

## HOW TO COMPLETE AN ADOBE PDF FILLABLE FORM ELECTRONICALLY

This ACU International fillable PDF form has been designed to be completed, saved and emailed using Adobe Acrobat Reader DC.

You can download Adobe Acrobat Reader DC for free from:

For PC or Mac – Adobe Website- <https://get.adobe.com/reader/>

For smartphone or tablet –

Google Play- <https://play.google.com/store/apps/details?id=com.adobe.reader>

App Store- <https://itunes.apple.com/au/app/adobe-reader/id469337564?mt=8>

*Note: If you do not have an Adobe Account and do not wish to create one, then just click the X when prompted to create an account.*

### 1. Download the fillable PDF form

- a) Click on the form you would like to complete.
- b) Your web browser will then open the form.
- c) Do not complete the form while it is open in your web browser. Instead, save the form as a PDF onto your device (take note of where you have saved it).

### 2. Open the fillable form in Adobe Acrobat Reader DC

- a) Open Adobe Acrobat Reader DC
- b) Open the fillable pdf form you have just saved

### 3. Complete the fillable form in Adobe Acrobat Reader DC

- a) When Adobe Acrobat DC opens the PDF, all of the fillable fields will be highlighted. Items that are required are highlighted with red boxes. Items that are optional are highlighted with black boxes.
- b) You will now be able to click on the fields and fill out the form to completion.
- c) When you have completed the form, click the "Save" button.
- d) You're done! Now simply email the form and attached the required documentation to the email address as instructed.

#### *Note:*

- *If you are a current ACU student, all emails to ACU must be sent from your ACU Student Email account.*
- *If you are a future ACU student, then your email must come from the email account specified in your Application for admission.*

# Victorian Government's International Student Emergency Relief Fund Application Form

ACU and the Victorian Government is committed to supporting our international student community to ensure you feel safe and supported during this difficult period.

The International Student Emergency Relief Fund is focussed on supporting international students whose access to legal employment has been impacted and complements the range of relief programs offered by Victorian universities, education providers and other existing government support.

## APPLICANT DETAILS

First name			
Last name			
Student ID		Date of Birth	
Email address			
Mobile phone			
Residential address			

## ENROLMENT DETAILS

Course name			
Course start date		Course end date	
CoE number for current course			
Are you currently onshore?	Yes	No	
Visa grant date		Visa expiry date	
Nationality (on passport)			

## HARDSHIP EXPERIENCE

Select the areas in which you are currently experiencing hardship

Accommodation	Employment	Family Violence	Financial Assistance	Health Care	Mental Health
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## EMPLOYMENT AND HARDSHIP

I was employed in Victoria in March 2020	Yes	No
What is the name of your employer in March 2020?		
Were you working as an employee, contractor or both?		
I have lost income and am experiencing hardship due to a reduction in hours or a loss of employment	Agree	Disagree
I don't have enough money, including savings, to meet my basic living costs in the next two weeks	Agree	Disagree
I do not have immediate access to other forms of financial support	Agree	Disagree
Please describe the financial hardship you are currently experiencing		

## DOCUMENTATION

Documentation that must be submitted with this application to allow assessment of your claim of financial hardship:

Evidence of employment – Payslips, employment contract
Evidence of termination of employment or reduced shifts
Bank statement for last 30 days
Copy of passport ID page
Any other documentation that you believe supports your claim

Email this application and supporting documents to [international@acu.edu.au](mailto:international@acu.edu.au)

# Victorian Government's International Student Emergency Relief Fund Application Form

## AUSTRALIAN BANKING DETAILS

Name on bank account			
Bank			
BSB		Account Number	

## STUDY MELBOURNE

*To stay up-to-date with information about opportunities, events, and free support services for international students in Victoria subscribe to the Study Melbourne student newsletter at [www.studymelbourne.vic.gov.au](http://www.studymelbourne.vic.gov.au) or join the Study Melbourne community on social media.*

I would like my institution to share my personal email address with Study Melbourne so that I can receive regular communications from Study Melbourne.	Yes	No
	Personal Email	

## STUDENT DECLARATION

I declare that I am currently experiencing severe financial hardship/have lost my job or have reduced hours as a result of Covid-19 and ask that the University provide me with a Victorian Government International Student Emergency Relief Fund payment.

First name			
Last name			
Applicant signature*		Date	

*\*For electronic submission, you must type your full name in the student signature box. Typing your name is considered as your formal signature on the Student Declaration and can only be accepted when this form is submitted via your ACU Student Email account.*

Email this application and supporting documents to **[international@acu.edu.au](mailto:international@acu.edu.au)**