

**Checklist for Australian citizens**

- Completed Application Form
- Copy of passport/ Birth Certificate or Citizenship Certificate
- Application for Advance Standing and course outlines (if applying for RPL)
- Certified academic transcripts/certificate

**Checklist for international students**

- Completed Application Form
- Copy of passport
- Certified academic transcripts/certificate
- English test results (if applicable)
- SSFV Documents (see Step 1 on page 4)
- Application Form for Advance Standing, course outlines/credit transfers (if applying for RPL)

**1. Program options (please tick the qualification you would like to achieve and course.)**

Undergraduate:	Qualification
	Diploma of Business (International Hotel and Resort Management)
	Associate Degree of Business (International Hotel and Resort Management)
	Bachelor of Business (International Hotel and Resort Management)
<b>Postgraduate:</b>	
Adelaide	Postgraduate Certificate in International Hotel Management
Sydney	Master of International Hotel Management
Melbourne	

Commencement of study:	January 20 __	April 20 __	July 20 __	October 20 __
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Postgraduate (Online only):	Qualification
	Graduate Certificate in International Hotel Leadership
	Graduate Diploma in International Hotel Leadership
	MBA in International Hotel Leadership

6 week course:	Course Name
	..... Please check course names on <a href="http://www.bluemountains.edu.au">www.bluemountains.edu.au</a>

Commencement of study:	January 20 __	March 20 __	May 20 __	July 20 __
	September 20 __	October 20 __		

**2. Applicant details**

Family Name:..... Gender: Male Female Other  
 First Name (s):..... Preferred Name:.....  
 Date of birth:..... Country of birth:..... Nationality:.....  
 Passport number (for non-Australian citizens or non-permanent residents only) .....  
 Permanent residential address/ Postal address:.....  
 City/Town:..... State:..... Country:.....  
 Zip/Postcode:..... Email address:.....  
 Contact - Phone:..... Contact - Mobile:.....  
 Are you an Australian Citizen or Permanent Resident? Citizen Resident No  
 Are you Aboriginal or Torres Strait Island Origin? Aboriginal Torres Strait Islander Both No  
 Do you speak a language at home other than English? No Yes If yes, which language(s):.....  
 Are you currently residing in Australia? No Yes Date of arrival: \_\_ / 20\_\_ (Month/Year)  
 Do you wish to access FEE-HELP for your tuition fees? (Australian citizens only) No Yes

**3. Education details**

High School:..... Qualification achieved:.....  
 Year of graduation:..... Country:.....  
 Higher Education provider:..... Highest Qualification Achieved:.....  
 Year of graduation:..... Other Qualifications Achieved:.....  
 Country:..... Year of Graduation:.....

4. Recognition of prior learning (rpl)/ credit transfers

This section is only for those wishing to claim credit for previous hospitality/university study/work experience undertaken after high school. Please ensure you submit your academic transcripts and course syllabus/curriculum or work CV. Are you applying for Recognition of Prior Learning (RPL)?

No Yes (Applications for RPL and Advanced Standing must be accompanied by certified academic transcripts and detailed unit outlines together with a completed Advanced Standing Application Form).

5. English proficiency (international students only.)

Have you taken an English proficiency test:

No Yes IELTS Academic TOEFL PTE CAE Other

Date Taken:..... Score (Please provide a certified copy of results, if the language of test was English please provide evidence): .....

If you are currently enrolled in an English Language program please complete the details below:

Course name:..... Commencement date:..... Course duration:.....

Course location:..... Course provider:.....

Estimated completion date:..... Are you currently studying in Australia? No Yes

If Yes, current institution:..... Commencement date: .....

International students: without the equivalent score required for your course, you will need to complete an English Language Program prior to the commencement of your studies. Tick here if you would like to apply for our English Language Program (You can find the English Language Program application form on www.bluemountains.edu.au)

6. Special needs

Do you have any special needs or disabilities (academic, medical, allergies or other) with which the School could assist and/or should be aware of?

No Yes If yes, please specify:.....

Please note that students requesting assistance for a disability or special need must provide a medical certificate outlining the nature and treatment of the disability and confirming any action required by BMIHMS at Torrens University Australia (e.g. special consideration for examinations).

7. Emergency contact

Title:..... Family name:..... Given name:.....

Address:.....

City/Town:..... State:..... Zip/Postcode:..... Country:.....

Contact telephone:..... Profession:.....

Email address:..... Relationship to student: Parent Guardian

Other: .....

8. Educational attainment (this information is required by the department of education & training for statistical reasons only.)

What is the highest level of education attained by Parent[s]/Guardian[s]?

Parent/Guardian 1: Male Female Other
Postgraduate (Masters, PhD) Bachelor Degree Other Post-School Qualification (Associate Degree, Diploma, VET/TAFE Certificate)
Year 12 or equivalent Did not complete Year 12 Year 10 or equivalent Did not complete Year 10
Don't know Not applicable

Parent/Guardian 2: Male Female Other
Postgraduate (Masters, PhD) Bachelor Degree Other Post-School Qualification (Associate Degree, Diploma, VET/TAFE Certificate)
Year 12 or equivalent Did not complete Year 12 Year 10 or equivalent Did not complete Year 10
Don't know Not applicable

9. Privacy waiver

I hereby authorise BMIHMS at Torrens University Australia to provide information regarding my application and study to my:

Parents Educational counsellor None Other: (Name / relationship to student).....

10. Electronic communication authorisation

I hereby authorise BMIHMS at Torrens University Australia to correspond with me electronically via the email address provided on this application and in the future using the student's BMIHMS email address (provided after arrival on campus). No Yes

Signed (student):..... Date:.....

11. Declaration

I declare that the information provided in this application is complete and accurate. I acknowledge that I have read the 'Terms and Conditions' located online at: [www.bluemountains.edu.au](http://www.bluemountains.edu.au) and the *BMIHMS Prospectus* and I have a clear understanding that I am bound to adhere to the policies and requirements as set-out.

No Yes

Signed (student): ..... Date:.....

Signed (parent or guardian if student is aged under 18): ..... Date:.....

Please note: a parent or guardian must sign on the student's behalf if the student is aged under 18 at the time of application.

12. Application fee (international students only)

Please debit my credit card AU\$100. This is non-refundable.

Visa Eurocard/Mastercard CVV number\*: ..... \*Found on the back of Mastercard/Visa credit cards.

Card Number: .....

Expiry: ..... / ..... Name: .....

13. Next steps (see back page for detailed information)

Please forward completed application form and attachments (see checklist front page) to:

**BMIHMS at Torrens University**  
 Admissions Office  
 Po Box A256, Sydney NSW 1235, Australia  
**F** +61 (2) 9283 5092  
**E** [enquiry@bluemountains.edu.au](mailto:enquiry@bluemountains.edu.au)

Agent stamp

Education counsellor use only

Name of education counsellor: .....

Name of agency: .....

Signature: ..... Date:.....

How to apply

For application enquiries and admissions information, please contact:

**Admissions Office**  
 PO Box A256,  
 Sydney South NSW, 1235, Australia  
**E** [enquiry@bluemountains.edu.au](mailto:enquiry@bluemountains.edu.au)  
**T** +61 2 9307 4600  
[www.bluemountains.edu.au/apply](http://www.bluemountains.edu.au/apply)

**Leura Campus**  
 1 Chambers Road,  
 Leura NSW, 2780, Australia

**Sydney Campus**  
 540 George Street,  
 Sydney NSW, 2000, Australia

**Melbourne Campus**  
 196 Flinders Street,  
 Melbourne VIC, 3000, Australia

**Adelaide Campus**  
 88 Wakefield St,  
 Adelaide SA 5000, Australia

CRICOS

<b>Torrens University Australia CRICOS Provider No:</b>	<b>03389E</b>
Diploma of Business (International Hotel and Resort Management)	089927F
Associate Degree of Business (International Hotel and Resort Management)	089926G
Bachelor of Business (International Hotel and Resort Management)	089925G
Graduate Certificate in International Hotel Management	089932J
Master of International Hotel Management	089931K

Pathway Programs:

<b>Torrens University Language Centre (TULC) CRICOS Provider No:</b>	<b>03389E</b>
General English 2 Intermediate - Upper Intermediate	098577D
English for Academic Purposes 1 (EAP 1)	090575F
English for Academic Purposes 2 (EAP 2)	098576E

### Step 1. Application for enrolment

Complete this Application form, scan and email ALL required documents in the checklist to: [enquiry@bluemountains.edu.au](mailto:enquiry@bluemountains.edu.au) or post/courier to BMIHMS at Torrens University, PO Box A256, Sydney South NSW 1235, Australia.

**All International students applying to BMIHMS must follow Simplified Student Visa Framework (SSVF) procedures, which are detailed on:**

[www.bluemountains.edu.au/apply/international-students](http://www.bluemountains.edu.au/apply/international-students)

Please ensure that you have submitted ALL the required documents (e.g. academic transcripts) for assessment. Certified academic transcripts/supporting documents must be provided in English. These may be certified by an education counsellor or agent, BMIHMS representative, notary public or any other independent source approved by BMIHMS.

### Step 2. Letter of offer

BMIHMS at Torrens University Australia will advise you of the outcome of your application within two weeks if all the required documents are provided. If your application is successful, BMIHMS will send a Letter of Offer to contacts provided in your application- yourself or your agent, confirming the course you have been offered, conditions of enrolment, fees payable and course commencement date.

To accept the offer you must sign and return the Acceptance of Offer letter and pre-pay both the New Student residential bond of AU\$1,200 – a refundable deposit for accommodation, and Tuition pre-payment of AU\$2,000 (if applicable).

Postgraduate students pre-pay a AU\$2,000 Tuition fee (and a residential bond of AU\$1,200 if required). This must be done within 28 days after the date of the Letter of Offer from BMIHMS.

### Step 3. Electronic Confirmation of Enrolment

#### **(International Students only)**

Upon the receipt of the bond deposit and prepayment, BMIHMS at Torrens University will formally notify you that you have been accepted. The Electronic Confirmation of Enrolment (ECoE) will be sent directly to you or your representative if they are assisting you with your application (You will need the Confirmation of Enrolment to apply for your student visa)

### Step 4. Payment of 1st term fees

Your Letter of Offer (step 2) will advise you of the anticipated tuition costs and due date for payment. Once the pre-payment deposit is received by BMIHMS (see STEP 2), the invoice for the full payment of the first academic term of studies will be issued in due course.

#### **(Australian Students only)**

Australian citizens are eligible for FEE-HELP for part or all of their tuition fees. Students must provide evidence of Australian citizenship and their Tax File Number at the time of enrolment (once on campus).

### Step 5. Student visa application

#### **(International Students only)**

International students intending to study at BMIHMS must apply for an Australian student visa.

Blue Mountains International Hotel Management School (BMIHMS) at Torrens University Australia is an eligible education provider under the Department of Home Affairs (DHA) Streamlined Students Visa Framework (SSVF). Under this initiative successful applicants, issued with a Confirmation of Enrolment (CoE) for eligible courses from BMIHMS, will have their student visa application processed by DHA.

Your local BMIHMS education counsellor or representative will be able to assist you in applying for your student visa. For additional information on the SSVF Process, please visit [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

### Step 6. New Student Welcome Pack

Together with the Letter of Confirmation and the Electronic Confirmation of Enrolment (international students only), you will be emailed a student information pack. This will outline what you need to bring and answers frequently asked questions.

#### **(Undergraduate and English Language students only)**

These students will also receive an 'Arrival Options Form' containing BMIHMS transport/pick-up information if required.

### Payment of fees

Student fees may be paid by credit card, bank cheque (in \$AUD), bank draft or telegraphic transfer as per invoice payment details.

**Note:** BMIHMS receives bank transfers from many students in many different countries. It is **VERY** important that when student fees are paid by bank transfer, students also email/fax a copy of the bank deposit receipt to the BMIHMS at Torrens University Australia Admission Office:

[admissions@bluemountains.edu.au](mailto:admissions@bluemountains.edu.au)

**Bank Cheque:** Please make sure your bank cheque is in Australian Dollars and payable to:  
BMIHMS, PO Box A256, Sydney South NSW 1235, Australia

**Credit Card:** Please note: American Express and Diners Club cards are not accepted.

**Online:** payment is now available online:

[www.bluemountains.edu.au/apply/fee-payment-options/](http://www.bluemountains.edu.au/apply/fee-payment-options/)

Further information on BMIHMS at Torrens University Australia policies and procedures can be found on our website:

[www.bluemountains.edu.au/about-us/policies-procedures/](http://www.bluemountains.edu.au/about-us/policies-procedures/)

# Applicant Checklist and Statutory Declaration for Simplified Student Visa Framework (SSVF)

## A. Details of the Primary Applicant

Surname (as on passport): \_\_\_\_\_

First and middle name (as on passport): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

Passport number: \_\_\_\_\_

## B. Details of any accompanying dependents

	Dependent 1	Dependent 2	Dependent 3
Surname (as on passport)			
First and middle name (as on passport)			
Date of Birth			
Passport number			
Nationality			
Relationship to primary applicant			

**Sydney Campus:** Level 4, 540 George Street, Sydney, NSW, 2000, Australia | T: +61 2 9307 4600

**Melbourne Campus:** 196 Flinders Street, Melbourne VIC, 3000 Australia T: 1300 575 803

**Adelaide Campus:** 88 Wakefield Street, Adelaide, 5000, SA T: 1300 575 803

**Leura Campus:** 1 Chambers Road, (Private Mail Bag 1), Leura, NSW, 2780, Australia | T: +61 2 4780 1600

**Admissions Office:** PO Box A256, Sydney South, NSW, 1235 | T: +61 2 9307 4600 | E: enquiry@bluemountains.edu.au

### C. Applicant's Genuine Temporary Entrant and Genuine Student Declaration

	Yes	No	Not Applicable
1. I declare that I am a Genuine Temporary Entrant and Genuine Student for the purpose of studying in Australia (An individual that intends to come to Australia with the primary purpose of academic study, and has the language, educational ability and financial capacity to undertake and successfully complete their academic plan.)			
2. I declare that I and any dependents (listed in this application form) have never been refused a visa to Australia or another country, or had a visa cancelled for any reason, or breached the conditions of any visa to Australia or another country. (if you have had any visa refused or cancelled, including one currently awaiting a decision, please provide details in a separate statement)			
3. I understand that I am obliged to comply with all conditions of my visa and policies and procedures of BMIHMS, including informing BMIHMS my latest contact details, maintaining satisfactory academic performance, attendance and limitation work rights.			
4. I have attached to this form, a copy of official documents (such as birth certificate and marriage certificate) as an evidence to proof that any dependants (listed in this application form) are genuinely related to me.			
5. I undertake to immediately and formally inform BMIHMS and its representative if any information I provide is incorrect, or the circumstances of myself or any dependents change, for example financial capacity to undertake the course and meet living costs.			
6. I declare that all information and documents that I have provided to BMIHMS are correct and genuine. I understand that if any false or misleading information is found, any offer of admission and student visa may be cancelled.			

### D. Applicant's Academic Declaration

	Yes	No	Not Applicable
7. I declare that all the Academic Transcripts I have submitted are genuine			
8. I declare that the Graduation Certificates or Completion Certificates of my previous studies are genuine			
9. I declare that I meet the English Language entry standards required by BMIHMS or will be enrolling in BMIHMS English Language Program or English Language Program at other pathway institutions to meet these standards			

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## E. Applicant's Financial Declaration

Requirements	Yes	No	Not Applicable
10. I am a self-funded student			
11. I am a sponsored student or a student on government (home country) loan.			
12. I declare that I have read all the information provided by BMIHMS, it's approved education counsellors and/or representatives including information listed on BMIHMS websites: - <a href="http://bluemountains.edu.au/apply/fees/">bluemountains.edu.au/apply/fees/</a> - <a href="http://bluemountains.edu.au">bluemountains.edu.au</a>			
13. I declare that that I have read all the information listed on the Australian Government websites: - <a href="http://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study">immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study</a> - <a href="http://studyinaustralia.gov.au/global/live-in-australia/living-costs">studyinaustralia.gov.au/global/live-in-australia/living-costs</a>			
14. I declare that I (and all my dependents) have access to sufficient funds to support all the required costs to cover myself (and my dependents) for the total duration of my course, and do not rely on any income from possible employment while in Australia.			
15. I declare that I (and all my dependents) will have access to sufficient funds to return to my country of citizenship or country of residence at the end of my studies if require.d			
16. I declare that all financial evidence that I have provided along with this checklist and declaration form are current and genuine.			
17. I acknowledge that BMIHMS may require me to provide the most current financial evidence again before they issue my Confirmation of Enrolment (eCOE) document.			
18. I acknowledge that if I (or any of my dependents) encounter difficulties with accessing funds to cover my tuition and/or living expenses that BMIHMS cannot guarantee financial assistance.			
19. I acknowledge that BMIHMS reserves the right to ask me for further documentation in relation to my ability to access sufficient financial funds. Further documentation may include savings statements, proof of income, property, and bank loan statements.			
20. I acknowledge that if BMIHMS is not satisfied with my ability to access sufficient financial funds, it reserves the right not to issue me with, or to cancel, my Letter of Offer, eCOE			
21. I acknowledge that BMIHMS reserves the right to retain any payments or deposit made by me if documents or information submitted to the institution or visa office are proven to be fraudulent or deemed to be purposefully misleading in content.			
22. I understand that if BMIHMS uncovers any fraudulent documentation relating to my application, it will contact the Department of Home Affairs (DHA).			

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## F. Applicant's Financial Declaration

I, \_\_\_\_\_ declare that the information I have provided above is accurate and complete. I declare that I understand that BMIHMS is relying on information provided by me to assess my application for admission. I undertake to notify BMIHMS immediately in writing if there is any change to my or my dependent's circumstances that may cause the information supplied above to no longer be accurate or complete. I also acknowledge that it is a condition of this application that I provide any written consents necessary to enable BMIHMS or its representatives to verify independently any information supplied by me in relation to this application.

Applicant Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*If applicant is under 18 years old*

Applicant Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## G. Counsellor's/Agent's declaration (if applicable)

I, \_\_\_\_\_ confirm that the above applicant has been counselled and interviewed by me (or qualified consultants in my agency) with regards to the criteria in this checklist and declaration form. I also confirm that documents attached to this form are genuine and have been verified by myself.

Agency/Company Name: \_\_\_\_\_

Counsellor's Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Internal Office Use Only

**H. Authorised BMIHMS Internal Representative  
(ie Regional Admissions Manager/Area Manager/Enrolment Support) Declaration.**

I, \_\_\_\_\_ confirm that the above applicant has been counselled and interviewed by the above mentioned agent or myself with regards to the criteria in this checklist and declaration form. I also confirm that documents attached to this form have been verified by the agent or myself.

Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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# Counsellor/Agent Checklist and Statutory Declaration for Simplified Student Visa Framework (SSVF)

## A. Details of the Primary Applicant

Surname (as on passport): \_\_\_\_\_

First and middle name (as on passport): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

Passport number: \_\_\_\_\_

## B. Details of any accompanying dependents

	Dependent 1	Dependent 2	Dependent 3
Surname (as on passport)			
First and middle name (as on passport)			
Date of Birth			
Passport number			
Nationality			
Relationship to primary applicant			

## C. Student Visa requirements as according to:

[immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study)

## D. Source of funds (please circle answer):

[Self-funded / Government Scholarships](#)

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**Admissions Office:** PO Box A256, Sydney South, NSW, 1235 | T: +61 2 9307 4600 | E: [enquiry@bluemountains.edu.au](mailto:enquiry@bluemountains.edu.au)

## E. Counsellor/Agent Checklist and Declaration

Requirements	Yes	No	Not Applicable
1. The applicant and all dependents details (name, date of birth and address) match those on their current ID/passport			
2. I have clearly explained to the applicant the information about the courses offered by BMIHMS and their requirements (as per BMIHMS Admissions Policy).			
3. If the applicant is applying for a package offer through other pathway institutions, I have clearly explained to the applicant all information relating to the pathway courses, cost and Genuine Temporary Entrant Criterion.			
4. I have clearly explained the information related to: <ul style="list-style-type: none"> <li>- all cost of study at BMIHMS for themselves and any dependents, for the entire duration of the course(s) as listed on: <a href="http://bluemountains.edu.au/apply/fees">bluemountains.edu.au/apply/fees</a></li> <li>- all cost of study in Australia for themselves and any dependents, for the entire duration of the course(s) as listed on: <a href="http://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study">immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study</a> and <a href="http://studyinaustralia.gov.au/global/live-in-australia/living-costs">studyinaustralia.gov.au/global/live-in-australia/living-costs</a></li> </ul>			
5. I have assessed this applicant's English language ability and financial ability to cover their expenses by using the requirements set by DHA			
6. Having undertaken the assessment as per the above, I confirm that this applicant: <ul style="list-style-type: none"> <li>- Has the required level of English language proficiency, and</li> <li>- Has access to sufficient funds to cover all the required costs for the duration of their study at BMIHMS.</li> </ul> <p>I further confirm that I have sighted, confirmed the authenticity and have copies of documentary evidence relating to this assessment. These documents will be included with the student's application and/or BMIHMS SSVF Applicant Declaration Form.</p>			
7. I have explained the conditions of a student visa as per the requirement listed on the government website: <a href="http://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study">immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study</a>			
8. I The applicants and all dependents have been interviewed by myself to determine if they are meeting the Genuine Temporary Entrant Criterion for Student Visa Applications as listed on the government website: <a href="http://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study">immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study</a>			
9. The applicant displays sound knowledge and reasons for choosing Australia, BMIHMS and the course(s), and can clearly explain how the chosen courses will assist their career or life goals.			
10. The applicant is able to explain satisfactorily any gaps in their study or employment history			
11. Applicant and all dependents: <ul style="list-style-type: none"> <li>- Do not have visa or immigration links to Australia, or</li> <li>- have never been refused a visa to Australia or another country, or had a visa cancelled for any reason, or</li> <li>- have never breached the conditions of any visa to Australia or another country</li> </ul>			

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## E. Counsellor/Agent Checklist and Declaration

Requirements	Yes	No	Not Applicable
<b>12.</b> I confirm that I am satisfied with the interview result and that the applicant (and dependents) as demonstrated that they are Genuine Temporary Entrant for the purpose of studying in Australia.			
<b>13.</b> I further confirm that I have documented, sighted, confirmed the authenticity and have copies of documentary evidence relating to all the requirements and assessments listed on this form. These documentary evidence will be included with the student's application for enrolment and/or BMIHMS SSVF Applicant Declaration Form.			

### Comments:

## F. Counsellor/Agent's declaration (if applicable)

I, \_\_\_\_\_ confirm that the above applicant has been counselled and interviewed by me (or qualified consultants in my agency) with regards to the criteria in this checklist and declaration form. I also confirm that documents attached to this form are genuine and have been verified by myself.

Agency/Company Name: \_\_\_\_\_

Counsellor's Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Leura Campus:** 1 Chambers Road, (Private Mail Bag 1), Leura, NSW, 2780, Australia | T: +61 2 4780 1600

**Admissions Office:** PO Box A256, Sydney South, NSW, 1235 | T: +61 2 9307 4600 | E: enquiry@bluemountains.edu.au



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Internal Office Use Only

**G. Authorised BMIHMS Internal Representative  
(ie Regional Admissions Manager/Area Manager) Declaration.**

I, \_\_\_\_\_ confirm that the above applicant has been counselled and interviewed by the above mentioned agent or myself with regards to the criterions in this checklist and declaration form.  
I also confirm that documents attached to this form have been verified by the agent or myself.

Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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