UNDER 18 FORM - OPTION 3B
APPLICATION FORM FOR THE UNDER 18 INTERNATIONAL STUDENT SUPERVISION PROGRAM

STUDENT VISA REQUIREMENTS
The Department of Immigration and Border Protection (DI BP) requires all international students who will be under 18 years of age upon entering Australia on a student visa to have appropriate accommodation and welfare arrangements in place. There are various options to meet these requirements:
www.services.unimelb.edu.au/international/under18

WHO SHOULD COMPLETE THIS FORM?
You should complete this application form if you are an international student who:

→ will be under 18 years of age when entering Australia to commence your course at the University of Melbourne; and

→ will need approval of your accommodation and welfare arrangements in order to meet DI BP student visa requirements.

ACCOMMODATION
Students and their family are responsible for arranging accommodation that meets the University's requirements. Any leases or agreements relating to housing are strictly between the student and the housing provider.

University staff must approve intended accommodation and welfare arrangements. It is strongly recommended that you do not enter into any agreement with a housing provider that is not pre-approved before receiving confirmation that the proposed accommodation is approved.

Further information about housing options for international students enrolling in the Under 18 International Student Supervision Program is available from:
www.services.unimelb.edu.au/international/under18/supervision-program/housing-options

CAAW FORM AND CHANGING ADDRESS
When the University has assessed and approved the proposed accommodation and welfare arrangements, a Confirmation of Approved Accommodation/Welfare (CAAW) form will be issued. Students need this form to apply for their student visa.

Note that the earliest date we can issue a Confirmation of Accommodation and Welfare Arrangements (CAAW) form is on the day your lease commences.

Students must obtain written approval from the University before changing approved accommodation arrangements. If students do not maintain adequate accommodation and welfare arrangements during their stay in Australia their student visa may be cancelled.

FEES
The Under 18 International Student Supervision Program fee consists of an initial registration fee and a supervision fee. An assessment fee may apply depending on the proposed housing option. Further information about these fees is available from:
www.services.unimelb.edu.au/international/under18/fees

STUDENT DETAILS
To be completed by the student

1. Your University of Melbourne student number

2. Your full name in English
Family name: __________________________________________________________
Given name(s): _________________________________________________________

3. Date of birth: □ □ □ □ □ □

4. Gender: □ Female □ Male

5. Contact details
Telephone 1: ____________________________
Telephone 2: ____________________________
Email: __________________________________

6. Course details
Course name: ____________________________________________
Commencement: Semester □ □ □ Year □ □ □ □ □

7. Are you currently holding an Australian visa?
□ No □ Yes

8. Where do you plan to apply for a new student visa (if required)?
□ Inside Australia □ Outside Australia, please specify country: ________________________

9. When do you plan to apply for a new student visa (if required)?
________________________________________________________

Continues next page ►
10. Please indicate which option describes your circumstances:

☐ Option A
I am currently outside Australia.
► When do you plan to arrive in Australia? The University requires you to nominate an arrival date prior to the commencement of semester 2. The University strongly encourages you to attend orientation. [https://orientation.unimelb.edu.au/](https://orientation.unimelb.edu.au/)

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☐ Option B
I am currently inside Australia, however I plan to go overseas before my course at the University of Melbourne commences.
► When do you plan to depart Australia?

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☐ Option C
I am currently inside Australia and planning to stay within Australia before my course at the University of Melbourne commences.

► When do you plan to return to Australia? The University requires you to nominate an arrival date prior to the commencement of semester 2. The University strongly encourages you to attend orientation. [https://orientation.unimelb.edu.au/](https://orientation.unimelb.edu.au/)

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11. Do you have any medical conditions/disability or other needs (dietary, religious, etc.) that may be relevant for your accommodation and welfare arrangements?

☐ No

☐ Yes ► Please specify below:

_________________________________________________
_________________________________________________
_________________________________________________

12. If you use the services of a University of Melbourne representative (agent), do you wish us to communicate with your representative instead of you?

☐ No

☐ Yes ► Provide the following details of your representative:

Name: ______________________
Agency: ______________________
Email: ______________________

PARENT/LEGAL CUSTODIAN DETAILS

13. Please provide the following information about your parents or persons who have legal custody of you:

A. Full name (print in English):

_________________________________________________

Residential address:

_________________________________________________
_________________________________________________
_________________________________________________

Telephone 1: ______________________

Telephone 2: ______________________

Email: ______________________

Relationship to you: ☐ Father ☐ Mother ☐ Custodian

Please indicate what languages are spoken:

☐ English ► ☐ Simple conversations

☐ Other ► Please specify:

_________________________________________________

B. Full name (print in English) Residential address:

_________________________________________________

Residential address:

_________________________________________________
_________________________________________________
_________________________________________________

Telephone 1: ______________________

Telephone 2: ______________________

Email: ______________________

Relationship to you: ☐ Father ☐ Mother ☐ Custodian

Please indicate what languages are spoken:

☐ English ► ☐ Simple conversations

☐ Other ► Please specify:

_________________________________________________
LIVING ARRANGEMENTS

To be completed by parents/legal custodian

14. Will the student be living at a pre-approved housing provider?
   □ Yes ► Name of the pre-approved provider:
   ►► Continue with question 19
   □ No ► The University must assess the proposed accommodation alternative.

15. Provide details of the proposed alternative accommodation:
   Address: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________ Postcode ____
   Contact person: ____________________________________________________
   Relationship to the student: _________________________________________
   Telephone: _________________________________________________________
   Email: ____________________________________________________________

16. Has the student resided at this address before?
   □ No
   □ Yes ► What was the length of his or her stay?
   ___________________________

17. The proposed alternative accommodation is:
   □ a housing provider
   □ a private home stay

18. Provide details of the members of the household/apartment:
   Full name     Gender   Age
   1. ________________________________________________
   2. ________________________________________________
   3. ________________________________________________
   4. ________________________________________________
   5. ________________________________________________
   6. ________________________________________________

19. Will the student be sharing the studio/bedroom?
   □ No
   □ Yes ► Name of the person with whom the apartment/room is shared:
   ____________________________________________________________
   Is this person known to you and the student?
   □ No
   □ Yes ► Please describe pre-existing relationship
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

DECLARATION

20. Declaration by the student and parent/legal custodian
   ► I declare that I have read and understood the contents of this form and that the information provided by me is true and correct in every particular.
   ► I acknowledge and agree that the University reserves the right to reverse or vary any decision made on the basis of incomplete or false information provided.
   ► I acknowledge that all documents accompanying this form become the property of the University.
   ► I, ______________________________ (student), acknowledge and agree that the University may contact my parents or legal custodians, my housing provider or the people with whom I am living to discuss matters relating to my welfare if the University reasonably believes this to be necessary at any time while I am under 18 years of age.
   ► I, ____________________________________ (student), agree to comply with the Under 18 International Student Supervision Program requirements (as amended from time to time). I acknowledge and agree that attendance in accordance with the program requirements is compulsory and that if I fail to comply with the program requirements the University may notify DIBP that it no longer approves of my accommodation, support and general welfare arrangements.
   ► I, ____________________________________ (parent/legal custodian), have assessed the proposed accommodation arrangements for my child/charge and have approved them as being satisfactory to the child’s needs. I acknowledge and agree that the University relies on this representation. I acknowledge and agree that the student will not change his/her accommodation, support and welfare arrangements at any time without the prior written approval of the University.

Parent/legal custodian

Signature ____________________________________________
Date: □□□□ □□□□ □□□□

Student

Signature ____________________________________________
Date: □□□□ □□□□ □□□□

Note: proxy signatures will not be accepted.
DOCUMENTS REQUIRED

Scans of:

☐ Student’s passport (information page)

☐ Parent’s I.D. (e.g. passport, or driver’s licence) showing name, photo and signature. Please provide a translation if document is not in English.

☐ If staying at a housing provider on the pre-approved provider list: evidence to demonstrate that housing has been secured with this approved accommodation provider (e.g. confirmation letter from provider, copy of lease).

☐ Please also be aware that if you are applying for approval of alternative accommodation, a copy of a current Working with Children Check (WWCC) is required for each adult over 18 years of age living in the household/apartment:


RETURN FORM AND PAYMENT DETAILS

Please submit your completed form and all required attachments at:

www.services.unimelb.edu.au/international/under18

Payment must be made, and all documents submitted, before this application can be processed. When this form is submitted online, you will be redirected to the payment page upon submission of your application.

The Under 18 International Student Supervision Program team will be automatically informed that you have completed the payment process. You do not need to contact them directly.

If you have any queries, contact:

Under 18 International Student Supervision Program
Student Involvement and Advice
The University of Melbourne
Victoria 3010, Australia
Tel: +613 8344 0666
Email: int-under18@unimelb.edu.au

Privacy statement

The information on this form is being collected by Academic Services, University of Melbourne. You can contact us on 13 MELB (13 6352). The information is being collected to administer your enrolment. The information will be used by authorised staff for the purpose for which it was collected and will be protected against unauthorised access and use. As required by the Education Services for Overseas Students Act 2000: National Code Part D, Standard 5, your information can be forwarded to the Department of Education and Training and Department of Immigration and Border Protection to comply with reporting requirements in relation to students under 18 years holding overseas visas. You can access any personal information the University holds about you.

For further information on the Privacy Policy of the University of Melbourne please refer to http://www.unimelb.edu.au/governance/compliance/privacy. Privacy enquiries can be sent to the Privacy Officer (privacy.officer@unimelb.edu.au).