



Australian College of Applied Psychology

Application form

ACAP Student Exchange Abroad (Inbound)

Please print in BLOCK LETTERS

Please read this form carefully and complete all relevant sections. Please keep a copy for your reference.

Eligibility Criteria

- You are currently enrolled in a tertiary course at an ACAP international partner institution with a formal student exchange agreement in place
- You meet the pre-requisite requirements for the ACAP units/subjects that you wish to study and can provide evidence of this
- You will be at least 18 years of age before arriving in Australia to undertake your student exchange studies with ACAP
- You have been nominated by your home institution to participate in the ACAP Student Exchange Abroad (Inbound) program
- Your program of study while on exchange with ACAP has been approved by your home institution
- If you are from a non-English speaking background, you meet the English language requirements for the ACAP course that has the units/subjects that you wish to study. These requirements are published in the International Student Guide
- You are able to demonstrate financial capacity to meet your living costs, and
- You hold a current passport valid for at least six months after your intended return date.

Please note:

- Internships and placements are not available as part of ACAP's Student Exchange Abroad (Inbound) offering
- If exchange spaces are limited, your academic merit, academic reference and personal statement will be assessed to help determine acceptance for ACAP study in a particular year
- Your application needs to be submitted at least 3 months' prior to intended term commencement date

1. Personal details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other
Family name:
Given names:
Preferred name:
Date of birth: MONTH / DAY / YEAR
Citizenship:
Country of permanent residence:
Country of birth:
Passport number:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Do you hold a current Visa to be in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Visa type, number expiry date and conditions:

2. Contact details

Please Note: All correspondence will be via your institution's International Office as per details requested in 3. below

Applicant's Address overseas (must be applicant's home country address – not agent's address):
Street:
Suburb:
Country:
Postcode/zip:
Home telephone:
Mobile telephone:
Intended Accommodation Address in Australia (if known): (must be applicant's intended Australian address – if known):
Street:
Suburb:
Country:
Postcode/zip:
Home telephone:
Mobile telephone:
Email (must be applicant's email – not agent's email):

3. Application contact details

Your institution's International Office

Contact Person:
Email address:
Telephone number:

4. English language proficiency

Please check the English language level required for your particular course subjects in the current ACAP International Student Guide

What is your current English language level?
IELTS:
TOFEL:
Other (please specify)::
What is the main language that you speak at your permanent home address?
<input type="checkbox"/> English
<input type="checkbox"/> Other (please specify)

Please indicate the year and term you wish to begin your exchange program at ACAP:
Year:
<input type="checkbox"/> Term 1, February <input type="checkbox"/> Term 2, June <input type="checkbox"/> Term 3, September
Study Duration (must be taken as consecutive terms):
<input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3
Please select the campus that you are interested in commencing studying at: ACAP recommends that exchange be undertaken at one campus only per semester/term
<input type="checkbox"/> Sydney <input type="checkbox"/> Brisbane <input type="checkbox"/> Melbourne
Type of Enrolment: <input type="checkbox"/> Full-Time
Note: If you are an international exchange student studying on a student visa you must enrol full-time. Please ensure you have checked the full-time study load for your chosen course to ensure you meet this visa requirement

6. Overseas student health cover (OSHC)

Note: You only need to complete this section if you are intending to study with ACAP on a student visa.

<input type="checkbox"/> Please tick if you want your email address provided to our OSHC provider. If you already have OSHC, please provide details
OSHC provider's name:
Your membership/policy number:
Expiry date:

7. Medical/disability

Do you have a disability, impairment or long-term medical condition which may affect your studies? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate the areas of impairment:
<input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Mobility <input type="checkbox"/> Learning
<input type="checkbox"/> Psychological/Psychiatric <input type="checkbox"/> Medical
Other (please specify):
Would you like to receive advice regarding Disability or Learning support services and facilities available? <input type="checkbox"/> Yes <input type="checkbox"/> No

8. Emergency contact details while on exchange at ACAP

Name
Relationship
Telephone number:
Email
<input type="checkbox"/> I authorise ACAP to seek appropriate medical care for me, as a matter of urgency, in the event of circumstances during on-campus classes requiring urgent medical care. ACAP will advise my emergency contact stated above, and my home institution if such an emergency occurs.

9. Application checklist

Check that you have:
<input type="checkbox"/> Completed all sections of the Application form and signed it
<input type="checkbox"/> Read and understood the conditions of Enrolment outlined in the current ACAP International Student Guide
Check that you have attached:
<input type="checkbox"/> Official letter of nomination/approval for study plan from your home institution (in English)
<input type="checkbox"/> A Statement of Purpose in English (maximum 500 words) explaining why you wish to study with ACAP in Australia
<input type="checkbox"/> An up to date certified Academic Transcript (with translation if necessary) displaying all units attempted at your home institution
<input type="checkbox"/> A certified copy of your English Proficiency results (must have been attained in the last 2 years) – if English is not your first language
<input type="checkbox"/> A certified copy of the first page of your passport displaying your photo, passport number and passport expiry date
Note: If your exchange is approved you will be required to provide to ACAP before your arrival in Australia a certified copy of your Australian student visa.

10. Privacy statement

ACAP collects, stores and uses personal information for the purposes of administering prospective, current and graduate student admissions, enrolment and education.

From time to time, ACAP may share your personal information within the Navitas Group and we may use that information to offer or notify you of products, services or other information that we reasonably believe may interest you. We will not do so if you tell us not to. We may contact you via post, telephone, email, SMS or MMS in relation to these marketing offers.

ACAP may also share your information with third party providers, such as market research firms or electronic storage providers, who are engaged to provide certain services to ACAP. Where information is disclosed to third parties, ACAP will not allow the use of your information for any purpose other than the purpose for which it was disclosed.

You have the right to access and to alter the information concerning yourself in accordance with the Privacy and Personal Information Act, 1988 (NSW). For more information please refer to <http://www.acap.edu.au>.

11. Declaration

I give this declaration and agree to the terms in support of my application for enrolment in a course at ACAP.

I declare that I can produce to ACAP originals of all documentation relied on in support of this application and I agree to produce any such documentation to ACAP on request. I authorise ACAP to obtain any further information or records from any educational institution or recognised educational qualifications assessment body and to verify any information that I have given to ACAP.

I understand that, if ACAP is required by law or considers it appropriate for public policy reasons (including health and safety) to close any campus, ACAP may require on-campus students to receive tuition via flexible delivery.

I understand that ACAP, as an approved Higher Education Provider (HEP), is required to collect the information on this form and that ACAP will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) and Department of Immigration and Citizenship (DIAC) for these purposes. DEEWR will store the information securely in the Higher Education Information Management System, DIAC stores information in PRISMS and Commonwealth agencies may disclose the information to the Australian Tax Office and other designated authorities. ACAP, DEEWR and DIAC will not otherwise disclose the information without my consent unless required or authorised by law.

I declare that the information I have supplied on this form is complete, true and correct. I understand ACAP is relying on this declaration and agreement in making any decision regarding admission and that ACAP may change any such decision if this declaration is false.

Applicant's signature:
Date: MONTH / DAY / YEAR

12. Submitting this Application

STEP 1

Submit your completed, signed ACAP Application together with ALL required attachments, to your HOME INSTITUTION'S INTERNATIONAL OFFICE.

Please ensure you provide only certified copies as requested – not originals. Retain originals and copies of all application materials submitted to your International Office

STEP 2

Home institution's International Office to forward application to ACAP on applicant's behalf.

Completed ACAP application with certified copies as requested to be sent by International Office to:

Option 1 Email:

registrar@acap.edu.au

Option 2 Mail:

ACAP Registrar
Locked Bag 11
Strawberry Hills, NSW 201
Australia

Note for applicant

Please contact ACAP directly if you require further information or help completing your application form:

Email: registrar@acap.edu.au
International: +61 2 9964 6340

When will you know application outcome?

If the application is complete, with all the relevant certified documents attached and you are deemed eligible for the course for which you have applied for, a Letter of Offer will be emailed to your home institution within 3 - 5 weeks. ACAP is only able to process fully completed applications.