details below if you have already made your own accommodation arrangements in Australia.

Street address

Suburb

Postcode  State

Home phone

Mobile phone

- Yes** - Please specify your preferences

#### Accommodation type:

- A: Homestay**  Single  Twin
- Special diet required?  No  Yes - My special diet is:
- Halal  Vegetarian  Vegan
- Other

- B: Urbanest**  Fully catered  Non-catered

#### C: Other accommodation requests

- Do you require an airport welcome?  Yes  No

\*Please be advised that this is mandatory for students under the age of 18 requiring UTS Insearch to arrange accommodation and welfare.

### Health cover

#### Do you have Overseas Student Health Cover (OSHC)?

- No**, please arrange OSHC for me:
- ▶ Please tick which type of OSHC cover you require
- Single cover  Couple cover  Family cover
- No**, but I will arrange OSHC myself
- Yes**, I already have OSHC
- If through MEDIBANK, provide your card number:*
- 

### Education access and inclusion requirements

#### Do you have a disability, learning need or health issue that may require reasonable adjustments to your learning environment?

- No**  **Yes** - Provide details in the box below:

## Academic course selection

### Preferred course at UTS

University course name

Major

Type  Bachelor  Post-graduate

### Do you intend to take an English language course at UTS Insearch?

No  Yes - Please indicate your preferences (if known):

▶  Academic English  General English

Start date

### Do you intend to take UTS Foundation Studies?

No  Yes - Please indicate which mode:

▶  Standard 2 semesters - 8 months  Extended 3 semesters - 12 months

Start date

### Select a diploma pathway into UTS

(Select stream where relevant)

- Business
- Communication
  - ▶  Public Relations
  - ▶  Digital and Social Media
- Design and Architecture
  - ▶  Design
  - ▶  Architecture
- Engineering
- Information Technology
- Science
  - ▶  Life Sciences
  - ▶  Physical Sciences

### Select your diploma type

- Accelerated 2 semesters - 8 months
- Standard 3 semesters - 12 months
- Extended 4 semesters - 16 months

### When do you plan to start your diploma program?

Start date

## English level

### Have you taken an UTS Insearch recognised English test?

- No
- ▶ Do you intend to take a UTS Insearch recognised English test?  
 No  Yes *Please contact your authorised education agent, as you will require a test prior to arrival at UTS Insearch.*
- Yes
- ▶ Please specify which test and attach a certified copy of your results:  
 TOEFL  PTE (Academic)  IELTS

### Have you studied English with one of our international partners?

- ▶  AEC  ACET  UIG  IEN  
 EIC  SILC  UTS Insearch Sri Lanka

*Please attach a certified copy of your results.*

## Academic history

### Secondary school

Name

Country

Highest level of study

In progress  Complete

### Other qualifications

Name

Country

Highest level of study

In progress  Complete

## Declaration

### Applicant agreement

- Insearch Limited collects personal information for the purpose of student recruitment, administration and as required or authorised by law, which may be disclosed to UTS, government departments and other authorised third parties. We also may contact you from time to time to ask for your feedback on our programs and level of service.
- The UTS Insearch Privacy Policy is available on the UTS Insearch website and contains information about how to access and correct personal information and make privacy complaints, and how we will deal with those complaints. Please note that your personal information will be collected and used by UTS Insearch in accordance with our privacy policy which can be viewed at: [insearch.edu.au/Privacy-Policy](http://insearch.edu.au/Privacy-Policy)
- All the information and supporting documents provided with this application are true and correct and I will inform Insearch Limited immediately of any changes to the information I have given
- I have not previously had an Australian visa cancelled or an Australian visa application rejected
- I authorise Insearch Limited to have access to the Visa Entitlement Verification Online (VEVO) system to check my visa details.

Print name

Student's signature (As per passport)

Date  Day  Month  Year

### For students under the age of 18, a parent's or legal guardian's signature is required.

Print name

Parent / legal guardian's signature (As per passport)

Date  Day  Month  Year

### Authorised education agent agreement

#### I declare that:

- I have conducted all relevant checks to ensure the student is a genuine student and genuine temporary entrant and intends to abide by the conditions of the student visa
- I have provided the applicant (and any dependants) with sufficient information relating to the entire course(s) of study at UTS Insearch and UTS (including tuition fees, health cover and living expenses)
- I have verified the authenticity of the documents presented by the applicant at source
- I have retained copies of all financial and academic documents used in the assessment of the applicant
- The applicant understands and agrees to the Insearch Limited application terms and conditions available on UTS Insearch's website
- I declare that all information I have given in this application is true and correct.

Name  of Agent/Counsellor

Company  of Agent/Counsellor

Agent's signature

Date  Day  Month  Year

Email address

Authorised education agent's stamp