

APPLICATION FOR ENROLMENT FORM

International Onshore Students

RTO No: 45178 | CRICOS No: 03614A | V June 2026

About This Form

Thank you for your interest in seeking enrolment into Ransford College. This application for enrolment form must be completed in English. If you require assistance completing this form, please contact Admissions by phone or email.

This form must be completed in full. Incomplete applications may delay assessment. Please attach your passport, current visa evidence, academic records, English evidence, certified translations where applicable, and any other documents requested in the course information or by Admissions.

Ransford College assesses entry requirements, Genuine Student indicators, provider transfer requirements, financial capacity indicators, LLND and support needs, RPL/Credit Transfer and course suitability before confirming enrolment. This form supports compliance with the ESOS Act 2000, National Code 2018, Standards for RTOs and related VET regulatory requirements.

1. Course Details

Campus Location	☐ Melbourne ☐ Sydney ☐ Adelaide ☐ Brisbane
Date of Application	

Important: Some courses are approved only for specific campuses. Admissions must verify course-location availability before issuing an offer or Written Agreement.

	CRICOS Code	Course Code	Course Name	Duration	Available Campuses	Intake Month
☐	104331E	BSB50420	Diploma of Leadership and Management	52 Weeks	SYD / ADL / MEL / BRI	☐ Jan ☐ Feb ☐ Apr ☐ May ☐ Jul ☐ Aug ☐ Oct ☐ Nov
☐	105375G	BSB80120	Graduate Diploma of Management (Learning)	104 Weeks	SYD / ADL / MEL / BRI	☐ Jan ☐ Feb ☐ Apr ☐ May ☐ Jul ☐ Aug ☐ Oct ☐ Nov
☐	105169B	ICT50220	Diploma of Information Technology	104 Weeks	SYD / ADL / MEL / BRI	☐ Jan ☐ Feb ☐ Apr ☐ May ☐ Jul ☐ Aug ☐ Oct ☐ Nov
☐	113563C	RII60520	Advanced Diploma of Civil Construction Design	104 Weeks	SYD / ADL / MEL / BRI	☐ Jan ☐ Feb ☐ Apr ☐ May ☐ Jul ☐ Aug ☐ Oct ☐ Nov
☐	096178B	CHC43015	Certificate IV in Ageing Support	52 Weeks	SYD / ADL / MEL / BRI	☐ Jan ☐ Feb ☐ Apr ☐ May ☐ Jul ☐ Aug ☐ Oct ☐ Nov
☐	113289E	CHC52021	Diploma of Community Services	104 Weeks	SYD / ADL / MEL / BRI	☐ Jan ☐ Feb ☐ Apr ☐ May ☐ Jul ☐ Aug ☐ Oct ☐ Nov



☐	120848J	CPC50320	Diploma of Building and Construction (Management)	52 Weeks	SYD / MEL	☐ Jan ☐ Feb ☐ Apr ☐ May ☐ Jul ☐ Aug ☐ Oct ☐ Nov
☐	120847K	CPC30620	Certificate III in Painting and Decorating	52 Weeks	SYD / MEL	☐ Jan ☐ Feb ☐ Apr ☐ May ☐ Jul ☐ Aug ☐ Oct ☐ Nov
☐	120846M	CPC30220	Certificate III in Carpentry	52 Weeks	SYD / MEL	☐ Jan ☐ Feb ☐ Apr ☐ May ☐ Jul ☐ Aug ☐ Oct ☐ Nov

Have you previously studied at Ransford College?	☐ Yes (specify course name and year): _____ ☐ No
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2. Student Details

Preferred Title	☐ Mr ☐ Mrs ☐ Miss ☐ Other: _____
Gender	☐ Male ☐ Female ☐ Other / Prefer to self-describe: _____
Given Name including middle name	
Surname	
Date of Birth	
Nationality	
Under 18 Declaration	☐ I confirm I will be 18 years or older at course commencement. ☐ I will be under 18 and understand welfare/accommodation evidence is required before offer confirmation.
Do you have a spouse or dependants?	☐ Yes ☐ No If yes, will they join you in Australia? ☐ Yes ☐ No

3. Contact, Passport and Visa Details

Phone Number	
Email Address	
Passport Number	
Passport Issued Country	
Passport Issued Date	
Passport Expiry Date	



Question	Response	Visa Expiry Date	Type of Visa / Details
Do you hold a current Australian visa?	☐ Yes ☐ No		
Have you ever held a student visa in Australia?	☐ Yes ☐ No		
Have you held any other Australian visa?	☐ Yes ☐ No		
Have you ever had a visa refused or cancelled?	☐ Yes ☐ No		If yes, attach evidence and explain in GS section
Current Residential Address in Australia		Unit: Street Number: Suburb: State: Postcode:	
Home Country Address		Street: City: Country: Postcode:	

4. Emergency Contact Details

Name	
Relationship	
Mobile Phone	
Email	
Located in Australia?	☐ Yes ☐ No

5. Provider Transfer Requirements - Onshore Applicants

Complete this section if you are currently enrolled with, or have recently studied with, another Australian CRICOS provider.

Are you currently enrolled with another provider?	☐ Yes ☐ No
Current Provider Name	



Current Course / Principal Course	
Current CoE status	☐ Active ☐ Cancelled ☐ Completed ☐ Other: _____
Have you completed six calendar months of the principal course?	☐ Yes ☐ No ☐ Not sure
Is a release required?	☐ Yes ☐ No ☐ Not sure - Admissions to assess
Release evidence attached	☐ Yes ☐ No ☐ Not applicable
Reason for transfer / change of provider	

6. Agent / Representative Details

Agency Name	
Contact Person	
Phone Number	
Email	
Agent declaration	☐ I confirm the information provided to the student was accurate, current and not misleading.

7. Overseas Student Health Cover (OSHC)

International students must maintain valid OSHC for the duration of their student visa unless an exemption applies.

Name of Insurer	
Member / Policy Number	
Date of Expiry	
Arrange OSHC through College	☐ Single ☐ Family ☐ Couple ☐ Not required / exemption evidence attached

8. English Language Proficiency

Passed an English language test in the last 2 years?	☐ Yes ☐ No Test: _____ Date: _____ Score: _____
Completed a qualification in Australia higher than Certificate IV within the last 2 years?	☐ Yes ☐ No Qualification: _____
Studied in English before?	☐ Yes ☐ No Details and certified evidence: _____



Student acknowledgement

☐ I understand that if I cannot provide evidence of required English proficiency, further English assessment or English language study may be required before commencement.

9. LLND, Digital Skills and Learner Suitability Screening

This section assists Ransford College to identify support needs and determine course suitability. It does not automatically prevent admission.

Skill Area	High confidence	Moderate confidence	Support required
Reading	☐	☐	☐
Writing	☐	☐	☐
Numeracy	☐	☐	☐
Digital skills / online learning	☐	☐	☐
English speaking and listening	☐	☐	☐
Practical workshop readiness (if applicable)	☐	☐	☐
Support requested	☐ Academic support ☐ LLND support ☐ Digital support ☐ Welfare support ☐ Reasonable adjustment ☐ External referral ☐ None		
Disability, impairment or long-term condition	☐ Hearing/Deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental health ☐ Vision ☐ Medical condition ☐ Other ☐ None		
Details of support or adjustment requested			

10. Schooling, Prior Qualifications and Employment

Highest completed school level	☐ Year 12/equivalent ☐ Year 11 ☐ Year 10 ☐ Year 9 ☐ Year 8 ☐ Never attended
Still enrolled in secondary/senior secondary education?	☐ Yes ☐ No
Have you successfully completed any qualifications?	☐ Yes ☐ No
If yes - tick all that apply	☐ Bachelor degree or higher ☐ Advanced Diploma/Associate Degree ☐ Diploma ☐ Certificate IV ☐ Certificate III ☐ Certificate II ☐ Certificate I ☐ Other
Employment status	☐ Full-time ☐ Part-time ☐ Self-employed ☐ Unemployed seeking full-time work ☐ Unemployed seeking part-time work ☐ Not employed/not seeking employment



11. Genuine Student (GS), Study Purpose and Financial Capacity

Please answer in your own words. Incomplete or unclear responses may delay assessment of your application.

Why have you chosen Australia as your study destination?	
Why have you chosen Ransford College?	
Why have you chosen this course?	
How does this course relate to your previous study or employment?	
What are your career or further study goals after completing this course?	
Explain any study gaps, visa refusals/cancellations or provider transfer reasons.	
Who will fund your tuition and living costs?	☐ Self-funded ☐ Parent/family ☐ Sponsor ☐ Employer ☐ Scholarship ☐ Other: _____
Financial evidence available if requested	☐ Bank statements ☐ Sponsor declaration ☐ Income/employment evidence ☐ Financial guarantee ☐ Other: _____

12. Reason for Study

Main reason for study	☐ To get a job ☐ To develop my existing business ☐ To start my own business ☐ To try for a different career ☐ To get a better job/promotion ☐ Job requirement ☐ Extra skills for job ☐ Pathway to another course ☐ Personal interest ☐ Community/voluntary skills ☐ Other
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13. RPL and Credit Transfer Application

RPL or Credit Transfer may reduce course duration, fees, study load and CoE duration. Applications must be assessed and approved by Ransford College before the training plan and CoE are finalised or varied.

Credit Transfer	☐ I want to apply for Credit Transfer for the following unit(s): _____
Recognition of Prior Learning (RPL)	☐ I want to apply for RPL for the following unit(s): _____
Evidence attached	☐ Statement of Attainment / Record of Results ☐ Qualification ☐ Work evidence ☐ Other



Applicant acknowledgement

☐ I understand that further evidence may be requested and approval is not automatic.

14. Unique Student Identifier (USI)

Ransford College cannot issue a nationally recognised VET qualification or statement of attainment without a valid USI. Apply at www.usi.gov.au/students/create-your-usi

Do you have a USI?	☐ Yes ☐ No
USI Number	

15. Pre-Enrolment Acknowledgement

I acknowledge that I have received, accessed or been directed to the following before enrolment	☐ Course Information Sheet ☐ Student Handbook ☐ Written Agreement ☐ Fees and Charges ☐ Refund Policy ☐ Complaints and Appeals Policy ☐ Deferral, Suspension and Cancellation Policy ☐ Course Progress and Attendance requirements ☐ Student support services ☐ RPL/Credit Transfer information ☐ Visa obligations
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16. Documents Checklist

☐ Completed all sections of this application	☐ Passport and identity evidence attached
☐ Current visa evidence attached, if available	☐ Academic qualifications attached
☐ Certified English translations attached where documents are not in English	☐ English proficiency evidence attached
☐ Genuine Student / financial evidence attached if requested	☐ Provider release / transfer evidence attached if applicable
☐ RPL / Credit Transfer evidence attached if applicable	☐ OSHC evidence attached or OSHC arrangement requested
☐ Read and signed the declaration below	

17. Privacy Notice

Ransford College collects personal information to process and manage enrolment, deliver VET courses, provide student support, meet legal and regulatory obligations, and report required data to government agencies.

Ransford College may disclose information to the National Centre for Vocational Education Research (NCVER), the Australian Government Department of Employment and Workplace Relations, the Department of Education, state or territory training authorities, VET regulators, the Department of Home Affairs, and other bodies where required or authorised by law.

NCVER and government agencies may use information for VET administration, regulation, statistics, research, authenticated VET transcripts, surveys and policy development. Students may receive a survey from NCVER or an authorised agency and may opt out when contacted.

Students may request access to or correction of personal information and may make a privacy complaint by contacting Ransford College at info@ransford.edu.au or (02) 8057 9358. The Ransford College Privacy Policy is available on request.

18. Student Declaration and Consent

Student declaration	☐ I declare that the information I have provided is true, accurate and complete to the best of my knowledge.
Privacy consent	☐ I consent to the collection, use and disclosure of my personal



	information in accordance with the Privacy Notice above.
Document verification consent	☐ I authorise Ransford College to verify my identity, academic, English, visa, financial and supporting documents where required.
Visa information declaration	☐ I declare that all visa and immigration information supplied is accurate and complete.
Optional marketing consent	☐ I consent to my photograph/video being used for College social media/newsletters. ☐ I do not consent. This does not affect my enrolment.
Name of Applicant	
Signature	
Date	

OFFICE USE ONLY - Admissions Assessment

This section must be completed by Ransford College. Admissions must not approve the application until all required evidence has been reviewed and any support or compliance concerns have been addressed.

Assessment Item	Outcome / Evidence / Comments
Identity and passport evidence checked	☐ Satisfactory ☐ Further evidence required ☐ Not satisfactory
Visa status and visa history reviewed	☐ Satisfactory ☐ Further evidence required ☐ Not satisfactory
Course and campus availability confirmed	☐ Yes ☐ No Course/location: _____
Academic entry requirements checked	☐ Met ☐ Further evidence required ☐ Not met
English entry requirements checked	☐ Met ☐ Further evidence required ☐ Not met
Provider transfer requirements reviewed	☐ Not applicable ☐ Release not required ☐ Release attached ☐ Further action required
Under-18 status checked	☐ 18 or older ☐ Under 18 welfare evidence required ☐ Not applicable
Genuine Student assessment outcome	☐ Satisfactory ☐ Further information required ☐ Not satisfactory
Financial capacity evidence reviewed if requested	☐ Satisfactory ☐ Further information required ☐ Not satisfactory ☐ Not requested
LLND / learner support needs reviewed	☐ No support required ☐ Support plan required ☐ Referred to Student Support
RPL / Credit Transfer impact assessed	☐ Not applicable ☐ Approved ☐ Pending ☐ Not approved CoE impact considered: ☐ Yes ☐ No
OSHC checked / arranged	☐ Evidence provided ☐ Arranged through College ☐ Pending



Admissions outcome	☐ Approved ☐ Conditional offer ☐ Further information required ☐ Not approved
Conditional offer requirements	
Written Agreement issued	☐ Yes ☐ No Date: ____ / ____ / ____
CoE issue authorised	☐ Yes ☐ No Date: ____ / ____ / ____
Admissions Officer	Name: _____ Signature: _____ Date: ____ / ____ / ____
Compliance / Manager approval if required	Name: _____ Signature: _____ Date: ____ / ____ / ____