

APPLICATION PROCESS

In order to make our application process more agile, we recommend you to follow the following procedure when sending an application to our Admissions Team:

LEVEL 1 & 2 COUNTRIES REQUIREMENTS - ELICOS & VET COURSES

- Complete the [Student Application Form online](http://www.insightacademy.edu.au/apply-now-form/) in detail at www.insightacademy.edu.au/apply-now-form/
- The application must include a copy of the student's passport (either colour scan or certified copy by the agency if the copy is a black and white scan)
- Year 12 or equivalent, original and English translation (*applications for VET only*)
- Proof of adequate English level (i.e.: certificate of previous English studies, IELTS/TOEFL/TOEIC within 2 years of validity).

Alternatively, please request the English Placement Test under the notes section of the application form or email us at admissions@insightacademy.edu.au (*for applications to VET, IELTS, and packages of ELICOS+VET*)

In the case student does not have year 11/12 or equivalent, student must take an LLN test and organise a meeting with Insight Academy's Campus Manager

- Copy of the current Visa or VEVO (if applicable)
- If the student has studied in Australia already, provide a copy of the previous Certificate of Enrolment/s and Australian qualification/s
- If the student has studied a Master or a Bachelor in Australia, please provide the Statement of Purpose
- If student is already enrolled in a different provider, student must provide proof of release letter (email from provider and/or copy of cancellation of CoE).
- Current CV (might be requested in specific situations)
- Completion of the SSVF/GTE questionnaire if the applicant is over 30 years of age or has no further studies after year 12 at www.insightacademy.edu.au/ssvf-questionnaire

Please note that our Admissions Team reserves the right to ask for additional documents for any cases they deem need further background information.

LEVEL 3 COUNTRIES

Must provide the same documents as above, along with the following:

- Financial Assessment
- Mandatory SSVF/GTE Questionnaire Form
(www.insightacademy.edu.au/ssvf-questionnaire)
- GTE
- Passport & Academic proof certified by the agent
- Proof of packaged enrolment with HE provider.

TO OBTAIN THE CoE

To expedite the issuance of Confirmation of Enrolment, make sure you have sent us the following:

- Letter of Offer signed and dated (please return to us the full LoO, including ALL pages)
- Proof of payment (bank transfer receipt and agent invoice).
- Missing documents (as stipulated on under the Notes section of the Letter of Offer, if Conditional).
- Payment statement declaration signed and dated if the student opted to pay over 50% of the tuition fee.
- If a GTE was requested, please do not send the payment until the GTE has been approved by our team.

CHANGES IN START DATES

- If the change is prior to issuing a CoE, please email Admissions with your request directly.
- If the CoE has already been issued, your request for start date change/deferral/suspension needs to be registered via the following link:
<https://www.insightacademy.edu.au/deferral-and-suspension-form/>

All official forms can be found on: <https://www.insightacademy.edu.au/forms-and-policies/>

KEY CONTACTS

Admissions: admissions@insightacademy.edu.au

Accounts: accounts@insightacademy.edu.au

Sales: jose@insightacademy.edu.au and john@insightacademy.edu.au