

Application Checklist

Application Checklist	For efficient processing of your application please ensure that you have provided all relevant documents by completing the checklist below. (All documents must be translated into English).	
	<input type="checkbox"/>	2 Passport size photographs (see attached for specification)
	<input type="checkbox"/>	100 points of ID (see attached list)
	<input type="checkbox"/>	Completed and signed application for admission form attached
	<input type="checkbox"/>	High school certificate for undergraduate applicants
	<input type="checkbox"/>	Bachelor Degree or equivalent documentation for postgraduate applicants
	<input type="checkbox"/>	Academic transcripts (original or photocopies must be certified by Justice of the Peace, lawyer, police, doctor, teacher etc)
	<input type="checkbox"/>	Subject curriculum documentation (if requesting recognition of prior learning for subjects / units previously undertaken)
	<input type="checkbox"/>	English Language proficiency results (IELTS, TOEFL, Cambridge) if English is not your first language
	Please note that all copies must be certified by an IOTA representative or legal authority as being true and accurate copies of the original document. Photocopies are not acceptable.	
Passport Photo Requirements	You must attach 2 current original passport photographs.	✓ Colour only
		✓ Frontal aspect, head and shoulders only
	The passport photographs needs to meet the following criteria:	PHOTO MUST BE
		✓ A clear view of face (no hats, sunglasses or other obstructions)
		✓ Neutral background (no trees, designs or other people, etc)
	✓ No computer generated copies or other formats of photographs will be accepted	
100 point Identification Requirements	PLEASE INCLUDE AT LEAST ONE FORM OF PHOTO IDENTIFICATION:	
	70 points	25 points
	<ul style="list-style-type: none"> • Passport • Birth Certificate • Citizenship Certificate 	<ul style="list-style-type: none"> • Medicare card • Credit card • Financial institution cash card or passbook • Council rates notice • Electricity, gas or telephone bill • Tax assessment notice • Foreign driver's licence • Membership card (e.g. club, union, trade/professional body, library, video library) • Rental receipt or statement from landlord, real estate agent or University College
	40 points	
	<ul style="list-style-type: none"> • Current Australian Driver's Licence • Pension or Government Health Care Card, Public Service ID card • Government issued licence (e.g. boat, pilot) • International English Language Testing Scheme results (IELTS) 	<ul style="list-style-type: none"> • Marriage Certificate • Divorce decree • Name and address verified from electoral role • Deed Poll registered with the relevant authority • National Identification card (verified by IOTA office)
	35 points	
<ul style="list-style-type: none"> • Current Council Land Rates • Letter from a current employer (Must be on official company letterhead and contain both the employer and employee's signatures and the name and address of the employee) 		

Program	<input type="checkbox"/> Part-time study (less than 4 units per semester) <input type="checkbox"/> Full-time study (4 units per semester)	
	UNDERGRADUATE	<input type="checkbox"/> Bachelor of Business Administration <input type="checkbox"/> Bachelor of Information Technology
		POSTGRADUATE
Student Details	Study Support Centre (if applicable)	
	Surname/Family Name	First Name(s)
	Preferred First Name	Title (eg Mr, Miss)
	Country of Residence	
	Address (Street)	
	(Suburb)	Postcode
	Resident Phone No (Area Code and Number)	
	Email Address	
	Mobile Number	
	Date of Birth <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> (day / month / year)	
	Gender	Learning Centre
Education	Please provide details of all education and training that you have successfully completed or part-completed and attach notarised copies of all formal documents with this application (attach additional sheet if necessary).	
	Award/Qualification	
	Name of Institution or School	
	Town / Country Undertaken	
	Years of Study (eg 1996-2002)	Award Conferred <input type="checkbox"/> Yes <input type="checkbox"/> No
	Date expected	Notarised Doc <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of Institution or School	
	Town / Country Undertaken	
	Years of Study (eg 1996-2002)	
	Award Conferred <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Date expected	Notarised Doc <input type="checkbox"/> Yes <input type="checkbox"/> No
	Attach a separate sheet if necessary	
	Language Knowledge	Is English your first language <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed an IELTS Test / or Cambridge / TOEFL <input type="checkbox"/> Yes <input type="checkbox"/> No		
YES – Your Score: _____ (Please provide documentary evidence with your application) NO – Please note you will need to provide an IELTS score and/or attend an English language program — documentary evidence is required with your application.		



Application for Admission

Recognition of Prior Learning	<p>If you wish to apply for RPL please refer to www.iota.edu.au/student_centre</p> <p>Documentation attached <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Work Experience	Company Name
	Contact Name
	Address (Street)
	(Suburb) Postcode
	Telephone No
	Email Address
	Position Held
	Years of Service
	Company Name
	Contact Name
	Address (Street)
	(Suburb) Postcode
	Telephone No
	Email Address
	Position Held
	Years of Service
	Attach a separate sheet if necessary

<p>I acknowledge that all the information provided on this form is correct. I agree to be bound by IOTA's rules and regulations, and acknowledge that all disputes arising from the details and conditions contained in the application shall be governed by and constructed in accordance with the laws of Queensland, Australia.</p>	
Student Signature	Date
PLEASE RETURN THIS FORM TO:	Student Enrolment Officer, Institute of Technology Australia PO Box 10237, Brisbane Qld 4000 Australia or studentadmin@iota.edu.au

OFFICIAL USE ONLY
Student Number