



# Professional Year in Engineering

## Application Form

Applications (including all supporting documentation) should be emailed to [professionalyear@ee aust.com.au](mailto:professionalyear@ee aust.com.au) for assessment. There are four pages to this application form. Please ensure all fields are completed to avoid a delay in processing your application.

A \$250 deposit must accompany your application, please refer to page 3 for payment details.

Please print clearly in black pen and in block letters.

## Applicant Eligibility

Which Visas apply to your application? Eligible Visa types MUST include full work and study rights.

Visa Type	<input type="text"/>	Expiry	<input type="text"/>
Engineering Discipline	<input type="text"/>	Preferred Industry	<input type="text"/>
ANZSCO / ASCO code	<input type="text"/>		

## Participant Details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr			
Given Name	<input type="text"/>						
Family Name	<input type="text"/>						
Preferred Name	<input type="text"/>						
Date of Birth	<input type="text"/>	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female			
Primary Language	<input type="text"/>	Country of Birth	<input type="text"/>				

## Contact Details

Address	<input type="text"/>						
Suburb	<input type="text"/>	State and Postcode	<input type="text"/>				
Telephone	<input type="text"/>	Email	<input type="text"/>				

The majority of our correspondence with you will be via email. Please ensure your email address is accurate and clearly written. If submitting your application through your agent, please do not provide your agent's email address.

## Program Preferences

In which state or territory do you wish to undertake the Professional Year?

ACT     NSW     NT     QLD     SA     TAS     VIC     WA

Preferred Provider

Preferred Start Date

While every effort will be made to accommodate your preferred start date, places in the program are limited and classes fill quickly. Engineering Education Australia (EEA) will contact you should your preferred start date not be available.

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## Supporting Documentation (all documents are compulsory)

You must include certified copies of the following supporting documentation with your Professional Year application form. Proper certification should appear on each page to be certified, and should show:

- The signature of the person certifying the document\*
- The date of certification, and
- The name of the person certifying the document - printed clearly or evident in an official stamp with the contact details of the person or
- An official stamp indicating the status of the person certifying the document, ie Justice of the Peace, or Commissioner for Oaths or
- If a lawyer certifies documents, then the lawyers name must be indicated not just the law firm.
- Copies of **passports**, **academic transcripts**, and **IELTS report**, must be certified within the last 3 months by an authorised person if within Australia, or by Australian Embassy if overseas.

\*Please see EEA website for list of signatories who are able to certify documents.

### 485 - Skilled Graduate Applicants

- Skills Assessment outcome letter or receipt from Engineers Australia
- Academic transcripts
- Proof of English language proficiency\*\*\*
- Visa details\*
- Passport (photo and signature pages)

### 476 - Skilled Graduate Applicants

- Academic transcripts
- Proof of English language proficiency\*
- Visa details\*\*
- Passport (photo and signature pages)

\*You must have a minimum of 12 months validity on your Visa to be eligible for this program. Please ensure your preferred start date allows sufficient time in accordance with your Visa details.

\*\*Please note that 476 Visa holders may be asked to provide evidence of their arrival date in Australia.

\*\*\*International English Language Testing System (IELTS), Pearson Test of English (PTE) or Test of English as a Foreign Language (TOEFL)

## Payment

### Please indicate your preferred method of payment.

Please note: Once you have been issued with an invoice, if you then wish to change your payment method from full payment to instalments or vice versa, you will incur a non-refundable \$75 administration fee on top of your program fees.

#### Payment in Full (\$15,200)

- This amount is due on receipt of invoice and must be paid prior to program commencement.
- Includes a non-refundable \$250 Application Processing Fee.

#### Three Installments (\$15,500)

- First installment of \$5,500 is due on receipt of invoice and must be paid prior to program commencement.
- Second installment of \$5,000 due and payable two months after program commencement.
- Third installment of \$5,000 due and payable four months after program commencement.
- Includes a non-refundable \$250 Application Processing Fee.

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## Important Information about Payment

- There is no refund of fees once the program has commenced.
- By signing the declaration on page 4 you are agreeing to these terms and conditions.
- All amounts are indicated in Australian Dollars and are inclusive of GST.

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## Payment Methods

A \$250 deposit must accompany your application (this will be deducted from your program fees once invoiced). If you do not nominate your payment and payment method we will be unable to accept your application.

### EFT payment

**Account name:** EEA      **Bank:** CBA      **BSB:** 062 900      **Account:** 1067 4816

Value (AUD)       Deposit Date

Reference

Please use your full name as the reference

### Bank Cheque / Australian Money Order

Value (AUD)

Cheques/money orders payable to Engineering Education Australia Pty Ltd. Personal cheques not accepted.

### Credit Card

I would like to pay via credit card (1% surcharge applies to all card transactions)

Engineering Education Australia will send you an email with a secure URL to pay via credit card

# Terms and Conditions

## Please tick to accept

- I confirm all statements in this application to be true and correct, and that I understand all documentation submitted in support of my Professional Year application may be referred to the Department of Home Affairs for integrity checking.
- I understand and agree that if I am successful in my application I am expected to display a commitment to the program with 100% attendance for both class time and the internship and that less than 100% may result in my failing the Professional Year.
- I understand and agree that if EEA determines that I am not eligible to participate in the Professional Year in Engineering, this determination will not be subject to appeal, my application will not be processed, and I will be refunded all fees paid in full (excluding the \$250 Application Processing Fee).
- I understand and agree that completion of the Professional Year in Engineering is not a guarantee of permanent residency in Australia, that all decisions regarding permanent residency are made by the Department of Home Affairs and that EEA and Engineers Australia (EA) are not responsible for such decisions.
- I understand and agree that completion of the Professional Year in Engineering is not a guarantee of employment in Australia.
- I understand and agree that any refund of fees due to voluntary withdrawal from the Professional Year in Engineering prior to commencement of the program will be less the \$250 Application Processing Fee and any \$75 administration fee paid for change of payment method.
- I understand and agree that there is no refund on Professional Year fees paid once the program has been commenced.
- I understand and agree that in the event I withdraw from or fail the Professional Year in Engineering after commencement of the program, I am liable for all unpaid fees and, in the event I default on payment of these fees, that a collection agency may be engaged to collect the outstanding fees at my expense.
- I understand and agree that failure to meet instalment plan obligations may result in my being suspended from the Professional Year.
- I understand and agree that EEA, EA nor the provider of my Professional Year in Engineering takes any responsibility for my visa. Further, I will be required to submit evidence of a valid visa and/or MSA outcome letter prior to graduation from my Professional Year in Engineering.
- I understand that EEA is collecting the information I have supplied on this form for the purpose of processing and assessing my application to participate in the Professional Year in Engineering, and that failure to provide the information requested by this form may result in my application not being assessed or processed, which may render me ineligible to participate in the Professional Year in Engineering.
- I further understand that if my application is successful, the information collected using this form will be provided to one or more providers of the Professional Year in Engineering to facilitate my participation in the program, and to EA to facilitate my complimentary EA membership.
- I agree that I have read and understood the EA privacy policy (found at [www.engineersaustralia.org.au/Privacy-Policy](http://www.engineersaustralia.org.au/Privacy-Policy)), which sets out how to make a complaint about a breach of the Australian Privacy Principles or a registered APP code (if any) that binds EEA or EA, how I can access the personal information EEA and EA holds about me, and how I can seek the correction of such information.
- I agree to EEA to use my personal information to contact me about professional development, associated events and latest news via an email update, to conduct analysis or market research to identify the ongoing needs of engineers, and to generally provide me with information on their services and benefits.
- I confirm I have read these terms and conditions and understand and agree to my obligations under them.

Applicants Full Name

Applicants Signature  Date

Submitted By  Self

Professional agent

## Our Partners

EEA is proud to partner with the following organisations to deliver the Professional Year in Engineering

