



## HIGH COMMISSION OF BRUNEI DARUSSALAM APPLICATION FOR EDUCATIONAL VISIT & TRIP

**Instructions:**

1. Please circle or tick (✓) where appropriate.
2. Complete this form and email to [students@brunei.org.au](mailto:students@brunei.org.au).
3. Please download the Application for Special Program Registration (SPR) form for your module/program coordinator to complete and return..

A. STUDENT DETAILS			
Full Name (In CAPITAL)		BSA No.	
Mobile No.		E-Mail Address	
B. ACADEMIC PORTFOLIO			
Sponsorship Awarded By:		University Student ID No.	
Reference No.		Scholarship Start Date (dd/mm/yyyy)	
Name of Institution		Scholarship End Date (dd/mm/yyyy)	
Program Title		School/Faculty Name:	
Program Start Date (dd/mm/yyyy)		Program Duration	Year(s)
Program End Date (dd/mm/yyyy)		Current Academic Year & Semester	
C. PROPOSED PROGRAM			
Program Title			
Name of Organizer		Venue	
Nature of Program	<input type="checkbox"/> Workshop	<input type="checkbox"/> Conference	Start Date (dd/mm/yyyy)
	<input type="checkbox"/> Seminar	<input type="checkbox"/>	End Date (dd/mm/yyyy)
Program Description	Please describe in your own words.		
Program Main Objective(s)	Please prioritize and state briefly..		
Program Significance to Personal Development	Explain how the program is applicable to and can advance your studies further.		
Program Significance to Others	Describe how the knowledge and experience gained can help other Brunei students.		

**D. TRAVEL ARRANGEMENTS**

Passport No.		Visa Reference No.	
Date of Issue (dd/mm/yyyy)		Date of Issue (dd/mm/yyyy)	
Expiry Date (dd/mm/yyyy)		Expiry Date (dd/mm/yyyy)	
Proposed Date of Departure (dd/mm/yyyy)	1.	Date of Return to Australia (dd/mm/yyyy)	1.
	2.		2.

**Important:**

1. Please submit a copy of your ① passport, ② student visa, ③ EVT form and ④ exam results (if applicable).
2. Check your flight itinerary to ensure your name and flight schedules are correct. EAUC does not pay for specified seat booking.
3. Once the tickets are issued, any changes incurred will be borne by students.
4. For students wishing to stay a few days in Melbourne, EAUC will only provide ticket for the final journey to Brunei only. Any additional expenses such as taxis, hotel or other incidental charges is borne by the student.
5. Nominal baggage for domestic and international is 23 and 30 kg respectively. Students will pay for extra bags and/or excess baggage.

**E. CONTACT PERSONS - IN CASE OF EMERGENCIES**

Full Name (In Australia)		Relationship	
Mobile No.		Home No.	
Full Name (In Brunei)		Relationship	
Mobile No.		Home Telephone No.	

**F. FACILITIES**

No.	Application	Please tick (✓) in the appropriate cell.			Remarks
		Amount	Receipt No.	Receipt Date	
1	Training Fees				Please provide university letter.
2	Accommodation (2 days prior to start date)				Facilities No. 2, 3 and 4 will only apply if placement or training is beyond city or place of study.
3	Accommodation (Full duration)				
4	Accommodation (2 days after end date)				
5	Return Travel Expenses (Taxi, Bus, Train, etc)				Within Australia only
6	Return Air Ticket				Please provide university letter.
7	Medicals				Please provide university letter.
8	Security Checks				Please provide university letter.
9	Others. Please State.				

**G. BANKING DETAILS**

Account Name		BSB No.	
Name of Bank		Account Number	

**H. DECLARATION**

I hereby declare that the information provided is TRUE and the documents attached are mine.

Signature/ Initial

Date

**I. FOR INTERNAL USE ONLY**

Facilities Approved	1	2	3	4	5	6	7	8	9	Date of Last Biennial (dd/mm/yyyy)	
Facilities Not Approved	1	2	3	4	5	6	7	8	9	Cost of Return Ticket	
Facilities Pending Approval	1	2	3	4	5	6	7	8	9	Top-up Cost of Return Ticket (If applicable)	
<b>Please tick if documents are submitted by student</b>			<b>Check By</b>				<b>Notes</b>				
Program Acceptance Letter	<input type="checkbox"/>	Signature/ Initial				Signature/ Initial					
University Authorization Letter	<input type="checkbox"/>										
Passport	<input type="checkbox"/>	Full Name and Designation				Full Name and Designation					
Visa	<input type="checkbox"/>										
Exam Results	<input type="checkbox"/>										