



## Information for International Students

### **STEP 1**      **Gather information about our Bachelor of Music in Jazz Performance**

(available from our website [www.jazz.qld.edu.au](http://www.jazz.qld.edu.au))

- Audition Requirements
- Application for Audition Form
- Student Fee Schedule
- OSHC Policy Document

You can also access information about the Institute, the courses and the Policies and Procedures on our websites – [www.jazz.qld.edu.au](http://www.jazz.qld.edu.au). Please ensure you familiarise yourself with the Student Handbook and Student Policies located on the JMI website. You must have successfully completed Secondary Studies (High School) and meet our English Language requirements as follows:

- 18 years of age or older;
- IELTS score of 5.5 for a vocational education program or 6.0 for a higher education program;  
OR
- A TOEFL score of 550 (computer-based score of 213), including a TWE of 4; OR
- An ISLPR (International Second Language Proficiency Rating) with an overall rating of 3.

For individual advice about whether you fulfil the English language requirements please contact us. We are happy to discuss your individual circumstances and advise you on how to proceed.

### **STEP 2**      **Organise CERTIFIED COPIES of your documents**

You will need to supply certified copies of your passport, academic results and English proficiency results. Please ensure that the person certifying the copies of your original documents is a registered Justice of the Peace or a responsible person of a similar standard. If you have any questions about this process, please contact us.

Copies of official documents included with the application must be in English and verified as being a true and accurate copy of the original. The records department of the institute that originally issued the document(s); or anyone currently employed as a professional person can verify copies. For example, rank of sergeant or above; postal manager; principal of an Australian educational institute or a Justice of the Peace.

The person verifying the documents must write “This is a true copy of the original document signed by me” and should sign and print the following details:

- Name
- Address
- Daytime phone number
- Profession or occupation
- Organisation and registration number (where applicable)
- Date verified

### **Step 3            Contact JMI to ARRANGE an AUDITION or a PRE-AUDITION INTERVIEW**

Contact the school via either phone +61 7 3216 1110 or email [play@jazz.qld.edu.au](mailto:play@jazz.qld.edu.au) to arrange your audition for admission to the course. We also offer a free pre-audition interview so that you can see what is required for the audition, have a look at our campus and speak to some of our faculty. A fee of AUS\$30 is charged for an audition which is payable prior to audition. Complete the Application to Audition Form available on the website. Please ensure you have read all documentations required for the application. You may send your application by post, courier, fax or as a scanned attachment to an email. It’s a good idea to let us know when you have sent your application so that we can confirm its arrival. Once received, your application and any supporting documentation will be reviewed by the admissions staff. You may be asked to clarify or provide additional information before your application can be fully processed. If any issues arise with your application, you will be contacted.

### **Step 4            Wait for a LETTER OF OFFER**

Once approved, you will receive a Letter of Offer detailing the course, cost and important dates for the enrolment you have been offered. You will also be sent an Application for Enrolment Form.

### **Step 5            ACCEPT your place and PAY THE MINIMUM TUITION PAYMENT**

Please accept the offer by completing the ‘Application for Enrolment Form’ included with your Letter of Offer. Signing this document confirms that you, the Applicant, agrees that all information on the Letter of Offer is correct and that you are accepting the offer and have read and understood JMI’s Policies and Procedures.

You must now organise the payment of your tuition. The minimum payment that you can make is the tuition for your first semester of study. At JMI this is AUD \$7960.00 for the first semester.

**Overseas Student Health Cover (OSHC).** OSHC is insurance that assists you as an international student to meet any costs of medical and hospital care that you may need while studying in Australia. It is a requirement as part of your Visa that you have OSHC insurance. We suggest either AHM - <http://www.ahm.com.au/7323/OSHC>; Mondial - <http://www.oshcworldcare.com.au>; Bupa Australia – <http://www.bupa.com.au>; or Medibank - <http://www.medibank.com.au>; you can access

translation services and counselling services with either of these companies. We recommend that you familiarise yourself with the services available by investigating their websites.

You should notify us of your chosen method of payment your tuition fees and OSHC, and attach a copy of the payment receipt. You can pay in one of the following ways:

- Cash – in person at JMI
- Money Order or Cheque (AUD\$) – made payable to JMI
- Visa or Mastercard – card details may be listed on the Application Form
- Electronic Transfer or Direct Deposit into the following JMI account:

Bank: Bank of Queensland BSB 124001 Account No. 14 387 672

Important: please identify all Electronic Transfers or Direct Deposits only by the student's name as it appears on the passport and always keep your payment receipt details. This enables us to correctly identify the funds as yours, and credit them to your student account.

Once the tuition payment has been received, you will be issued a receipt and your electronic Confirmation of Enrolment (eCoE) will be created.

## **Step 6                      Receive your eCoE and organise your VISA**

Your electronic Confirmation of Enrolment (eCoE) will be emailed to you as a PDF document. You will need to organise the appropriate visa for your studies in Australia. Supply the eCoE to the nearest Australian Immigration Office to complete the student visa application process.

International students who wish to study at JMI must comply with the Department of Immigration and Citizenship (DIAC) requirements and JMI regulations. Here is some general information regarding Visa and legal requirements which can be also found at [www.immi.gov.au](http://www.immi.gov.au) and [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

- JMI Bachelor of Music in Jazz is registered on CRICOS as a full-time course and international students applying to study at JMI must ensure they complete the course within the duration specified in their eCoE unless an extension has been granted.
- Once accepted, you will not be permitted to defer or suspend your studies unless on the grounds of illness (evidence by a doctor's certificate) or other exceptional compassionate circumstances beyond your control, for example, bereavement. Should a deferment or suspension of your studies be approved, JMI will report this change of the enrolment to DIAC (via PRISMS). Advice will be sent to you of the report made.
- Should you complete your studies prior to the due completion date, JMI will advise DIAC (via PRISMS) accordingly. Advice will be sent to you of the report made.
- Should you breach your visa conditions, JMI will advise DIAC (via PRISMS) accordingly. Advice will be sent to you of the report made.

- Some applications may require you to have a medical examination or provide legal documents. You should begin researching these requirements as soon as your registration with JMI is processed as it may take between 6-8 weeks for your visa application to be processed.
- Each country has a specific Assessment Level, under which the student visa application will be processed. There are 5 different Assessment Levels, level one being the lowest and level five the highest. Your Country's Assessment Level and visa subclass can be found at: [www.immi.gov.au/students/student-visa-assessment-levels.htm](http://www.immi.gov.au/students/student-visa-assessment-levels.htm) and refer to: [www.immi.gov.au/allforms/pdf/assessment-levels.pdf](http://www.immi.gov.au/allforms/pdf/assessment-levels.pdf).
- If you have an assessment level 2, 3, 4 or 5, then you must make your first Student Visa application while you are outside Australia. If you are applying outside Australia with an Assessment level 3 or 4 you must take the 'Letter Offering you a Place in a Course' to your nearest Australian Immigration Office to begin your student visa application.
- You will need a credit card to apply online.

For more information detailing all of the above, please visit [www.immi.gov.au](http://www.immi.gov.au)

## **Step 7      Arrange your travel and accommodation**

All JMI International students are at least 18 years of age, you do not need to have your accommodation and welfare arrangements approved by JMI.

Although JMI does not arrange accommodation for students, we can provide some great contacts for you to find the best accommodation for your needs.

When booking your International Flight to Australia please ensure that the booking can be easily altered in case your visa is not issued within the expected timeframe.

## **Step 8      Commence STUDY**

Arrive at the college on Orientation Day to begin your studies!

Of course, if you arrive earlier than this you are most welcome to come and meet our team, go for a tour and talk about the studies ahead of you. We are always excited to meet our new students!

### **Studying at JMI**

Advanced Standing (or Recognition of Prior Learning) will be issued in compliance with the ESOS Act of 2000 and its Regulations 2001. If you apply for and are granted Advanced Standing (RPL), after your Visa has been issued and if your program duration is reduced, JMI will notify DIAC (via PRISMS) as you may be required to undertake additional offsite courses to maintain a full-time workload. Advice will be sent to you of the report made.

It is your responsibility to advise JMI of any changes to your contact address and telephone number prior to enrolment and also throughout the duration of your studies.

**Attendance**

JMI keep a systematic record of your attendance and will produce attendance records to DIAC upon request. You are required to produce doctor's certificates, where applicable, for absences due to illness and these will be filed on your student file. If your attendance falls below 80% (unexplained absences), JMI will report those absences to DIAC (via PRISMS). Advice will be sent to you of the report made.

**Academic Progress**

JMI keep a record of your academic performance for each requirement of the program for which you are enrolled. You are required to make satisfactory academic progress during the course of your studies at JMI. Should JMI deem this not to be so, you will be reported to DIAC (via PRISMS). Advice will be sent to you of the report made.

**Support**

Once you are studying with us, you are welcome to speak with the Head of School or any of the Administration or Academic Staff at any time. If you are having trouble with your studies, ask for help. We are here to help you achieve your goal of successfully completing a Bachelor of Jazz Performance.