**Vocational Education CRICOS Application Form**

*Commonwealth Registration of Institutions and Courses for Overseas Students (CRICOS)*

This form is to be used by RMIT staff to register or amend Vocational Education programs on CRICOS for provision to international students. Only programs approved for CRICOS registration can be marketed, or offered to international students. An incomplete form may delay processing. Program details from this form will be used for marketing to prospective international students, selection & admissions decisions and for submission to the Commonwealth Regulator, ASQA – Australian Skills Quality Authority.

*Submit completed form to RMIT International Compliance at cricos@rmit.edu.au. Please refer to the RMIT CRICOS webpage for further information* [*www.rmit.edu.au/*](http://www.rmit.edu.au/) *policies/cricos*

Note: This application will not be considered as complete unless the attached XCEL spreadsheet is correctly completed and the below questions are all answered.

In addition to this CRICOS form, please submit the XCEL spreadsheet and the following documentation:

* National Code:

 Please attach evidence of the Permission from the course owner

* If evidence is required for licenced/regulated outcome, please attach

 Program guide

 Appendix A (the timetable)

 Academic board minutes and approval

 Number of current and future International Students affected by this CRICOS application

 Arrangements with Other Providers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College and School Contact Details and Approvals** | | | | |
| Key Contacts | Name | Email | Telephone | Signature |
| CRICOS Application contact person |  |  |  |  |
| Selection Officer |  |  |  |  |
| Admission Manager |  |  |  |  |
| Pro-Vice Chancellor & College President |  |  |  |  |
| Head of School |  |  |  |  |

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| --- | --- | --- | --- |
| **Section 8 - RMIT International use only** | | | |
| Checklist | Completed | Notes | Date |
| ASQA Application Signed by PEO or Delegate |  |  |  |
| ASQA Application Submitted |  |  |  |
| ASQA Approval |  | CRICOS Code: |  |
| Replacement program discontinuation notification actioned (application status reports run & application limits closed) |  |  |  |
| SAMS/ Program and Fees Database updated |  |  |  |
| RMIT International, Financial Services Group, University Marketing, Academic Registrars Group, College and School Informed of registration, program changes, entry requirements & CRICOS number. |  |  |  |