



Undergraduate application form

Representative Stamp

International College of Management, Sydney

I wish to apply for [Please tick one only]

Undergraduate Programs	Diploma	Associate Degree of Business	Bachelor of Business Administration
	Specialising in	Specialising in	Specialising in
Business Preparation Program <input type="checkbox"/>			
Hospitality Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International Tourism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property Services Management	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Retail Services Management	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Sport Management	N/A	<input type="checkbox"/>	<input type="checkbox"/>

Commencing:

February
 May
 September
 Year

Personal details:

Mr/Mrs/Ms Family name
 Given name

Date of birth: Day
 Month
 Year
 Sex: Male Female

Country of birth
 Country of passport
 Passport number

Language spoken at home
 Email

Address in home country

Postcode
 Country
 Telephone in home country

Current address

Postcode
 Country

Day time telephone
 Evening telephone
 Mobile

Education details:

Secondary [highest level achieved]:
 School attended
 Country

UAI [Australian high school leavers only]
 Name of qualification
 From (year)
 To (year)

Tertiary and further education [if any]:

Tertiary attended
 Country

Highest level achieved
 Year completed

Work history 1
 Country
 No. of years worked

Work history 2
 Country
 No. of years worked

Work history 3
 Country
 No. of years worked

Parent, legal guardian or sponsor: [for secondary contact]

Name		Relationship to applicant	
Address			
Postcode		Country	
Telephone	Mobile	Email	

How did you first find out about ICMS?

Education Agent
 Word of mouth
 Careers Advisor
 Exhibition
 Student currently at ICMS
 Internet (Please provide details)
 ICMS graduate
 Advertisement (print)
 Other

Please attach the following documents to your application form

Proof of citizenship [photocopy of passport]
 Certified copy of academic transcripts
 Certified copies of high school final transcripts
 Certified translation of academic transcripts
 Certified translations of high school transcripts (from original language to English)
 (from original language to English)

For applicants requesting credit transfer

Certified Course syllabus including number of hours studied and subject credit points
 Certified reference letter from previous employment, including duties and number of hours worked.

For all applicants with international qualifications

Certified certificates of required English language proficiency tests no older than one year. Certified certificates of assessment must be completed no longer than two years prior to commencement or 1 year prior to commencement for applicants studying/residing in a non-English speaking environment.

Please advise us of any medical/learning conditions which may affect your academic study or practical training, so that we may provide support for you.

Documentary evidence of a diagnosed disability (certified translation into English if in another language) must be submitted with application. The disclosure of a learning disability will not have any bearing on the decision to admit (or reject) a student. ICMS guarantees to maintain absolute confidentiality in dealing with this matter.

For international students only

Do you currently have an:

Australian visa [international students]: Yes No Visa number

Overseas Student Health Coverage (OSHC): Yes No Expiry date: Day Month Year

When will you/did you first arrive in Australia? Day Month Year

English language proficiency: [for international passport holders only]:

IELTS	Overall Score:	Date:	Listening:	Reading:	Writing:	Speaking:
TOEFL	Score:	Date:	TWE score:			
Other						

Agent: [if applicable]

Company	Contact Person	Country
Telephone	Email	

Check that you have attached the relevant documents, sign the Application Form and:

- Forward it with the required attachments to your Education Agent OR
- Submit electronically via our website: www.icms.edu.au OR
- Send it directly to Head of Recruitment, International College of Management, Sydney 151 Darley Road, Manly NSW 2095 Australia

Declaration

I wish to be considered for enrolment in a course at the International College of Management, Sydney and declare that the information submitted is correct and complete. I understand that ICMS may obtain official records from any school, university, other tertiary institution or place of employment previously attended by me for the purpose of verification of my supporting documents. I understand that the College reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information or fraudulent documentation. I recognise that it is an offense to submit fraudulent documentation in support of an application for the purpose of gaining admission to the College. Where fraudulent documents are detected, I understand that my application will be rejected. If an offense has been made the application will be withdrawn. If a visa has been issued it will be cancelled. All matters concerning fraudulent documentation will be reported to the relevant Government and statutory authorities. I authorise ICMS to release any personal information held about me to any other educational institution or authority to verify my student conduct, academic record or supporting documentation for the purpose of determining my eligibility for admission. I hereby give ICMS permission to provide my address and details of enrolment to the Department of Immigration and Citizenship (DIAC) and the Department of Education, Employment and Workplace Relations (DEEWR), should I enrol at ICMS. I am able to make appropriate arrangements to fund my studies. I have read and understood the college's tuition fee refund policy and conditions. For more information please visit www.icms.edu.au

Signature of applicant

	DATE / /
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