



Application form

Australian students

Please print in BLOCK LETTERS

Please read carefully and send the completed application form and relevant documents to admissions@sibt.nsw.edu.au

Full academic transcripts (certificates etc.) and proof of Australian citizenship or permanent residency must accompany your application.

Australian citizens and permanent residents can apply online at sibt.nsw.edu.au.

Tick boxes where appropriate.

Personal details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other	
Family name:	
Given names:	
Date of birth: DAY / MONTH / YEAR	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Passport number:
Country of birth:	
Nationality (on passport):	
Are you a citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If 'yes', please provide evidence of citizenship or residency, eg: a certified* copy of your birth certificate, passport, citizenship certificate or visa. Unless verification is supplied, international fees and conditions apply.	

Contact details

Applicant's contact details

Address in Australia:	
Tel (home):	Tel (mobile):
Email address:	

Previous studies

Have you previously studied at SIBT? <input type="checkbox"/> Yes <input type="checkbox"/> No
If 'yes', please provide your SIBT student ID number:
Have you previously received an offer to study at SIBT? <input type="checkbox"/> Yes <input type="checkbox"/> No

Secondary/tertiary education: highest level achieved

This may include any course that you have started but did not complete after leaving secondary school

Name of qualification (eg Year 12, diploma, degree):	
Name of school/institution:	
Country/state:	
Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Year completed:
Will you be applying for exemptions (recognition of prior learning - RPL)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, please complete the RPL form available at sibt.nsw.edu.au/exemptions and provide copies of required documents.	

Employment history

If you believe you have employment experience that is relevant to the program you are applying for, please attach a CV and references.

Academic program selection

Specify when you prefer to begin your studies:

Year: _____ February June October

Pre-university level

Foundation program

First year university level

- Diploma of Arts
 Diploma of Business Administration
 Diploma of Commerce
 Diploma of Communication
 Diploma of Computing
 Diploma of Engineering
 Diploma of Hospitality Management
 Advanced Diploma of Business Administration
 Advanced Diploma of Commerce
 Advanced Diploma of Computing
 Associate Degree in Business

University level

Which university do you intend to complete your degree at?

Undergraduate program: _____

Major: _____

Other information

How did you first learn about SIBT? You may tick more than one.

- Agent
 Referral by friend/relative
 University staff member
 Exhibition/seminar
 Online search
 Email communication
 Advertising (print, radio, online)
 Social media

Students with a disability/health condition

Are you a prospective student with a health or learning disability that requires support services at SIBT? Yes No

If yes, our student welfare officer will contact you to discuss your requirements.

Application checklist

Check that you have:

- completed all sections of the application form
 read and understood the Conditions of Enrolment and Fee Refund Policy at sibt.nsw.edu.au/policies

Check that you have attached:

- certified copies of your academic qualifications*
 a copy of your passport or birth certificate
 any relevant employment documentation (if required)

* A certified copy is signed by an authorised officer to acknowledge that it matches the original document exactly. Authorised officers include:

- staff of the SIBT office in Sydney
- an authorised SIBT agent
(see sibt.nsw.edu.au/sibt-representatives)
- staff of the institution that issued the document
- a Justice of the Peace or Public Notary
- staff of an Australian Embassy, Consulate or High Commission

Declaration

I declare the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that giving false or incomplete information may lead to my application being refused or my enrolment cancelled. It is an offence to submit fraudulent documentation in support of my application. If fraudulent documentation is detected:

- my application will be rejected,
- if an offer has been made, it will be withdrawn, and
- other relevant authorities (such as the NSW Police and the Independent Commission against Corruption) may also be notified.

I have read and understood the relevant program information in the SIBT brochure and/or on the SIBT website at sibt.nsw.edu.au and I have sufficient information about SIBT to enrol. I understand that the pathway may lead to future studies at another Institution, subject to their entry requirements.

I understand that SIBT fees may increase. I accept liability for payment of all fees as explained in the SIBT brochure. I will notify SIBT immediately if there is any change to the information I have given in this application. I have read and understood information regarding the costs related to studying at SIBT in the SIBT brochure and/or on the SIBT website at sibt.nsw.edu.au. I have understood and I accept the Conditions of Enrolment in the SIBT brochure.

I understand that SIBT may, by written notice, vary its conditions as may be necessary to comply with any law or regulation, or amendment of any law or regulation, of the Commonwealth of Australia or the State of New South Wales. I give permission for SIBT to obtain official records from an educational institution attended by me for the purpose of verifying the supporting documentation I have provided with my application, and to supply my contact details and any relevant official records to educational institutions I am eligible to gain admission to.

Privacy statement

SIBT is subject to the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW). SIBT collects the information on this application form for the primary purpose of meeting its obligations under the National Code of Practice for Registration Authorities and Providers of Education and Training for Students 2009 (National Code). SIBT also collects your personal information and, in some circumstances, information regarding your health, to assist in the assessment of your application and, if you are successful, offering you a course place and recording your acceptance of that offer. The other purposes of collection include corresponding with you, attending to day-to-day administrative matters, informing you about your courses and other aspects of admission or enrolment and complying with legislative reporting requirements.

I authorise SIBT to provide my personal information, including my contact details and enrolment details, to third parties in accordance with SIBT's Privacy Policy. These third parties include:

- Navitas Limited and its affiliates (to communicate regarding pathways and services offered by Navitas Limited and its related companies),
- government departments (such as the Department of Education and Training)
- external organisations (such as other tertiary education institutions) where disclosure is necessary to verify your previous qualifications and other supporting documentation provided with your application,
- contracted service providers which SIBT uses to provide services on its behalf here required by law.

I authorise SIBT to provide my personal information, including my contact details and enrolment details, to the Australian Government's designated authorities, the Australian Student Tuition Assurance Scheme and the Tuition Protection Service.

I understand that any conditions concerning an offer of admission will be contained in my letter of offer from SIBT, which I will be required to read and sign.

Do you grant SIBT permission to provide your parent or guardian listed below with any information pertaining to your application to study, ongoing academic progress, results and attendance? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes', please complete:
Name of parent or guardian:
Tel:
Email:

Applicant's signature:

(must be the same signature as in your passport)

Date: DAY / MONTH / YEAR

If you are under 18 years of age, your parent or guardian must also sign this application form.

Parent's/guardian's signature:

Date: DAY / MONTH / YEAR

Unsigned applications cannot be processed.

Send application to:

E admissions@sibt.nsw.edu.au

Admissions Office
Sydney Institute of Business and Technology
Level 2, 11 York Street, Sydney NSW 2000 Australia

Get in touch:

W sibt.nsw.edu.au T +61 2 9964 6555
E study@sibt.nsw.edu.au