

## EQI INTERNATIONAL STUDENT APPLICATION FORM GUIDELINES

Education Queensland International (EQI) is committed to assisting agents, students and their families with their International Student Program (ISP) applications.

Agents are encouraged to complete the EQI [electronic form](#) to expedite application processing time by EQI.

This information sheet provides guidance on completion of the student application form to streamline the process and ensure students and their families have all the necessary documentation when submitting their EQI ISP application. There is more information on the EQI website about [important information for prospective students](#).

The latest EQI online application forms can be downloaded from EQI's website at - <https://eqi.com.au/apply-now>.

### **PLEASE COMPLETE ELECTRONICALLY AS HANDWRITING CAN BE DIFFICULT TO UNDERSTAND.**

The EQI application form has a cover page with instructions for completing and submitting the application, and a checklist of supporting documents that must accompany the application.

Please submit fully completed electronically-filled applications using the following checklist:

<input checked="" type="checkbox"/>	Section Number and Title	Page no. of form	What is required	Helpful Hints
<input type="checkbox"/>	Cover page checklist	2	Tick off checklist	Complete documentation will assist EQI to process applications quickly
<input type="checkbox"/>	1.Student Details	3	Enter the first name and family name as they appear on the student's passport or birth certificate	Submit a copy of the passport photo page OR translated copy of birth certificate
<input type="checkbox"/>	2.Parent Contact Details	3	Full contact details of both mother and father or legal custodian	If there is sole custody of student provide proof document translated into English
<input type="checkbox"/>	3.Alternative Contact Details	3	Full contact details of authorised alternative contact person <b><u>MUST NOT BE</u></b> mother, father, legal custodian	Agent may be used as emergency contact
<input type="checkbox"/>	4.Siblings	3	Provide name, date of birth, school and year level for any siblings attending a Queensland school	
<input type="checkbox"/>	5.Visa and Overseas Student Health Cover (OSHC)	4	<ol style="list-style-type: none"> <li>Passport number and nationality on passport</li> <li>Does student have an Australian student visa already?</li> <li>If student <b><u>does not</u></b> intend to purchase own OSHC, EQI will provide through Allianz</li> </ol>	<p>Does the student have dual citizenship?</p> <p>If student is purchasing own OSHC cover is required for duration of</p>

<input checked="" type="checkbox"/>	Section Number and Title	Page no. of form	What is required	Helpful Hints
			4. If student <b>intends</b> to purchase own OSHC, a copy of OSHC certificate	their student visa. See more information <a href="#">here</a>
<input type="checkbox"/>	6. Entry and course requirements	4-5	<ol style="list-style-type: none"> <li>1. Applicants must provide the last 2 years school reports translated into English (i.e. 4 semesters)</li> <li>2. For primary students with less than 2 years of schooling please provide all relevant reports</li> <li>3. Provide certificate of recognised English language test results to verify proficiency for direct entry</li> <li>4. Provide information about any subjects which student <b>must</b> study</li> <li>5. Advise EQI if Queensland school reports must be validated prior to return to home country</li> <li>6. If student is transferring from another school please provide dates of attendance and reference from this school</li> <li>7. Provide details of any specialist programs in which the student plans to enrol</li> </ol>	<ul style="list-style-type: none"> <li>• An incomplete academic record will delay processing of the application</li> <li>• Provide evidence of previous studies conducted in English</li> <li>• Refer to EQI Enrolment Policy for recognised English language test scores - <a href="https://eqi.com.au/ISP_PP_PDFs/entry-and-course-requirements-standard.pdf">https://eqi.com.au/ISP_PP_PDFs/entry-and-course-requirements-standard.pdf</a></li> </ul>
<input type="checkbox"/>	7. Accommodation and welfare	6	<p><b>Choose and complete <u>one</u> of the following options:</b></p> <ol style="list-style-type: none"> <li>1. <b>EQI Arranged Homestay</b> <ul style="list-style-type: none"> <li>• EQI will request nominated school to arrange a suitable homestay for student</li> </ul> </li> <li>2. <b>Nominate an Immigration approved relative</b> <ul style="list-style-type: none"> <li>• <b>Parent/legal custodian</b> (a legal custodian can only be appointed by a court of law if the parents are no longer alive or able to take responsibility for the child)</li> <li>• <b>Immigration approved relative</b> (as defined by DHA is a partner/spouse, child, parent, brother, sister, stepchild, step-parent, stepbrother, stepsister, grandparent, grandchild, aunt, uncle, niece, nephew or step equivalent) - <a href="https://immi.homeaffairs.gov.au/help-support/glossary#">https://immi.homeaffairs.gov.au/help-support/glossary#</a>)</li> </ul> </li> <li>3. <b>Nominate a person to provide accommodation</b></li> </ol>	<p><b>EQI Welfare:</b></p> <ul style="list-style-type: none"> <li>• Homestay Placement Fee – fee must be paid for all new homestay placement at each school including Nominated 3<sup>rd</sup> Party</li> <li>• EQI <b>will</b> issue CAAW letter for these students</li> </ul> <p><b>Non EQI welfare:</b></p> <ul style="list-style-type: none"> <li>• Parent, Legal Guardian or DHA approved relative – proof of blood relation and DHA approval required</li> <li>• EQI <b>will not</b> issue CAAW letter for these students</li> </ul> <p><b>Nominated 3<sup>rd</sup> party:</b></p> <ul style="list-style-type: none"> <li>• EQI will treat these requests in the same way we approve homestay providers and welfare will be retained by EQI</li> <li>• EQI <b>will</b> issue CAAW letter for these students</li> </ul>

<input checked="" type="checkbox"/>	Section Number and Title	Page no. of form	What is required	Helpful Hints
			<ul style="list-style-type: none"> <li>• <b>Nominated 3<sup>rd</sup> party</b> (friend, acquaintance, distant relative nominated by parents over the age of 25 and of good character)</li> </ul> <p><b>NOTE: It is critical that this issue is decided prior to submitting an application. Additional fees will apply for multiple changes. Please check with the family and explain available options.</b> Refer to EQI Accommodation and Welfare policy - <a href="https://eqi.com.au/for-students/policies-procedures/accommodation-and-welfare">https://eqi.com.au/for-students/policies-procedures/accommodation-and-welfare</a></p>	
<input type="checkbox"/>	8. Medical	7-8	<ul style="list-style-type: none"> <li>• All medical conditions to be listed</li> <li>• All immunisation details</li> <li>• Any medical aids used</li> <li>• Home country doctor details and contact</li> </ul>	<ul style="list-style-type: none"> <li>• If no individual doctor then list the medical clinic of the student/family.</li> <li>• Physical, mental health and emotional medical conditions must be included.</li> <li>• Please refer to the Queensland State schools standardised medical condition category list</li> <li>• If applicants do not disclose relevant information this may be grounds for EQI to cancel an enrolment.</li> </ul>
<input type="checkbox"/>	9. Behaviour	8	Please answer all questions	Student declaration – Do you agree to abide by these conditions? <b><u>Must be completed.</u></b>
<input type="checkbox"/>	10. Term dates	8	Choose commencement year and school term	
<input type="checkbox"/>	11. Program Selection	8	Choose from: <ul style="list-style-type: none"> <li>• <b>International Student Program</b></li> </ul>	<p><b>Appendix A (page 9):</b></p> <ul style="list-style-type: none"> <li>• Primary</li> <li>• High School Preparation</li> <li>• High School</li> <li>• International Baccalaureate</li> <li>• Note if selecting HSP then High School study must also be selected (i.e. 2 programs)</li> <li>• If HSP is selected, EQI will offer 20 weeks of HSP as a minimum unless IELTS certificate attached</li> <li>• Check study entitlements for Country Assessment Level -</li> </ul>

<input checked="" type="checkbox"/>	Section Number and Title	Page no. of form	What is required	Helpful Hints
			<ul style="list-style-type: none"> <li>• <b>Regional Study Abroad Program</b></li> <li>• <b>Queensland Academies</b></li> </ul> <p><b>Please note application submission deadline of at least 3 months prior to proposed commencement date.</b></p> <p><b>School selection</b></p> <ul style="list-style-type: none"> <li>• List order of preference for both primary and high schools (if applicable)</li> <li>• Preferably provide <b>FIVE</b> (5) school choices and at least <b>THREE</b> (3).</li> <li>• If the student only has 2 school preferences write no further preferences on the application form</li> <li>• If there are no places at the nominated schools, EQI will request additional schools</li> </ul>	<p><a href="https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500">https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500</a></p> <p><b>Appendix B (page 10):</b></p> <ul style="list-style-type: none"> <li>• Choose year of study, year level and duration</li> </ul> <p><b>Appendix C (page 11):</b></p> <ul style="list-style-type: none"> <li>• Choose year of study, year level</li> <li>• Select campus</li> <li>• Testing arrangements</li> <li>• Optional student/parent comment section</li> <li>• Consider student visa processing timeframes when choosing the school term for commencement</li> <li>• Refer to <a href="https://eqi.com.au/find-a-school/eqi-school-list">https://eqi.com.au/find-a-school/eqi-school-list</a> (can sort by program/region)</li> <li>• School profiles including details about subjects and sports available - <a href="https://eqi.com.au/PDFs/eqi-school-handbook-lr.pdf">https://eqi.com.au/PDFs/eqi-school-handbook-lr.pdf</a></li> <li>• Ensure school chosen is close to student accommodation if staying with a parent/relative</li> </ul> <p>For assistance in relation to locations see <a href="http://www.whereis.com/">www.whereis.com/</a></p>
<input type="checkbox"/>	12. How did you find out about EQI schools?	12	Please complete	
<input type="checkbox"/>	13. Registered agent details	12	<p>Completing this section will ensure that your agency is awarded commission for this student.</p> <p><b>Agent Declaration</b> – agent to sign indicating that complete information has been provided to applicant prior to lodgment of application.</p>	<p>Please provide:</p> <ul style="list-style-type: none"> <li>• contact name within agency</li> <li>• agency name (as per Agent Agreement with EQI)</li> </ul>
<input type="checkbox"/>	14. Declaration, acknowledge-	12	<b>Parent Declaration</b> - both mother and father or legal custodian <b>MUST</b> sign the declaration as well as student.	<ul style="list-style-type: none"> <li>• Primary students are not required to sign</li> </ul>

<input checked="" type="checkbox"/>	Section Number and Title	Page no. of form	What is required	Helpful Hints
	ment and consent		<b>NOTE:</b> printed or typed names are not acceptable – must be hand-written.	<ul style="list-style-type: none"> <li>• Attach a digital photo of student to assist identification of applicant</li> <li>• Note you will need to fill, print this page, obtain signatures, scan this page and submit with signatures</li> <li>•</li> </ul>
<input type="checkbox"/>	<b><u>EQI Holiday Adventure Programs</u></b>		<ul style="list-style-type: none"> <li>• Agent/student or family should contact EQI or the relevant school International Student Coordinator to request participation in an EQI Holiday Adventure Program</li> </ul>	<ul style="list-style-type: none"> <li>• Register as soon as possible for EQI Holiday Adventure Programs as they sell out quickly - <a href="https://eqi.com.au/ISP%20PP%20PDFs/eqi-hap-application-form.pdf">https://eqi.com.au/ISP%20PP%20PDFs/eqi-hap-application-form.pdf</a></li> <li>• HAP program details can be found here - <a href="https://eqi.com.au/for-students/holiday-adventure-program">https://eqi.com.au/for-students/holiday-adventure-program</a></li> </ul>