

DOCUMENT CHECKLIST

PLEASE COMPLETE ALL APPLICABLE CHECKBOXES

eCoE will not be released unless all applicable documents have been provided.

If you require more information, please contact enrolments@aibtglobal.edu.au

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1. A COMPLETED AIBTGLOBAL STUDENT ENROLMENT FORM

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2. PASSPORT AND 1 MORE FORM OF ID (I.E. BIRTH CERTIFICATE)

Also please include siblings, parents and spouse's (if applicable) name, telephone number, date and place of birth (if applicable, all documents need to be translated and notarised)

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3. A FULL RESUME OR CV OUTLINING LAST 5 YEARS OF ACADEMIC AND CAREER ACHIEVEMENTS

(Including roles and responsibilities, with full references if applicable)

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4. JOB EXPERIENCE LETTER

(If applicable)

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5. ALL APPLICABLE ACADEMIC TRANSCRIPTS AND TESTAMUR

(If applicable, all documents need to be translated and notarised)

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6. FAMILY BOOK OR MARRIAGE CERTIFICATE, AND BIRTH CERTIFICATE OF CHILD(REN) OF THE CANDIDATE

(If applicable, all documents need to be translated and notarised)

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7. LEGAL GUARDIAN/ SPONSOR GOVERNMENT DOCUMENTATION

This applies to the student whose direct support is not parents/siblings/spouses (All documents must be translated and notarised)

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8. PROOF OF ASSETS

This does not apply to everyone. You might be asked to produce evidence to prove that you will return to your home country, and this can be asset proof.

Usually this relates to mature candidates who seem to have no reason to leave their home country but still wants to pause and study in Australia for very short period of time, e.g. a short 3-6-months ELICOS or certificate II program. In such circumstances, we will request asset proof like house deed, rates notice to prove that there is an asset back home which means a high incentive to return home after finishing the course.

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9. ENGLISH TEST RESULTS (OFFSHORE)

Year 12 equivalent and acceptable English test scores (i.e. GCE A level English) plus AIBTGlobal English test assessment or if the student did not take AIBTGlobal English test, a letter from AIBTGlobal Learning and Development team, attesting that candidate's English results has achieved an equivalency under the Australian framework. (If you have IELTS/PTE/TOFEL/CAMBRIDGE test result not older than 2 years please submit to us)

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10. STATEMENT OF PURPOSE

*See Statement of Purpose guide

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11. FINANCIAL DOCUMENTS

If applicable, provide documents of savings (3 months prior to the visa application, at least AUD\$35,000; AUD \$50,000 if you apply with a spouse and AUD \$60,000 if you apply with a child).

Income proof option - regulated legal documents like income tax statement to prove that sponsors are earning at least AUD \$60,000 per annum to support the student, and at least AUD \$70,000 if the support is for the student with a dependant.

STATEMENT OF PURPOSE GUIDE

QUESTIONS	SUGGESTED DIRECTIONS	NEVER STATE
Why study the course(s) which you have applied for?	<ul style="list-style-type: none"> Provide information on how your previous studies have related to your current decision i.e. your strength in your Year 12 results i.e. the direct relations between your chosen course(s) to your current employment i.e. the direct relations between your chosen course(s) and family background for example, studying commercial cookery as your family owns a strong restaurant business (you must show proof of this though) i.e. the completion of this course being an added advantage/competitive edge as this will increase your employment opportunity or promotion etc (again must show proof) i.e. similar program back home is not available (i.e. aged care not available in many countries, but may be in great demand in home country) 	<ul style="list-style-type: none"> Migration pathway, this is a no-no To experience Australian lifestyle (this is extremely weak, can be stated as part of the reason, but never the main reason) To start a business back home (if candidate has no background in management, or wealth back home, this is considered a clear excuse)
Why study in Australia and not in your home country?	<ul style="list-style-type: none"> Provide strong comparative evidences to prove that an Australian qualification is superior in quality or; More flexible in course design <ul style="list-style-type: none"> More flexible in entry requirements More hands on or practical in terms of assessments Better viewed to secure a better job back home Not available in-home country More recognised internationally than the home country equivalent In certain majors like for commercial cookery and or painting. If English standard is achieved at average IELTS 6 (or equivalent), there is an 18-month job opportunity to gain practical experience that will value add to CV when trying to get a job when candidate returns home 	<ul style="list-style-type: none"> Migration pathway, this is a no-no Please avoid discussions like because friends' study, therefore candidate wants to follow Because Australia has a great weather, great friendly people (again this can be mentioned but should not be key focus)

Why study at AIBTGlobal?	<ul style="list-style-type: none"> • You must compare AIBTGlobal with at least 2 other similar institutions • Depending on the course(s) selected, the comparison must be reasonable and not irrelevant • For example, if aged care is chosen, we should compare AIBTGlobal with similar institutions like Charlton Brown, TAFE QLD, as they both have aged care courses • In terms of why AIBTGlobal, candidates can mention factors like our guaranteed 120 hours work placement at aged care home, our guaranteed work placement for the practical component if Commercial Cookery is chosen, they have met AIBTGlobal at trade fairs, or our in country rep and they are much more convinced and comfortable after understanding the diversity and flexibility of our programs • Another key factor that can be discussed here is the dual qualification outcomes at the price of 1 for some of our programs • Student Support where there is the free job ready program • Our guaranteed complimentary English upskill option • Close proximity to the desired accommodation • And many other more factors 	<ul style="list-style-type: none"> • Outright cheap, that is why I chose them • My friend chose it, hence I chose it • Its near Garden City, hence, I can go shopping • Any other obvious irrelevant reasons
Planned living arrangements?	<ul style="list-style-type: none"> • AIBTGlobal provides 3 options, Genesis 1, The Pad and Uniresort (please choose 1 if candidate decides to go with AIBTGlobal's partnership) • Self-arranged if there is relative who can provide accommodation (again, must provide proof) • IF under 18, homestay arrangement (AIBTGlobal will organise) • Also, important under this section to explain how you are going to fund yourself, please mention things like supported by parents/siblings/spouses or previous savings/got an education loan/or company sponsored/ government sponsored (please note that you might be randomly checked to provide evidence, hence please ensure this is 100% genuine) 	<ul style="list-style-type: none"> • Not sure yet, will decide when arrive • Will find work to support myself
The relevance of your course(s) of study to your academic and/ or employment background?	<ul style="list-style-type: none"> • This would have been answered thoroughly in "Why study this course" question • Unless you have not provided enough, then it might be good to reiterate 	

<p>The relevance of the course(s) of study to your future career and/ or educational plans?</p>	<ul style="list-style-type: none"> • Again, this would have been covered under the “Why study this course” question • Unless you have not provided enough, then it might be good to reiterate 	
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