

Pre-Application

Before You Start

Before submitting an application, please ensure that the following checks have been completed:

- ☐ Check BROWNS' [Primary and High School Partner list](#) that is available on our website.
- ☐ Ensure the student meets all academic requirements for the intended school year and program.
- ☐ Verify that all supporting documents not in English are accompanied by accredited English translations.
- ☐ All certified copies must include the statement **"I have certified this as a true copy of the original", signed and dated** by the counsellor.
- ☐ If the student has not taken an English proficiency test in the past two years, they must complete the [BROWNS Online Placement Test \(BOPT\)](#).

Supporting Documents Checklist

- ☐ A completed Primary / High school Application Form (pdf/online portal).
- ☐ Previous 2-3 years of school reports (translated and verified).
- ☐ A recent photograph of student (print or digital).
- ☐ Copy of Passport or Birth Certificate.

If available:

- ☐ BROWNS PSP/HSP Application Form ([pdf/myBROWNS portal](#)).
- ☐ Graduation certificate(s).
- ☐ English language test result or BOPT Attempt ID.
- ☐ Copy of Overseas Student Health Cover (OSHC).

Accommodation and Welfare

Students under 12 years old

A guardian will apply for a Guardian Visa to stay with the student: Nominate a parent, legal custodian or relative approved by the Commonwealth Government department responsible for immigration.

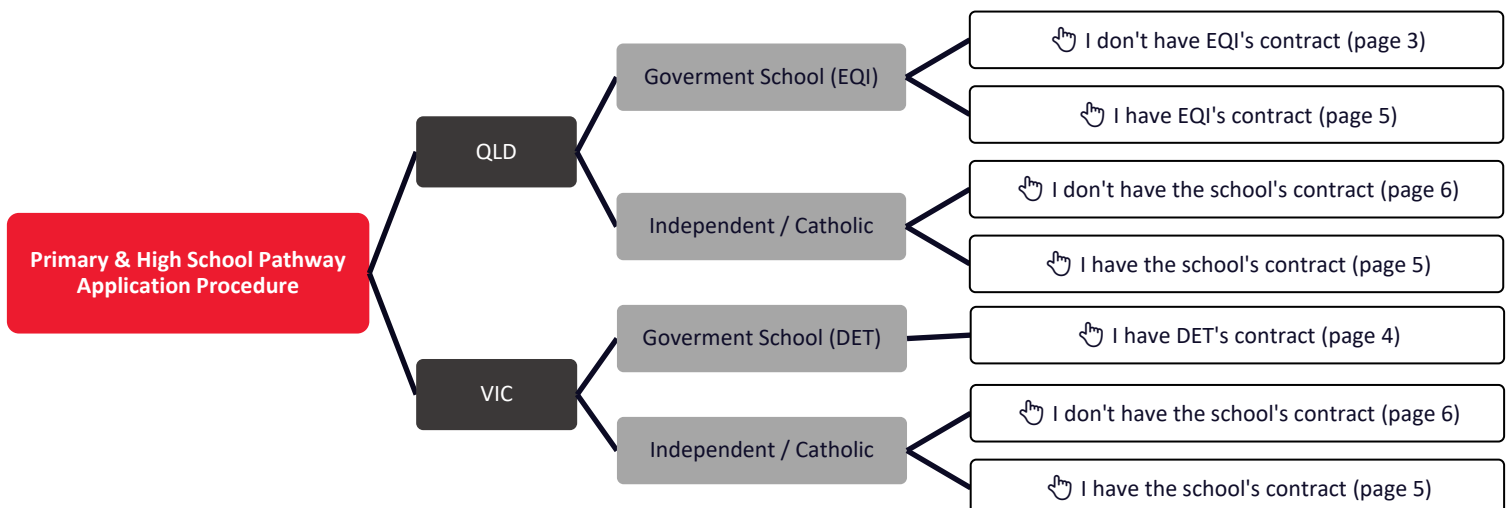
Students over 12 years old

Option 1. Request the school to arrange a homestay (The school will provide CAAW letter), or

Option 2. A guardian will apply for a Guardian Visa to stay with the student: Nominate a parent, legal custodian or relative approved by the Commonwealth Government department responsible for immigration (The school will not provide CAAW letter), or

Option 3. The student is staying at a family friend's place: Nominate a person over 25 years of age residing in the same Australian city as the student's study location to provide accommodation (The school will issue CAAW letter. The nominated family must register and approved as a host family. The regular homestay fees and airport transfers fees still apply).

Please click on the white box that is most relevant to the application:



EQI Applications (BROWNS as master agent)

Create Study Plan

If the student hasn't done an English Proficiency Test in the past 2 years, please ask the student to take [BROWNS Online Placement Test](#) and refer to the instructions for [Creating a Study Plan](#).

Submit Applications

BROWNS Primary School Preparation (PSP) or High School Preparation (HSP) Application

- Submit the PSP or HSP BROWNS Application according to the recommended study duration ([PDF Application Form](#) / [myBROWNS portal](#)).
- Refer to BROWNS' [Academic Calendar](#) for suggested start dates.

EQI Application

- Ensure your students have met EQI's [academic & age requirements](#).
- Check the [Queensland Government School Calendar](#) for school term dates.
- Complete the [EQI PDF Application Form](#). [[Guidelines: How to complete EQI Application](#)]
 - Ensure the student has prepared **ALL** the supporting documents which include the statement “**I have certified this as a true copy of the original**” and are signed and dated by the counsellor. **DO NOT** stamp or include your agency name on the documents.
 - Leave the “Registered Agent Details” section blank.
 - It is **strongly recommended** that students/agents fill in all school preferences in the “School Selection” section. You can review [the full list of EQI schools](#) to select your preferences.

I have certified this as a true copy of the original.

Signature: _____

Date: _____

Send all documents to the BROWNS Admissions Team (apply@browns.edu.au)

- ☐ BROWNS Application Form
- ☐ Completed EQI Application Form
- ☐ All supporting documents

Application Deadline

BROWNS PSP/HSP+ EQI applications deadline is 14 weeks prior to the BROWNS HSP / PSP start date. Please reach out if you are submitting for standalone EQI applications (without PSP or HSP). The deadlines are different.

DET Applications

Create Study Plan

- High School: The student is required to undertake the High School Preparation (HSP) course for **approximately 20 weeks**. We recommend that students take the [BROWNS Online Placement Test](#), and BROWNS will suggest a study plan based on the results.
- Primary School: There is no specific English requirement for Primary School, but the students are still welcome to study the Primary School Preparation (PSP) course with us to better prepare them for school.

Submit Applications

BROWNS Primary School Preparation (PSP) or High School Preparation (HSP) Application

- Submit the PSP or HSP BROWNS Application via [PDF Application Form](#) or [myBROWNS portal](#).
- Refer to BROWNS' [Academic Calendar](#) for suggested start dates.

Primary or High School Application

The agent is responsible for submitting the Primary or High School application directly to DET.

Send all documents to the BROWNS Admissions Team (apply@browns.edu.au)

- ☐ BROWNS Application Form
- ☐ Letter of Offer from the Primary or High School (once available)

I have the School's or EQI's contract

Create Study Plan

If the student hasn't done an English Proficiency Test in the past 2 years, please ask the student to take [BROWNS Online Placement Test](#) and refer to the instructions for [Creating a Study Plan](#).

Submit Applications

BROWNS Primary School Preparation (PSP) or High School Preparation (HSP) Application

- Submit the PSP or HSP BROWNS Application according to the recommended study duration ([PDF Application Form](#) / [myBROWNS portal](#)).
- Refer to BROWNS' [Academic Calendar](#) for suggested start dates.

Primary or High School Application

The agent is responsible for submitting the Primary or High School application directly to the school.

Send all documents to the BROWNS admission team (apply@browns.edu.au)

- ☐ BROWNS Application Form
- ☐ Letter of Offer from the Primary or High School (once available)

****EQI Applications (HSP+EQI - Gold Coast only)****

You are welcome to submit your BROWNS HSP + EQI application for the Gold Coast all together to BROWNS' Admissions team (apply@browns.edu.au). We can issue provisional letter of offer on behalf of EQI, and the turn-around time will be faster than the agent submits to EQI directly.

You are still the agent for your student's application, and you will get full commission as per your contract with EQI.

Independent / Catholic Applications (BROWNS as master agent)

School Preferences

BROWNS will check with the students' preferred schools if they have availability in the Year Level for international students. We would recommend giving us three (3) school options and letting us know the Year Level, commencement term and year the student is applying for.

- Refer to [BROWNS Pathway List](#) for school options.
- Please ensure your students have met the academic & age requirements.

Create Study Plan

If the student hasn't done an English Proficiency Test in the past 2 years, please ask the student to take [BROWNS Online Placement Test](#) and refer to the instructions for [Creating a Study Plan](#).

Submit Application

BROWNS PSP or HSP Application

- Submit the PSP or HSP applications according to the suggested study plan (how many weeks).
[\[PDF Application form / myBROWNS portal\]](#)
- Refer to BROWNS' [academic calendar](#) for suggested start dates.

PDF Application Form - Primary & High School Application (preferred)

Please complete the PDF Application Form on the school's website.

- Ensure the student has prepared **ALL** the supporting documents which include the statement "**I have certified this as a true copy of the original**" and are signed and dated by the counsellor.
DO NOT stamp or include your agency name on the documents.

I have certified this as a true copy of the original.

Signature: _____

Date: _____

Online Application Portal - Primary & High School Application

Please create an application account on the school's website and complete the application via the online portal.

- Create the online application account **using the student's or the parent's email**. Please **DO NOT** use the agent's email to create the online application account.
- Ensure the student has prepared **ALL** the supporting documents which include the statement **"I have certified this as a true copy of the original"** and are signed and dated by the counsellor. **DO NOT** stamp or include your agency name on the documents.
- Please fill in BROWNS' details in the "Agent details" section.
 - Agency name: BROWNS English Language School
 - Representative name: BROWNS English Language School
 - Phone: (+61 7) 3221 7871
 - Address: 5 Hicks Street, Southport, QLD 4215 Australia
 - Email: apply@browns.edu.au
- Download a copy of the online application.

I have certified this as a true copy of the original.

Signature: _____

Date: _____

To the BROWNS Admissions Team (apply@browns.edu.au)

- ☐ BROWNS Application Form
- ☐ Completed school PDF Application Form, or a copy of the online application
- ☐ All supporting documents