UTS Insearch
UNIVERSITY OF TECHNOLOGY SYDNEY

International application guide

Please read this guideline document fully to ensure your application is completed correctly.
If you require further help, visit: **insearch.edu.au/apply–international** or email: **courses@insearch.edu.au**

HOW TO APPLY

1 Complete the application form

International students must apply through an authorised UTS Insearch agent. In exceptional circumstances, where there are no conveniently located authorised agents, applications can be sent directly to UTS Insearch.

To search for an authorised education agent in your area, please visit **www.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, 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 education agent
international-apply.insearch.edu.au

By email
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 any outstanding documentation).

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

Need more information?

W insearch.edu.au
T +1800 896 994 (within Australia)
T +61 2 9218 8700 (outside Australia)
E courses@insearch.edu.au

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

FAQs

Special needs information

What is special needs and why is it important?

Special needs applies to all students with disabilities and ongoing medical conditions. We are committed to supporting the educational needs of enrolled students including those who have special needs. By providing us with correct and detailed information about any special needs you have, we are able to ensure that we have the correct resources and can support you. 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. Homestay accommodation fees can be found on the other side of this guide. For detailed information on the types of accommodation available please visit:
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 Overseas Student Health Cover (OSHC). This cover helps international students meet the costs of medical and hospital care they may need while in Australia. UTS Insearch can arrange OSHC for you if you are applying for your first student visa. Alternatively, you can arrange OSHC for yourself. OSHC must be arranged before you apply for a student visa.

How much does it cost?

Fees for OSHC vary, for the latest cover and policies and fees please visit: medibank.com.au/oshc

Course selection

What is a UTS Foundation Studies program?

This program has been designed for international students who have completed the equivalent of Australian Year 11. UTS Foundation Studies 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. You will need to achieve the required Grade Point Average (GPA).

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 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 and no more than 2 subject failures.

What is an UTS Insearch recognised English test?

English language proficiency can be demonstrated by providing English language test results including, 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 and UIG in Indonesia.
More details:
insearch.edu.au/About-UTS-Insearch/Our-International-Partners

Course dates 2018

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** for the latest UTS Insearch course information and **uts.edu.au** for the latest UTS course information.

UTS Foundation Studies

INTAKE	START	FINISH	FINISH
		2 Semesters Standard	*3 Semesters Extended*
March 2018	05 March 2018	21 Sept 2018	18 Jan 2019
June 2018	25 June 2018	18 Jan 2019	07 June 2019
October 2018	08 Oct 2018	07 June 2019	20 Sept 2019

English Language Program

2018 TERM	START	2018 TERM	START
Term 1	08 Jan 2018	Term 6	02 July 2018
Term 2	12 Feb 2018	Term 7	06 Aug 2018
Term 3	19 March 2018	Term 8	10 Sept 2018
Term 4	23 Apr 2018	Term 9	15 Oct 2018
Term 5	28 May 2018	Term 10	19 Nov 2018

Diploma

INTAKE	START	FINISH	FINISH	FINISH
		2 Semesters Accelerated	3 Semesters Standard	4 Semesters Extended
March 2018	05 March 2018	21 Sept 2018	18 Jan 2019	02 June 2019
June 2018	25 June 2018	18 Jan 2019	02 June 2019	20 Sept 2019
October 2018	08 Oct 2018	07 June 2019	20 Sept 2019	17 Jan 2020

UTS Courses*

INTAKE	TYPE	START	FINISH
Semester 1 2018	Orientation	19 Feb 2018	09 March 2018
	Classes	12 March 2018	30 June 2018
Semester 2 2018	Orientation	23 July 2018	27 July 2018
	Classes	23 July 2018	10 Nov 2018
Semester 3 2018	Orientation	19 Nov 2018	23 Nov 2018
	Classes	19 Nov 2018	02 Mar 2019

Course fees 2018

COURSE	TYPE	FEES
English Courses	General English (GE) Academic English (AE) IELTS Preparation	2018 – A$510 per week
UTS Foundation Studies	–	2018 fees are: Standard: A$24,000 | Extended: A$34,500
UTS Insearch Diploma Programs - Accelerated (2 Semesters) - Standard (3 Semesters) - Extended (4 Semesters)	Diploma of: Business, Communication, Design & Architecture, Engineering, Science, Information Technology	**2018 fees are:** **Standard & Accelerated: A$30,000 per diploma** **Extended: A$36,000 per diploma**

The fine print

- Processing fees: the international student processing fee of A$250 is payable once when an international student applies to UTS Insearch for the first time and 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

- Comprised of the UTS Foundation Studies course and an 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 2018

ITEM	DESCRIPTION	COST AU$
Homestay	Booking Fee	A$250
	Single	A$295 per week
	Twin Share	A$265 per week
	Under 18 years – Single	A$345 per week
	Under 18 years – Twin Share	A$315 per week
	Special Diet Surcharge	A$25 per week
Airport Welcome	–	A$150 (student only)

The fine print

- 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.

*Not all UTS courses start and end on these dates. Please visit www.uts.edu.au for the dates of your UTS degree.

UTS Insearch
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International application form

For help completing this form please refer to the Application Guide on our website.
Applicants should refer to **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 names

Previous name

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

Date of birth ☐ Day ☐ Month ☐ Year

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 applicant's details not agent's.

Address

City

Postcode

State / Province

Country

Home phone ☐ Country code ☐ Area code ☐ Phone number

Mobile phone ☐ Country code ☐ Phone number

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 have either a carer arranged by UTS Insearch through Homestay or a relative approved by the Department of Immigration and Border Protection. Homestay is available to all students.

Would you like UTS Insearch to arrange homestay for you?

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

Street address

Suburb

Postcode State

Home phone ☐ Area code ☐ Phone number

Mobile phone

☐ **Yes -** Please specify your preferences:
Accommodation type ☐ Single ☐ Twin
Do you require an airport welcome? ☐ Yes ☐ No

Special diet required? ☐ No ☐ Yes - My special diet is:

☐ Halal ☐ Vegetarian ☐ Vegan
☐ Other

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:

Special needs

Do you have a disability or ongoing medical condition that may require extra support, specific facilities or accommodation?

☐ 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

Please indicate start date _____

Do you intend to take UTS Foundation Studies?

☐ No ☐ Yes - *Please indicate which type:*

▸ ☐ Standard
2 semesters - 8 months
☐ Extended
3 semesters - 12 months

Please indicate 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 an UTS Insearch recognised English test?
☐ No ☐ Yes *Please contact your 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

Other _____

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**
- 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 __

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, 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 our website
- I declare that all information I have given in this application is true and correct.

Name: *of Agent/Councillor*

Company: *of Agent/Councillor*

Agent's signature: _____

Date: Day __ Month __ Year __

Email address: _____

Representative's stamp