



How To Apply

The steps below outline the process of applying to study at DNA Kingston Training colleges. If you have any problems with your application, please contact the admin@dnakingston.com.au or phone +61 8 94794865.

Step 1

Expression of Interest

Information regarding courses, student handbook and application forms are available on the web site www.dnakingston.com.au or you can request information to be emailed to you direct admin@dnakingston.com.au.

Step 2

Check entry requirements

Evidence of Academic and English language requirements must be included as part of your application. For DNA Kingston entrance requirement for courses check the web site. www.dnakingston.com.au, or you can email or phone our admin office direct. You will need to submit certified true copies of all documents with your application.

If you do not meet our academic entry requirements you may wish to consider enrolling on one of our IELTS or English enhancement courses prior to commencement of your formal course.

Step 3

Complete your application form

You can download the appropriate application form for your course of study as a PDF document. Print your application form and fill in the required information or you can contact the admin staff direct to email to you. admin@dnakingston.com.au

You will need to include certified true copies of your academic and English results from school or college, and any other qualifications you have completed. Include all documents listed in the application checklist.

Check List:

- Certified copy of:
- Relevant passport and visa documents
 - Academic documents
 - English test results
 - Medical insurance photocopy if obtained
 - Application form completed and signed
 - Portfolio of work if required
 - Identify Agent details, if you have one

Or you can also obtain an application in your own country from one of our current registered Agents. Agents are listed on our web site. www.dnakingston.com.au

Step 4

Submit your application and documents

Applications and documents may be submitted to DNA Kingston Training college through:

- An authorized agent of DNA Kingston Training or
- Send through yourself directly without an agent:
- Email- admin@dnakingston.com.au
- Post- Applications, DNA Kingston Training, P.O. Box 69, Belmont 6984, W.A. Australia
- FAX: +61 8 94794880
- Deliver by hand- DNA Kingston Training College, 201 Great Eastern Highway, Belmont, 6014, Western Australia

Step 5 Pay your application fee \$200

Options and instructions to pay your fees are listed below:

BANK ACCOUNT DETAILS

Account Name: Kingston Training and Employment Pty Ltd
Bank: Commonwealth, Branch: Bunbury
Account No 10417446 BSB: 066-507
Swift Code: CTBAAU2S

Make Cheques Payable to :

Kingston Training & Employment
P.O Box 69
Belmont , WA, 6984
Australia

Please note: Application fee is non- refundable

Your application is now completed

DNA Kingston Training will send you and / or your agent an email within **2 working days** confirming that we have received your application form and fee and your application has been successful. The email will contain your "Conditional Offer Letter:", Confirmation of course enrolling, Tax Invoice, Agreement Acceptance to sign, Information on how to access the Student Handbook, All correspondence and questions should be directed to the International Manager, Ms Kim Savory.



Student formalization of Enrolment

Once your: -1/ Fees have been received, 2/ Acceptance Agreement has been signed and received, you will be emailed or you and / your Agent a “Confirmation of Enrolment” (CoE) and “Unconditional Offer Letter” and information regarding your Orientation day.

Please present this letter and the CoE to the visa authority in your country (Embassy or High Commission of the Australian Government) along with the other documents they will specify in order to facilitate the issuing of your student visa.

Student General Information

Visa requirements

On receipt of your [Confirmation of Enrolment \(CoE\)](#), you may apply for a student visa.

If you live outside Australia, applications for student visas are made at the nearest relevant Australian Embassy, High Commission or other representative office in your home country. Details of overseas offices are available at the [Department of Foreign Affairs and Trade website](#).

DNA Kingston Training recommends you visit the [Department of Immigration and Citizenship \(DIAC\)](#) website for comprehensive information about applying for a student visa. There are different requirements for students from different countries and you can find the most up-to-date information on the website.

Students are responsible for obtaining a visa that permits them to study in Australia and ensuring it is current for the duration of their course.

Request for letters

The International Manager provides letters for students as evidence of their enrolment, course completion, living expenses and tuition fees.

For example, these letters can assist with applications for bank accounts, relatives' applications for tourist visas to visit students in Australia and for further stay visas.

To request a letter from the DNA Kingston Training you will need to complete the application form available from administration. admin@dnakingston.com.au. Please note fees, academic standing and attendance will be required to be current for most letter requests to be approved.

Working in Australia

The work rights visa only entitles you to undertake 20 hours of work per week during the semester. You are able to work full time during vacations.

Please note that working in excess of these hours can lead to the mandatory cancellation of your student visa.

The dependants of students can also obtain work rights.

Student Visa issued on 26 April 2008 or afterwards

Changes in Department of Immigration and Citizenship (DIAC) policy mean that permission to work is included as a condition of your student visa. Please note, you still must wait until your course commences before you can start working.

Student Visa issued on 25 April 2008 or before?

Your first student visa does not include permission to work, and you will need to follow the instructions below to have this condition added to your student visa.

Applying for a work rights visa with access to BPAY

To apply for a work rights visa you will need to lodge an application. If you have a credit card or a debit card you can apply online. Otherwise you will need to complete a hard copy. See the Department of Immigration and Citizenship's [How to Apply for Permission to Work page](#).

Before you apply, you may need to confirm your course commencement details. The normal turn-around time for confirmation is 2 working days.

Tax File Number (TFN)

Once an appropriate visa has been issued by the Department of Immigration and Citizenship (DIAC), you must apply for a tax file number through the Australian Taxation Office. Refer to [Online individual tax file number \(TFN\) registration page](#).

More information

More information about working while studying is available from the [Department of Immigration and Citizenship website](#). Information we have provided is just a guide and you will need to speak with the appropriate authorities to confirm work requirements in Australia. These are subject to constant changes.

Extending your Course

If you already hold a student visa but your visa will expire before you complete your studies, you will need to renew your student visa. It is very important that you renew your visa **before it expires**. If you let your student visa expire you may become unlawful and be subject to detention or removal from Australia. It is your responsibility to be aware of your visa expiry date and to renew it in time.

If you are renewing your visa because you are extending your current course, you must first apply for a new confirmation of Enrolment (CoE). To do this you need to speak initially to our Admin staff at our head office in Belmont 1300855503. Interviews will then be arranged with the International Student Support Manager or the International Manager. This process is not automatic - you must satisfy certain conditions to be able to extend your course.

Students Under 18 Years of Age

Students under the age of 18 must satisfy extra requirements before a student visa can be granted.

For information about the complete application requirements for an Australian student visas while in Australia, refer to the Department of Immigration and Citizenship.

International students who are under 18 years of age are required by their student visa to maintain adequate arrangements for accommodation, support and general welfare while in Australia.

If you are under 18, you will need to demonstrate that adequate arrangements have been made in order to obtain a student visa.

According to [Department of Immigration and Citizenship](#) policy (opens an external site), the following three categories of arrangements are acceptable.

While studying at DNA Kingston Training:

- You will be living with your parent or legal guardian; or
- You will be living with a suitable relative nominated by your parent or legal guardian; or
- You will be living in accommodation that has been approved for you by DNA Kingston Training

Currently DNA Kingston Training is not able to arrange or approve accommodation for international students under 18 (option 3 above). This is subject to change and we will view case by case.

Therefore, if you will be under 18 when you commence your DNA Kingston Training course, you will need to ensure that you are able to reside with a parent or legal guardian (option 1) or suitable relative (option 2) in Perth. You will need to demonstrate suitable accommodation arrangements when you apply for your student visa.

Note that student guardian visas are available for your parent or guardian to come to Australia to care for you while you are here. Contact the [Department of Immigration and Citizenship](#) for more information (opens an external site).

Applying for an Australian student visa - Commencing Students

If you are applying to DNA Kingston Training through a DNA Kingston Training representative, your agent will help you prepare your student visa application. If you are applying directly to DNA Kingston Training, contact your nearest [Australian Immigration Office](#) to find out where and how to submit your student visa application.

Assessment Levels

The student visa application process you will follow depends on your country of citizenship and the education level of your proposed course of study (coursework, research, or non-award). These determine your Assessment Level. To find out your Assessment Level, refer to the Department of Immigration and Citizenship [website](#). Alternatively you could contact your nearest [Australian Immigration Office](#).

If your Assessment Level is 2, 3, 4, or 5, you must submit your application for your first student visa outside Australia. You can only submit your first student visa application in Australia if you are assessed at Level 1.

All Assessment Level 1 applications, and some higher level applications, can be submitted online. See the Department of Immigration and Citizenship [website](#) for further information.

Pre-Visa Assessment

If your Assessment Level is 3, 4, or 5 you must undertake a Pre-Visa Assessment (PVA) before you accept your offer at DNA Kingston Training. You should apply for your PVA at an Australian Immigration Office directly after you receive your Letter of Offer from DNA Kingston Training; it is advised not to accept your offer or pay any tuition fees to DNA Kingston Training before you have received your PVA approval.

If your Assessment Level is 1 or 2, you are not required to obtain a PVA. You should accept your offer as soon as you receive it from DNA Kingston Training.

Commencing a new course at DNA Kingston Training

If you have commenced a new course at DNA Kingston Training you should have received a new 'Confirmation of Enrolment' (CoE). Please contact the international Manager Kim Savory, if you need another copy of your CoE.

Renewing your Visa

[What do I need to renew my visa?](#)

[Where do I get my CoE?](#)

[When should I apply for my COE?](#)

[How do I arrange a new CoE for a visa extension in my current course?](#)

[How do I confirm the documents required for my visa application?](#)

[How do I complete my visa application?](#)

[Do you need a health check?](#)

What do I need to renew my visa?

Most students will need:

- Confirmation of Enrolment (CoE)
- Evidence of at least 12 months Overseas Student Health Cover or for the new visa duration (if less

than 12 months)

- the correct application checklist from the Department of Immigration and Citizenship (DIAC) website
- a completed application form (either online or visa downloaded form)

Where do I get my CoE?

If you are completing your current program of study

If you are completing your current program of study, International Manager produces your CoE.

If you are entering a new course of study

If you are entering a new course of study, the International Manager and Administration at Head Office- 201 Great Eastern Highway, Belmont, produces your CoE. admin@dnakingston.com.au

When should I apply for my COE?

We **recommend** that you apply for a CoE between **four and six weeks** before your current visa expires.

You must lodge a valid application with the Department of Immigration and Citizenship (DIAC) no earlier than six weeks, and at least two weeks, before your current visa expires. You are responsible for maintaining your lawful status in Australia.

E-visa lodgements

DIAC encourages student e-visa lodgements because these applications receive priority processing.

How do I arrange a new CoE for a visa extension in my current course?

Please contact the International Manager Kim Savory at DNA Kingston Training.

How do I confirm the documents required for my visa application?

You must download the Application Checklist to make sure that you lodge a correctly completed application.

1. To do this you must click on [country assessment level](#) and determine your assessment level by checking the country you come from and your visa subclass.
2. Next, go to the [visa application document checklist](#) and view/download the checklist.

How do I complete my visa application?

Online applications

Complete the following steps:

1. Ensure you have your CoE
2. Go to the DIAC website and go to [Student Visa Options](#)
3. Follow the DIAC instructions to complete your application.

Hardcopy applications

Complete the following steps:

1. Ensure you have your CoE
2. Show evidence that you have OSHC for the intended course duration
3. Complete form 157A (you can get this from the DIAC office, or the [DIAC website](#))
4. Follow the instructions on the form to pay (\$540) for your application
5. Place your application, with your receipt attached, in the lodgement box at DIAC.

Note: If your visa is due to expire immediately, speak to DIAC counter staff.

Do you need a health check?

Your checklist will show whether or not you need to have a health check. A Health check is required if you have not had one in the previous twelve months.

If you do need to have a health check, complete the following steps:

1. Obtain copies of the [DIAC forms](#) 160 and 26
2. Book an appointment to do your medical check up
 - You must complete Parts A and E of form 160
 - If you are pregnant, or believe that you might be pregnant, you must tell the radiologist
 - Children under 10 years do not normally require a chest x-ray.
3. To book in for your health check contact Medibank Health Solutions.
 - If you are booking for you and your family members, phone 1300 361 046 to make your appointment.
 - Alternatively, You can book online at [Medibank Health Solutions](#)
 - You will be charged a cancellation fee if you do not attend your appointment
4. Take your completed Form 26 to your health check.
 - Health checks cost a minimum of \$248, and can cost up to \$346 for students in medicine or nursing
 - If you plan to apply for a permanent visa in the next 12 months, you can request a permanent visa health check, which will cost at least \$287.

Please note this information is just a guide and you will need to contact the appropriate authorities to attain current details.

For further information phone the DNA Kingston Training college on 1300855503,

International +61 8 9479 4865

Email: admin@dnakingston.com.au, Web: www.dnakingston.com.au

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