



Policy Name	International Admissions (Application, Enrolment and Selection)
Policy Number	ACA 001
Policy Governance	UIT Training and Assessment Committee
References:	SRTO Standard 1 (clause 1.2), Standard 5 and Standard 4 ESOS National Code: 2, 3

1. PURPOSE

This policy is in place to ensure that all individuals entering a nationally recognized program being offered at UIT have the appropriate skills and abilities to successfully complete their studies within the normal duration of the qualification/course.

This policy has also been developed to ensure that:

- a. UIT has open, fair and transparent procedures for making decisions about the selection of students, which are based on the clearly defined, published entry requirements, and students are selected on the satisfaction of the course admission requirements; and
- b. Prospective student is accurately informed about the training, assessment, and support services to be provided, and about their rights and obligations.

2. OBJECTIVES

- a. The International Admission policy facilitates the selection of international students who have the appropriate skills and abilities to successfully complete their studies within the normal duration of the qualification/course.
- b. Students are enrolled in courses that best align with their aspirations, individual choices, and learning needs.
- c. The admissions process is applied in a fair, objective, and consistent manner; and
- d. The admissions and enrolment process comply with all relevant legislative and regulatory requirements.

3. SCOPE

This policy and procedures apply to all International students seeking a place in a qualification/course provided by UIT.

4. STANDARDS FOR REGISTERED TRAINING ORGANISATIONS (RTOs) 2015

In relation to the requirements of the Standards for Registered Training Organisations (RTOs) 2015, UIT ensures that any marketing and other promotional or advisory material disseminated directly by UIT or on its behalf:

- a. accurately represents the services it provides and the training products on its scope of registration.
- b. includes its RTO Code.



- c. provides students with information prior to commencement of services including any third-party arrangements (Education Agents) affecting the delivery of training and/or assessment.
- d. refers to another person or organisation in its marketing material only if the consent of that person or organisation has been obtained.
- e. uses the NRT logo only in accordance with the conditions of use specified in Schedule 4.
- f. makes clear where a third party is recruiting prospective students for UIT on its behalf.
- g. distinguishes where it is delivering training and assessment on behalf of another RTO or where training and assessment is being delivered on its behalf by a third party.
- h. distinguishes between nationally recognised training and assessment leading to the issuance of AQF certification documentation from any other training or assessment delivered by UIT.
- i. includes the code and title of any training product, as published on the National Register, referred to in that information.
- j. only advertises or markets a non-current training product while it remains on UIT's scope of registration.
- k. only advertises or markets that a training product it delivers will enable students to obtain a licensed or regulated outcome where this has been confirmed by the industry regulator in the jurisdiction in which it is being advertised.
- l. includes details about any financial support arrangements associated with UIT's provision of training and assessment; and
- m. does not guarantee that:
 - a student will successfully complete a training product on its scope of registration.
 - a training product can be completed in a manner which does not meet the specified requirements of training packages and VET accredited courses; or
 - a student will obtain a employment outcome where this is outside the control of UIT.

Prior to enrolment or the commencement of training and assessment, whichever comes first, UIT will provide advice to the prospective student about the training product appropriate to meeting the student's needs, considering the individual's existing skills and competencies.

Prior to enrolment or the commencement of training and assessment, whichever comes first, UIT will provide, in print or through referral to an electronic copy, current and accurate information that enables the student to make informed decisions about undertaking training with UIT and at a minimum includes the following content:

- a) the code, title, and currency of the training product to which the student is to be enrolled, as published on the National Register.
- b) the training and assessment, and related educational and support services UIT will provide to the student including the:
 - i. estimated duration.
 - ii. expected locations at which it will be provided.
 - iii. expected modes of delivery.
 - iv. name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on UIT's behalf; and
 - v. any work placement arrangements.



- c) UIT's obligations to the student, including that UIT is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.
- d) the student's rights, including:
 - i. details of UIT's complaints and appeals policy and process required by Standard 6; and
 - ii. if UIT, or a third-party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the student is enrolled in.
- e) the student's obligations:
 - i. in relation to the repayment of any debt to be incurred under the VET Student Loans scheme arising from the provision of services.
 - ii. any requirements UIT requires the student to meet to enter and successfully complete their chosen training product; and
 - iii. any materials and equipment that the student must provide.
- f) Information on the implications for the student of government training entitlements and subsidy arrangements in relation to the delivery of the services.

Where UIT collects fees from the individual student, either directly or through a third party, UIT provides or directs the student to information prior to enrolment or the commencement of training and assessment, whichever comes first, specifying:

- a) all relevant fee information including:
 - i) fees that must be paid to UIT; and
 - ii) payment terms and conditions including deposits and refunds.
- b) the student's rights as a consumer, including but not limited to any statutory cooling-off period if one applies.
- c) the student's right to obtain a refund for services not provided by UIT in the event the:
 - i) arrangement is terminated early; or
 - ii) UIT fails to provide the agreed services.

Where there are any changes to agreed services, UIT advises the student as soon as practicable, including in relation to any new third party arrangements or a change in ownership or changes to existing third party arrangements.

5. National Code of Practice for Providers of Education and Training to Overseas Students 2018

<https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>

In relation to the ESOS/ NCP 2018, UIT provides up-to-date and accurate information to students prior to enrolment in the course. Information to include the following:

Course information:

- the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable;



- the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods.
 - course duration and holiday breaks.
 - the course qualification, award or other outcomes.
 - campus locations and facilities, equipment, and learning resources available to students.
 - the details of any arrangements with another provider, person or business who will provide the course or part of the course.
 - indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies.
 - the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled.
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- the ESOS framework, including official Australian Government material or links to this material online.
 - where relevant, the policy and process the registered provider has in place for approving the accommodation, support, and general welfare arrangements for younger overseas students (in accordance with Standard 5); and
 - accommodation options and indicative costs of living in Australia.

Campus information:

- campus location(s); and
- general description of facilities, equipment, learning and library resources available to students.

Third party:

- Details of any arrangements with another party to provide the course or part of the course

Fees:

- indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies.

Other information:

- Information about the grounds on which a student's enrolment may be deferred, suspended or cancelled.
- ESOS framework description; and
- relevant information on living in Australia, including indicative costs of living, accommodation options, where relevant schooling obligations for school aged dependants of intending students, including that school fees may be incurred.



6. POLICY

- 6.1 UIT will accept applications either directly from applicants or via a registered UIT Agent;
- 6.2 UIT will assess all applications in a fair and equitable manner whilst ensuring that the applicant meets the entry criteria for the course for which they are applying;
- 6.3 UIT will enrol the applicant only in courses that address the applicant's current knowledge and skills requirements and enable them to achieve their further study or vocational aspirations;
- 6.4 UIT will ensure all students are informed fully of the course duration and costs, study commitments and other associated rights and responsibilities through a formal written agreement which covers the following:
 - Terms and Conditions which the student must agree to
 - Itemise all fees that the student is liable to pay including
 - o Application Fee
 - o Course Fees
 - o Material Fees
 - o OSHC Fees
 - Itemise all other potential fees for which the student may become liable while studying at UIT – e.g. reassessment fees
 - Course details including Course Code and name, CRICOS number, Start Date, End Date, hours per week, total number of weeks, delivery mode and delivery location
 - OSHC options
 - Student Responsibilities
 - UIT Responsibilities
 - Complaints and Appeals Policy
 - Deferment, Suspension and Cancellation Policy
 - Fees and Refunds Policy
 - Reassessment Policy
 - ESOS information and link to website

UIT will not knowingly recruit an onshore international student in contravention of the National Code Standard 7.

- 6.4.1 UIT will conduct pre-selection assessments/tests and evaluations of all applicants. The results of these tests will be securely stored by UIT.
- 6.4.2 These assessments/tests and evaluations will include but not be limited to:
 - The English placement test
 - A pre training review based on the applicant's qualification preferences.



7. Admission REQUIREMENTS

UIT Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, UIT review applicants existing knowledge, skills, experience and qualifications. UIT will then review this information in conjunction with other admission requirements below.

Relevant work experience will be acknowledged and taken into consideration for the course to be shortened due to recognition of prior learning (RPL).

7.1.1 Pre-Training Review (PTR):

Selection for enrolment in UIT courses will be approved for applicants who meet the qualification selection criteria during the PTR prior the offer letter is issued. A satisfactory outcome of PTR with authorised UIT Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, UIT review applicants existing knowledge, skills, experience, and qualifications. Students will be asked to complete this PTR at the time of admission by providing details of their existing knowledge, skills, experience and qualifications that are relevant to the course being applied for.

UIT will then review this information against the PTR Assessor Guide and if successful proceed with other admission requirements below before the offer letter or denial letter is issued.

7.1.2 Age Requirements:

All students must be aged 18 years or over at the time of applying for admission to UIT.

7.1.3 Academic Requirements

Minimum requirements for programs:	
Cert IV	Australian year 11 (or international equivalent)
Diploma	Australian year 12 (or international equivalent)
Advanced diploma	Diploma or advanced diploma qualification from Australian institution and Australian year 12 or (international equivalent)
Graduate Diploma	<p>Graduate Diploma of Management Academic Requirements (stream 1): Any recognized Australian bachelor's degree or equivalent qualification</p> <p>Note: This stream is for students who aim to enroll into higher education master's degree programs (ie: Master of Management, MBA etc) Students may receive credits for completed Graduate Diploma units into their master's degree level program through our higher education partners.</p> <p>Graduate Diploma of Management Academic Requirements (stream 2): Any recognized Australian Diploma or Advanced Diploma qualification in Vocational Education.</p> <p>Note: This stream is for students who do not aim to enroll into higher education master's degree programs or/and do not have a bachelor's degree qualification. Students from this stream will not receive any credit by completing Graduate Diploma of Management units into their future master's degree level through our higher education pathway partners.</p>



7.1.4 English Language:

Each course at UIT has a minimum English Language requirement for entry. All students need to satisfy the requirement for a successful entry into their chosen course at UIT.

Minimum requirement for programs:	IELTS	PTE Academic	TOEFL iBT	UEPT
Vocational Education: <ul style="list-style-type: none"> • Cert IV • Diploma • Advanced Diploma • TESOL 	Overall 5.5	Overall 42 https://pearsonpte.com/the-test/about-our-scores/understand-your-scores/	Overall 46-59 https://www.ets.org/toefl/score-users/scores-admissions/compare/	Based on the UEPT results. If the student does not achieve the minimum required level. The student will need to complete at least 6 weeks of the Upper- Intermediate EAP/IELTS Exam Preparation course with Universal English, prior to commencing the Certificate IV, Diploma and Advanced Diploma courses.
<ul style="list-style-type: none"> • Graduate Diploma 	Overall 6.0	Overall 50 https://pearsonpte.com/the-test/about-our-scores/understand-your-scores/	Overall 60-78 https://www.ets.org/toefl/score-users/scores-admissions/compare/	Based on the UEPT results. If the student does not achieve the minimum required level. The student will need to complete at least 12 weeks of the Upper- Intermediate EAP/IELTS Exam Preparation course with Universal English, prior to commencing the Graduate Diploma course.

Universal English Proficiency Test (UEPT)

- If a Student does not have a valid and current evidence of English proficiency or of other vocational or higher education qualifications from Australia, he/she will be required to sit for a Universal English Proficiency test as set out by the Academic Manager. Results can be considered for a direct entry into the chosen course(s) of study.

Other acceptable English language evidence:

- Successful completion of at least one year of a 2 year or more course such as Diploma, Advanced Diploma, Bachelor's degree, Master's degree in Australia or (from the countries which are exempted from English language requirement) within in the last 2 years;
- An Australian Certificate IV qualification or an English language qualification at the upper intermediate level or above can be considered as a suitable entry requirement.

English Language requirement exemption:

- The following countries are recognized by UIT where English is a first language and where secondary school and tertiary studies are taught in English. International students who are citizens of the following countries and studied at least one qualification equivalent to Australian year 12 in English, are **NOT** required to provide any English language proficiency test result.
 - Australia



- Canada (excluding Quebec)
- Cook Islands
- Republic of Ireland
- Kenya
- New Zealand
- Papua New Guinea
- Singapore
- Solomon Islands
- South Africa
- United Kingdom (including Northern Ireland)
- United States of America

Please Note:

- If the IELTS/TOEFL tests results does not meet English language requirements, student will need to undertake a period of study in an English language course and attain the relevant outcome mentioned above;
- Time limitations may apply for the age of the English language evidence. All the English language test scores must be valid and current at the time of admission.
UIT reserves the right to advise any applicant to undergo a test of English language

7.1.5 Computer literacy requirements:

- All students enrolling into UIT programs must know how to use the basic computer digital literacy skills and Internet/ email skills prior to graduation.

7.1.6 A Unique Student Identifier (USI):

- In addition, students, will need to provide UIT with their Unique Student Identifier (USI) number. A USI is a reference number made up of numbers and letters, unique to each student. This USI allows them to link their previous and future VET qualifications into a single authenticated transcript, through the National Vocational Education and Training Data Collection, and prevents them from losing their record. This allows students to see all their training results, from all their previous providers. A USI Number will stay with the student for life and must be recorded with any nationally recognised VET course they undertake. Students must obtain the USI prior to enrolment.

7.1.7 Genuine Temporary Entrant (GTE)

- The GTE requirement is a useful way to determine an applicant's genuine intention to remain in Australia temporarily to gain a quality education. Based on the GTE requirement and individual circumstances, UIT may need further evidence to support the student's application and to understand their motives for applying to study and your plans to remain in Australia temporarily. Offshore students from high risk countries may have to complete the UIT GTE form and submit along with the application. For further information regarding DHA's GTE requirements visit www.homeaffairs.gov.au/trav/stud/more/genuine-temporary-entrant



8. Literacy/Numeracy requirements

Prior to commencing the course and/or during the Orientation students must:

- Provide satisfactory evidence by undertaking UIT LLN Test and that the student has the required level of language, literacy, and numeracy skills to complete the qualification.
- To obtain an indication of students ACSF Level, students will be required to complete and LLN assessment as a component of the enrolment process. Students are required to successfully test their LLN skills by completing an appropriate level LLN assessment as indicated by the UIT staff during your enrolment process.
- If learners do not meet LLN requirements, learners will be asked to take further Language, literacy, and numeracy training e.g. IELTS/ EAP English classes and/ or LLN Numeracy Support within the first 4 weeks of course commencement.

9. APPLICATION, SELECTION AND ENROLMENT PROCESS

The application and enrolment process involve the following steps:

9.1 Enquiry – the prospective student makes an enquiry directly to UIT or through one of UIT’s nominated education agents

9.2 Provision of Information - UIT or its nominated education agent supplies the prospective student with the following information:

- Detailed and up to date information on the course of interest, including course content, duration of study, commencement dates and qualifications awarded upon successful completion;
- The requirements for acceptance into a course including the expected level of English language proficiency and academic requirements;
- Fees and charges and refund policies;
- Campus locations and general description of facilities;
- That UIT does not accept international students under the age of 18;
- Terms and conditions of enrolment; and
- Details on any collaborations with other training providers to provide whole or part of the course.



Application Process

- a. Upon receipt of a completed Application Form and Pre training review form - International Student, the UIT admissions staff or authorised delegate will decide on eligibility against the PTR assessor report ;
- b. Each enrolment application is to be assessed to ensure that the student's qualifications, experience, and English language proficiency are appropriate for the course for which enrolment is sought. This is completed through meeting the Admission requirements for the relevant course;
- c. Each course has its own admission requirements. Please refer to the course brochure and Training and Assessment Strategy for each particular qualification;
The admissions officer or authorised delegate will assess the applicant's previous educational qualifications (either obtained in Australia or overseas) necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the qualification in which the applicant wishes to enrol;
- d. If the applicant's educational qualifications do not meet UIT's course admission requirements, other factors may be considered at the discretion of the institute. Verified evidence of these other factors must be included with the application;
- e. Having arrived at an admission decision regarding the applicant's educational qualifications, the English language skills (language and literacy) will be assessed. If the student has a satisfactory IELTS score or equivalent (listed under admission requirements), the applicant will be offered a place in the chosen course;
- f. For onshore applicants, if a Student does not have a valid and current evidence of English proficiency or of other vocational or higher education qualifications, he/she will be required to sit for a Universal English Proficiency test as set out by the Academic Manager. Results can be considered for a direct entry into the chosen course(s) of study. Each case will be examined on an individual basis;
- g. If the application is successful, a Letter of Offer and Acceptance Agreement-International Student will be sent to the applicant/ their agent/ representative (including details of tuition fees, commencement dates, OSHC and Visa information);
- h. Applicants wishing to accept the offer must pay the fee requested in the Letter of Offer and Acceptance Agreement, complete, sign and date the Letter of Offer and Acceptance Agreement and return it to UIT;
- i. Once the completed acceptance agreement and the fee is received (and cleared by the bank) an electronic Confirmation of Enrolment (eCOE) will be generated and sent to the student/ the student's agent/ representative.
- j. Applicants must then apply for a student visa at their Australian Student Visa issuing centre and make travel arrangements to arrive in Australia in time to commence their course; and
- k. All completed applications are to be filed into the respective student's folder.



10. TRANSFERRING STUDENT

If the student is a transferring student, or if UIT has reasons to believe so, then a check should be carried out on PRISMS to ascertain if the student has been granted approval to transfer to another provider. If the student has an approval from the previous provider to transfer to another provider, WILLI will accept the student's application, provided they meet all other conditions of admission. A copy of the PRISMS record will be attached to the student's Enrollment form as evidence of approval to transfer.

If there is a conflict with the information UIT has received till date, which cannot be resolved through discussions with the student and/or agent, then the enrolment will be refused, and the applicant can then apply for a refund. A note should be put on PRISMS.

11. ORIENTATION

All students go through an Orientation Program during their first week at UIT. The Orientation program involves familiarisation with studying at UIT.

Contents of Orientation program include:

- A tour of UIT
- Details of the course, training plan, timetable, teachers contact
- Details of other Student Services and Support available in Student Handbook
- Information on other support available e.g. Legal, emergency and health services available
- Contacts for assistance with payment, welfare, and academic issues
- Details of RPL and national recognition
- Referencing and Plagiarism information
- Critical Incident Policy

UIT also requires all VET students to undertake an LLN test as part of their orientation process. Any students identified as requiring LLN support will be addressed based on the LLN Policy and Procedure.

Students are provided with:

- Link to the student Handbook
- A copy of Student Enrolment Checklist
- A copy of timetable and term planner

12. RESPONSIBILITIES

- It is the responsibility of the Marketing Officer to ensure that all marketing information provided to prospective students is accurate and complete as per the guidelines of this policy;
- It is the responsibility of the Marketing Officer to monitor agents to ensure they are acting in accordance with the Admission and Enrolment policy of the institute;
- It is the responsibility of the Admissions Officer to authorise the issuing of letters of offer on being satisfied that all entry requirements are met;
- It is the responsibility of the Academic Manager to confirm any applications for RPL or national recognition and take the necessary administrative action;



- It is the responsibility of the Academic Manager to conduct any RPL assessments and to approve any RPL granted;
- It is the responsibility of any officer acting as an Admissions Officer to ensure that the guidelines for entry requirements and issuing of Letters of Offer are strictly followed;
- It is the responsibility of the Admissions Officer to provide a list of all students offered a place at UIT to the following Executive Management Group meeting; and
- It is the responsibility of the Admissions Officer to ensure that all selection information is maintained including evidence of any pre-selection assessments and evaluations and the English proficiency/LLN test for the period specified by the national VET regulator.

13. CANCELTION/ WITHDRAWAL OFFER

- The eCoE is issued on the basis that the funds transfer has taken place. If the transfer is found not to have happened after relevant enquiries have been made, the offer will be withdrawn;
- If subsequent enquiries or information shows that the documents used as evidence are not genuine then the offer will be cancelled and withdrawn; and
- In either case the eCoE will be cancelled and the student and/or agent notified.

14. EQUIVALENCIES

- Where an applicant offers a qualification issued from a school overseas the table below gives the equivalencies that are acceptable. If a qualification is not listed below then the Admissions Officer must make suitable enquires to ascertain equivalency and the evidence should be recorded in the applicants file; and
- International student high school equivalencies will be measured according to the following chart issued by the Department of Education.

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Country	Equivalent to Australian year 10 or 11	Equivalent to Australian year 12
Australia		Australian Year 12 Senior Secondary Certificate of Education – satisfactory completion
Argentina	Education Polimodal (General Education or Integrated technical education) / General or bachillerato school/technical and specialised school (Completion of Year 10 or Year 11)	Bachillerato/Tecnico de Nivel Medio/ BachilleratoEspecializado
Bangladesh	Secondary School Certificate – pass (DOHA requires completion of Year 11)	Higher Secondary Certificate/vocational higher secondary certificate (Minimum CGPA is 3.5 or 60% in HSC/First Division pass) GCE A-Level (2 passes)
Bhutan	Bhutan Middle Secondary School Certificate	Bhutan Higher Secondary School Certificate or Middle Secondary School Certificate plus 2 year relevant vocational diploma
Brazil	Certificado de Ensino Medio (Year 10 or Year 11 equivalent)	Certificado /diploma de Ensino Medio (Year 12 equivalent)
Brunei	GCE O-Levels with 4 passes	Brunei Cambridge General Certificate of Education Advanced Level (Brunei - Cambridge A level) – 2 passes
Cambodia	DOHA requires completion of Year 11 for student visa	Diploma of Upper Secondary Education/Baccalaurate
Canada	Successful completion of Grade 11	High School Diploma

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Chile	Educacion Media (Year 10 or Year 11 equivalent)	Licencia de Educación Media (Certificate of Secondary Education Certificate) Tecnico-Profesional or Tecnico
China	Senior Middle 2 (DOHA requires completion of Year 11)	General Senior Secondary Unified Graduation (Certificate of Graduation)
Colombia	Bachillerato Upper Secondary Schooling (Year 11 equivalent) (DOHA requires completion of Year 11)	Bachillerato (Secondary School Certificate)
Cuba	Secundari Basica/Basic Secondary (Completion of Year 11)	Diploma de Bachiller en Ciencias y Letras/ Título de Bachiller (nivel medio superior de la Education General Politecnica Laboral) - Certificado de Fin de Estudios Secundarias/ TécnicoMedio/Maestro Primario, etc. (Certificado de Fin de Estudios Secundarias)
Czech Republic		Maturita (Matriculation Certificate)/School Leaving Certificate
Denmark		Student ereksamensbevis (Upper Secondary School Leaving Certificate)
Egypt		General Secondary Education Certificate, Al-Azhar Secondary Education Certificate, Technical Secondary Education Certificate, Commercial Secondary Certificate or the Agriculture Secondary Certificate
Fiji & other South	Fiji only	Fiji only

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Pacific Nations		
Form 6 School Leaving Certificate DIBP requires completion of Year 11 for student visa	Fiji Form 7 Examination/ Fiji School Leaving Certificate (FSLC)	
Finland		Ylioppilastutkintodistus (Certificate of Matriculation) Secondary School Leaving Certificate
France	Brevet fundamentals	Baccalaureat/ Brevet professionnelles
Germany	Realshule or Hauptschule	Achgebundene Hochschulreife/ Fachgebundene Hochschulreife (Leaving Certificate) or Zeugnis der Reife or Reifezeugnis or Abitur or Fachhochschulreife
Ghana	West African School Certificate or GCE O Levels with passes in 3 subjects with a minimum E grade.	Successful completion of Senior Secondary School Certificate/West African School Certificate AND a minimum of 2 passes (minimum E grade) at the GCE A level. Note: Assessment for a waiver of the GCE A level requirement may be made on a case-by-case basis and will be based in academic merit. Students with a C average and above may be considered without the A level requirement

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Greece		Apolytirio Lykeiou (Leaving certificate)
Hong Kong	Secondary 4 or Secondary 5 or Hong Kong Certificate of Education Examination (HKCEE)	Hong Kong Diploma of Secondary Education (HKDSE) or Hong Kong Advanced Level Examination (HKALE)
Hungary		Gimnaziumi Erettsegi Bizonyitvány, / Gymnasium Maturity Certificate
India	All Indian Secondary School Certificate, Indian Certificate of Secondary Education (ICSE SX) Secondary Certification, GCE O-Levels (4 passes) DOHA requires completion of Year 11 for student visa	All India Senior School Certificate or Indian School Certificate or Certificate of Vocational Education or Senior Secondary Certificate or State Boards of Secondary/Senior Secondary Education certificates, GCE A-Levels (2 passes)
Indonesia	Secondary School:SMU 3 or SMK 3	Certificate of Completion of Senior Secondary Education (Ijazah/STTB SMA/STTB SMK) or Certificate of Graduation (SKHUN)
Ireland	GCE O-Levels (4 passes)	Leaving Certificate/GCE A Levels (2 passes)
Israel		Teudat Bagrut (High School Certificate)
Italy	Diploma di scuola secondaria di primo grado	Diploma di Superamento dell'Esame di Stato conclusivo dei Corsi di Istruzione Secondaria Superiore (Upper Secondary School Leaving Certificate) or Diploma of State Examination
Japan	Completion of Kotogakko Year 1 Lower Secondary Leaving Certificate	Upper Secondary School Certificate of Graduation (Kotogakko Sotsugyo Shosho)

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Jordan		Twajihi (General Secondary Education Certificate)
Kenya	GCE O-Levels (4 passes) DOHA requires completion of Year 11 for student visa	Kenya Certificate of Secondary Education (KCSE) or GCE A level – 2 passes
Lebanon	1st year completion of General Secondary School/ Technical Secondary School, DOHA requires completion of Year 11 for student visa	Baccalaureat Libanaise (Baccalaureat 2) or Baccalaureat Technique/ Technicien or Certificat Professionnel/ de Maltrise/Technicien
Macau	GSE O-Levels (4 passes), Senior Secondary School Diploma (Year 11) or Form 5	Senior Secondary School Diploma Year 12, or GCE A Level – 2 passes, or Form 6
Malaysia	SPM or GCE O-Levels (4 passes) or Senior Middle 2	STPM Senior Secondary Certificate of Education or GCE A Levels - 2 passes , UEC
Mauritius	GCE O-levels (4 subject passes)	GCE A-level – 2 passes
Mexico	Certificado de Educacion Secundaria (Certificate of Secondary Education)	2-3 year Preparatoria or Bachillerato program
Myanmar	Matriculation/Basic Education High School (BEHS) (Completion of Year 10 or Year 11) 45% or higher or GCE O - Level (4 subject passes) (DOHA requires completion of Year 11)	Matriculation/Basic Education High School (BEHS) plus minimum completed 2 years at Professional College or Secondary Technical College or GCE A- Level (2 subject passes) or A level (1 A and 2 AS level passes)
Nepal	Completion of Higher Secondary Education Board Certificate, DOHA	Higher Secondary Education Board Certificate (Grade 12)

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	requires completion of Year 11 for student visa	
New Zealand		National Certificate of Educational Achievement (NCEA) – Level 3, minimum 60 credits
Netherlands		Voorbereidend wetenschappelijk onderwijs (Diploma VWO) or Hoger algemeen voortgezet onderwijs Diploma HAVO)
Nigeria	Senior Secondary School (WAEC/NECO) examinations – pass grade, GCE O-Levels (4 subject passes)	Senior Secondary School (WAEC/NECO) examinations (5 subjects passes C grade average) GCE A Levels (2 passes)
Norway		Vitnemal fra den videregaende skolen (Certificate from upper secondary school)
Oman		School Leaving Certificate
Pakistan	Secondary School Certificate DOHA requires completion of Year 11 for student visa	Higher Secondary School Certificate/ Intermediate Certificate
Papua New Guinea		Higher School Certificate
Peru	Secundaria / Education Secundaria (Completion of Year 11)	Certificado de Educación Secundaria Común Completa (Secondary Common Education Graduation Certificate) plus a Technical Diploma or entrance to University
Philippines	High School Diploma or National College Entrance Examination (NCEE) + one year of Bachelor	High School Diploma or a Certificate of Graduation + two years of bachelor degree

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	Degree (DOHA requires completion of Year 11)	
Poland		Matura Swiadectwo Dojrzalosci LiceumOgolnoksztalcacego (Certificate of Matriculation of the General Lyceum)
Portugal		Certificado de Fim de Estudos Secundarios or Diploma de 12 Ano de Escolaridad (Secondary Certificate)
Russia		Attestat o Srednem (polnom) Obshchem Obrazovanii(Certificate of Secondary (Complete) General Education)
Saudi Arabia		Shahadat al-thanawiyah al-'aama or shahadat al-marhalat al-thanawiyat (General Secondary Education Certificate) Form 7 or University Foundation Year
Singapore	GCE O-Levels (4 subject passes)	GCE A-levels - 2 passes
Slovakia		Maturitni Vysvedceni/Maturitnej Vysvedcenie(Matriculation Certificate)
Slovenia		Spričevalo o poklicni mature or Spričevalo o poklicnimature or Svidetelstov zo polozen zavresen
South Africa	National Senior Certificate / Senior Certificate Year 11/10	National Senior Certificate (Year12) Senior Certificate (Year 12) GCE A-Levels 2 Passes, International Baccalaureate Diploma

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South Korea	Completion of Senior High School Grade 1 or equivalent	General/Academic Senior High School Certificate/Diploma (Immungye Kodung Hakkyo Choeupchang)
Spain		Titulo de Bachiller
Sri Lanka	Sri Lankan GCE O-Levels (4 subject passes) DOHA requires completion of Year 11 for student visa	GCE A-levels – 2 passes
Sweden		Slutbetyg Från Gymnasieskola
Switzerland		Federal Maturity Certificate/ Maturitätszeugnis, Certificatde Maturité/ Attestato di Maturità
Taiwan	Senior High School (1st or 2nd Year)	Senior High School Diploma or Senior Vocational School Diploma
Thailand	Upper Secondary School (Matayom 5/ Matayom 4)	Matayom 6 or MS 6. (Certificate of Secondary Education)
Turkey		Lise Diplomasi (Secondary School Diploma) Technical or Vocational School Diploma (Teknik or Meslek Lise Diplomasi)
United Arab Emirates		Tawjihyya or Thanawiyya Al-A'ama (General Secondary Certificate), Technical Secondary School Certificate, Commercial Secondary School Certificate or Certificate from an Agriculture Institute
UK	GCE O-Levels (4 subject passes)	GCE A-Levels (2 subject passes)

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Venezuela	Educacion Media (10 years of secondary schooling minimum)	Educacion Media – Academic or Tecnico (Medio), Bachillor
Vietnam	Upper Secondary schooling (Year 10 or 11 equivalent) (DOHA requires completion of Year 11)	Bang Tot nghiep Trung hoc Pho thong (Upper Secondary Education Graduation Diploma)
Zambia	ZSC Year 12 (4 passes) GCE O Levels (4 passes)	ZSC Year 12 (5 subject passes C grade or better) GCE A-Levels (2 subject passes) or A-levels 1 A and 2 AS level passes or Diploma in relevant area (1 year minimum)
Zimbabwe	Zimbabwe General Certificate of Education (ZGCE) GSE O-Levels (4 subject passes)	Zimbabwe General Certificate of Education at Advanced Levels (A Levels)– 2 passes, or International Baccalaureate Diploma

Note: All documents that are presented when applying for enrolment at the institute must be translated into English and certified.

15. ASSOCIATED DOCUMENTS

- ST07 Student Application Form - International
- AD07 Student Offer Letter and Agreement – International
- ACA012 Enrolment Policy and Procedure
- ADM022 PRISMS Administration Policy and Procedure
- ACA021 Language Literacy & Numeracy Policy and Policy