

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 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](http://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 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, 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](http://international-apply.insearch.edu.au)



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



**In person**  
INSEARCH Student Centre  
Ground Floor, 187 Thomas Street  
Sydney NSW 2000



**By post**  
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](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)



INSEARCH CRICOS provider code: 00859D | 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](http://insearch.edu.au/student-life/accommodation)

### Health cover



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

All international students holding an Australian student visa are required to take out appropriate health cover known as Overseas Student Health Cover (OSHC). This cover assists international students to 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 this yourself. You will need to have OSHC already arranged when you apply for your 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](http://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 INSEARCH, providing a pathway for entry into first year undergraduate study at UTS or INSEARCH diplomas. You will need to achieve the required Grade Point Average (GPA).

#### What is a Diploma Program?

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, INSEARCH students can fast track into second year undergraduate study at UTS.

#### What is an 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 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](http://insearch.edu.au/About-UTS-INSEARCH/Our-International-Partners)

## Course dates 2017/2018

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](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
<b>2017 June</b>	26 June 2017	19 Jan 2018	08 June 2018
<b>2017 Oct</b>	09 Oct 2017	08 June 2018	21 Sept 2018
<b>2018 March</b>	05 March 2018	21 Sept 2018	18 Jan 2019
<b>2018 June</b>	11 June 2018	18 Jan 2019	07 June 2019

### Diploma

INTAKE	START	FINISH	FINISH	FINISH
		2 Semesters Accelerated	3 Semesters Standard	4 Semesters Extended
<b>2017 June</b>	26 June 2017	19 Jan 2018	08 June 2018	21 Sept 2018
<b>2017 Oct</b>	09 Oct 2017	08 June 2018	21 Sept 2018	18 Jan 2019
<b>2018 March</b>	05 March 2018	21 Sept 2018	18 Jan 2019	02 June 2019
<b>2018 June</b>	25 June 2018	08 Jan 2019	02 June 2019	20 Sept 2019

### English Language Program

2017 TERM	START	2017 TERM	START
Term 1	09 Jan 2017	Term 6	03 July 2017
Term 2	13 Feb 2017	Term 7	07 Aug 2017
Term 3	20 March 2017	Term 8	11 Sept 2017
Term 4	24 Apr 2017	Term 9	16 Oct 2017
Term 5	29 May 2017	Term 10	20 Nov 2017
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

### UTS Courses\*

INTAKE	TYPE	START	FINISH
<b>2017 Semester 2</b>	Orientation	24 July 2017	28 July 2017
	Classes	31 July 2017	11 Nov 2017
<b>2018 Semester 1</b>	Orientation	19 Feb 2018	09 March 2018
	Classes	12 March 2018	30 June 2018
<b>2018 Semester 2</b>	Orientation	23 July 2018	27 July 2018
	Classes	23 July 2018	10 Nov 2018

## Course fees 2017

COURSE	TYPE	FEES
<b>English Courses</b>	General English (GE) Academic English (AE) IELTS Preparation	<b>2017 - \$495 per week</b>
<b>UTS Foundation Studies</b>	–	<b>2017 fees are: Standard: \$23,000   Extended: \$33,000</b>
<b>INSEARCH Diploma Programs</b> - Accelerated (2 Semesters) - Standard (3 Semesters) - Extended (4 Semesters)	Diploma of: Business, Communication, Design & Architecture, Engineering, Science, Information Technology	<b>2017 fees are: Standard &amp; Accelerated: \$29,000 per diploma Extended: \$34,500 per diploma</b>

#### The fine print

- Processing fees: the international student processing fee of \$250 is payable once when an international student applies to 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.

#### INSEARCH Academic Package

- Comprised of the UTS Foundation Studies course and an 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 2017

ITEM	DESCRIPTION	COST AU\$
<b>Homestay</b>	Booking Fee	\$250
	Single	\$295 per week
	Twin Share	\$265 per week
	Under 18 years – Single	\$345 per week
	Under 18 years – Twin Share	\$315 per week
<b>Airport Welcome</b>	–	\$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.

# INTERNATIONAL APPLICATION FORM

For help completing this form please refer to the Application Guide on our website.

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.**

<b>Personal information</b>	<b>Accommodation in Australia</b>
<p>Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss</p> <p>Family name <input type="text"/></p> <p>Given names <input type="text"/></p> <p>Previous name <input type="text"/> <i>(If different from the name shown above you must attach certified documentary evidence)</i></p> <p>Date of birth <input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/></p> <hr/> <p>Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed</p> <p>Passport no. <input type="text"/></p> <p>Citizenship <input type="text"/></p> <p>Country of birth <input type="text"/></p> <p>Main language spoken at home <input type="text"/></p>	<p><b>Will you be under 18 years of age when you start the course?</b></p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Students under 18 years of age at the start of their course must have either a carer arranged by INSEARCH through Homestay or a relative approved by the Department of Immigration and Border Protection. Homestay is available to all students.</p> <p><b>Would you like INSEARCH to arrange homestay for you?</b></p> <p><input type="checkbox"/> <b>No</b> - Provide details below if you have already made your own accommodation arrangements in Australia.</p> <p>Street address <input type="text"/></p> <p>Suburb <input type="text"/></p> <p>Postcode <input type="text"/> State <input type="text"/></p> <p>Home phone <input type="text" value="Area code"/> <input type="text" value="Phone number"/></p> <p>Mobile phone <input type="text"/></p> <p><input type="checkbox"/> <b>Yes</b> - Please specify your preferences:</p> <p>Accommodation type <input type="checkbox"/> Single <input type="checkbox"/> Twin</p> <p>Do you require an airport welcome? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Contact details in your home country (not in Australia)</b> <i>Must be applicant's details not agent's.</i></p> <p>Address <input type="text"/></p> <p>City <input type="text"/> State / Province <input type="text"/></p> <p>Country <input type="text"/></p> <p>Home phone <input type="text" value="Country code"/> <input type="text" value="Area code"/> <input type="text" value="Phone number"/></p> <p>Mobile phone <input type="text" value="Country code"/> <input type="text" value="Phone number"/></p> <p>Email <input type="text"/></p>	<b>Health cover</b>
<p><b>Are you a citizen or permanent resident of Australia?</b></p> <p><input type="checkbox"/> <b>No</b> - To study in Australia you will need to obtain a visa</p> <p><input checked="" type="checkbox"/> <b>Do you currently hold any kind of Australian visa?</b></p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes - which visa do you currently hold?</p> <p><input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Other</p> <p><input type="text" value="Subclass if known"/></p> <p><b>Yes</b> - Please complete the domestic form.</p>	<p><b>Do you have Overseas Student Health Cover (OSHC)?</b></p> <p><input type="checkbox"/> <b>No</b>, please arrange OSHC for me:</p> <p>▶ Please tick which type of OSHC cover you require</p> <p><input type="checkbox"/> Single cover <input type="checkbox"/> Couple cover <input type="checkbox"/> Family cover</p> <p><input type="checkbox"/> <b>No</b>, but I will arrange OSHC myself.</p> <p><input type="checkbox"/> <b>Yes</b>, I already have OSHC. <i>If through MEDIBANK, provide your card number:</i></p> <p><input type="text"/></p>
<b>Visa status</b>	<b>Special needs</b>
<p><b>Are you a citizen or permanent resident of Australia?</b></p> <p><input type="checkbox"/> <b>No</b> - To study in Australia you will need to obtain a visa</p> <p><input checked="" type="checkbox"/> <b>Do you currently hold any kind of Australian visa?</b></p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes - which visa do you currently hold?</p> <p><input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Other</p> <p><input type="text" value="Subclass if known"/></p> <p><b>Yes</b> - Please complete the domestic form.</p>	<p><b>Do you have a disability or ongoing medical condition that may require extra support, specific facilities or accommodation?</b></p> <p><input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> - Provide details in the box below:</p> <p><input type="text"/></p>

## 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 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 INSEARCH recognised English test?

- No
- ▶ Do you intend to take an INSEARCH recognised English test?  
 No  Yes Please contact your agent as you will require a test prior to arrival at INSEARCH.
- Yes

### ▶ Please specify which test and attach a certified copy of your results:

- IELTS  TOEFL  PTE (Academic)

### 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 INSEARCH Privacy Policy is available on the 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 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

### 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 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