

International Admissions Procedure

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Purpose

To provide a procedure for students and staff in relation to assessing international applications for admission, and the issuing of International Student Offer and Acceptance Agreements.

This procedure contributes to the University's compliance with Standard 2 of the ESOS National Code of Practice 2018.

Scope

This procedure relates to international students applying to study with the University and staff responsible for the assessing of international applications for admission, and the issuing of International Student Offer and Acceptance Agreements.

Definitions

Terms	Definitions
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Application for Admission	An application by an International student to apply for a University course
Campus	Teaching location owned and managed by the University
CoE	Confirmation of Enrolment – A document provided electronically which is issued by the University to intending international students which must accompany their application for a student visa. It confirms the student's eligibility to enrol in the course/qualification of the University, as a specific teaching location.
Credit	The value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and /or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be granted through credit transfer, articulation, recognition of prior learning or advanced standing.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
Course	Course of education and training for HE. Defined as Course in the ESOS Act.
EAP	English for Academic Purposes Course
Education Agent	An accredited person or organisation with the authority to promote the University's courses and services to students or intending students in nominated regions.
ELICOS	English Language Intensive Course for Overseas Students
ESOS Act	The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.
GSR	Genuine Student requirements
IA	International Admissions
Immigration	Department of Home Affairs (DHA)
National Code 2018	National Code of Practice for Providers of Education and Training to Overseas Students 2018, as amended from time to time.
Offer	International Student Offer and Acceptance Agreement or Deed of Variation as applicable – Legal binding document that outlines the conditions of enrolment. Must be accepted by the student prior to a CoE being issued.
OSHC	Overseas Student Health Cover
Partner Provider	Educational institute providing units and courses/qualifications of the University through an education agreement.
Principal course/qualification	The main course/qualification of study to be undertaken by an overseas student where a student visa has been issued for multiple courses/ qualifications of study. The principal course/qualification would normally be the final course/qualification of study where the overseas student arrives in Australia with a student visa that covers multiple courses/qualifications.

PRISMS	Provider Registration and International Student Management System.
Qualification	Qualification of education and training for VET. Defined as Course in the ESOS Act.
Teaching Location	Where Federation University course/qualifications are delivered.
University	Federation University
VET	Vocational Education and Training
Working Day	Monday to Friday, excluding public holidays.

Actions

The recruitment of international students must be conducted in accordance with the National Code 2018, Streamlined Visa Processing (SVP), Genuine Student Requirements (GSR) requirements and Provider Registration and International Student Management System PRISMS. Under Standard 2 of the National Code 2018, registered providers recruit students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with the registered provider in Australia. Registered providers ensure students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

Prior to accepting a student, or an intending student for enrolment in a course, Federation University must provide to students an electronic copy via StudyLink, of current and accurate information regarding the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications any work experience if required, and whether credit may be available.

Federation University must have documented procedures in place, and implement these procedures to assess whether the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

Undergraduate and Postgraduate Course Student Application Process

International students applying for any course (TAFE, Undergraduate or Postgraduate coursework or Higher Degrees by Research (HDR) program), delivered at a Federation Campus or Partner Provider Location are required to apply via the online student application management system, StudyLink. Students may apply directly, or through a university contracted education agent. Partner Providers are responsible for lodging partner provider applications into StudyLink for assessment.

All documentation uploaded with the application should be certified copies.

If not certified, a request for certified documents will be a condition listed on the International Student Offer & Acceptance Agreement. Acceptance, fee payment and CoE issuance cannot occur until certified documents are provided.

The University may charge an application fee.

Admission offers are not made for a commencement date later than two years from the time the offer is made, except in cases of students following a recognised articulation or pathway.

Entry Requirements

Refer [Federation University Australia \(Students\) Regulations 2022](#) - Part 2 - Admission to become a Student, Division 1 - Selection, Division 3 - Enrolment.

For up-to-date information on Course entry requirements by Country and English language requirements refer to the following websites:

- [the University Course Finder](#)
- [Academic Entry Requirements](#)
- [English Language Entry Requirements](#)

Applicants must be 17 years of age at the time of the issuing of the Confirmation of Enrolment (CoE).

Additional requirements are imposed for international students who will be under the age of 18 at the commencement of study in accordance with ESOS and as specified in the [Safety and Welfare of Children and Young People - International Student Welfare Procedure](#). This procedure provides further details on how the University will administer the admission process for prospective international students who are under 18 at the time of commencement of their studies.

The University may also offer packaged courses of study and include conditions to satisfy prior to progression from one course to the next course.

Any change to admission requirements will not be applied to an applicant who has received an existing unconditional offer from the University.

Assessing Applications

English and Academic Qualification Assessment

Applicants must meet the minimum English Language Requirements for entry into a Federation University course. Some courses will require higher scores. Please refer to course specific information via the University's Course Finder.

Students who do not meet the English Language Requirements for their course of choice may be eligible to have their offer packaged with an English Language Intensive Courses for Overseas Students (ELICOS) program. Entry into the main course will be conditional on successfully completing the ELICOS program. The length of ELICOS study required will be determined by International Admissions, based on the English language test results provided.

For overseas academic qualifications, the University will use accepted education resources to determine Australian equivalence of an applicant's overseas qualification. The primary means of assessment is via the [Australian Government AEI Country Education Profiles \(CEP\)](#) (*Access Registration required*). If a course/provider is not listed on CEP, alternative education resources may include UK ENIC (the UK national agency for international qualifications and skills), or equivalence may be determined via an alternative assessment method. This may include consideration of education system, institution, course and benchmarking against other Universities.

Additional requirements may apply as specified in course pages and the equivalent minimum entry requirements for some countries.

Eligibility for admission into a course does not guarantee selection into that course.

Simplified Student Visa Framework (SSCF) and Genuine Student Assessment

Any applicant applying for a student visa is assessed under the evidence framework developed as part of the SSVF. The combined country and education provider evidence framework determines the documentary evidence required to demonstrate English language proficiency and financial capability when submitting the visa application.

The genuine student requirements (GSR) is an integrity measure as directed under Ministerial Direction 106, to ensure that the Simplified Student Visa Framework (SSVF) is used as intended, that all applicants for a student visa must be a genuine applicant for entry and stay as a student and be able to demonstrate an understanding that studying in Australia is the primary reason for applying for a student visa.

As part of the University's responsibilities, under SSVF, International Admissions are required to ensure that all prospective international students are meeting the relevant SSVF criterion, Genuine Student assessment; and have the financial capacity to cover the study period in Australia. International applicants must undergo screening by the University when applying for admission to the University, to satisfy the determination of genuine student and financial capacity requirement criteria. Meeting the GSR will be a condition included in the offer.

International Admissions will pre-assess the applicant to ensure they meet the approved University determined requirements. International Admissions may also be required to conduct a GS interview to determine the genuineness of the student.

If the University forms the opinion that the applicant does not meet the University approved GS requirements, it may refuse to continue to assess the offer, withdraw the offer or cancel the student's CoE.

The financial capacity of the Genuine student requirements must be met by demonstrated evidence within 6 months of course commencement.

Advanced Standing / Credit Exemptions

International admissions will facilitate assessment processing of credit applications in accordance with the procedure for course credit transfer application for international students.

If an applicant is applying for advanced standing (credit exemptions) they are required to include in the application, detailed syllabuses/curricula of all subjects they have successfully completed and would like credit for, in addition to certified copies of qualifications and academic transcripts.

If an applicant is granted credit at time of admission, the University must inform the student of the reduced course duration on the basis of the credit granted in the offer.

Assessment Outcome

1. The Offer (or Rejection) will be issued via StudyLink to the applicant and/or agent and/or Partner Provider.
2. The University's International Student Offer and Acceptance Agreement is the only offer and acceptance agreement that should be issued to international students.
3. Any conditions (where applicable) must be listed under *Conditions* in the Offer Details on the Offer. These may include provision of evidence of meeting the Academic and/or English Language Requirement, provision of certified documents and conditional on successfully passing the GS assessment. (Any condition/s must be met before a CoE can be issued).
4. Once all conditions are met, the applicant will be notified that they have met the conditions, advised that their offer is now unconditional and can proceed to acceptance and payment.
5. An offer will be only valid until the course commencement date stated on the offer letter. Additional offers for future semesters may require reassessment of meeting the University genuine student criteria.
6. If an applicant is unsuccessful, the applicant will be notified via email that they have been unsuccessful.

Acceptance of Offer

1. The cut-off date for the applicant to accept their International Student Offer and Acceptance Agreement will be advised at: [International application cut-off dates | Federation University](#).
2. Applicant must sign the International Student Offer and Acceptance Agreement before or at the time of payment of fees.
3. Student must meet any condition/s as stated on their Letter of Offer before a CoE can be issued.
4. Student is required to pay the minimum deposit and OSHC (if requested) as listed on the Offer in advance before the Confirmation of Enrolment (CoE) is issued. Staff must be registered to create CoEs on PRISMS. This may include multiple course deposits in the case of a packaged offer (subject to ESOS legislation).
5. Payment information is listed in Offer and Acceptance Agreement.
6. CoE can be issued after payment confirmation.
7. Information to be included in CoE as per the requirements listed in PRISMS.

Enrolled Students Changing Program

1. Students must complete an Internal Course Transfer form and submit via StudyLink.
2. Issue a new International Student Offer and Acceptance Agreement or issue rejection advice via StudyLink.
3. Student must sign new International Student Offer and Acceptance Agreement.
4. Once accepted, International Student Compliance issue new CoE for new course.

Students who have completed a course and are applying for a new course follow the normal Application Process via StudyLink.

Students Changing Teaching Location

All international students studying with the University wishing to transfer to a different teaching location should be referred to the following procedure:

- [Transfer Between Teaching Locations Procedure](#).

Responsibilities

- International Admissions Office
- International Student Recruitment
- International Student Compliance
- Course Coordinators
- Partner Providers
- Chief Learner Experience Officer (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Director, Student Services and Registrar (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

Policy base

- [ESOS Act 2000](#)
- Federation University Australia Statute 2021
- [Global Partners and Community Engagement Policy](#)

- [Ministerial Direction 106](#)
- [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018](#)

Records management

Title	Location	Responsible Officer	Minimum Retention Period
<i>International Student Application & Associated Documents</i>	StudyLink Application	Nominated Officer	Successful Applicants: Seven Years from date of course completion or withdrawal. Unsuccessful Applicants: One year from date of decision
<i>Letter of Offer/Rejection</i>	StudyLink Application	Nominated Officer	Successful Applicants: Seven Years from date of course completion or withdrawal. Unsuccessful Applicants: One year from date of decision
<i>Federation University International Student Offer and Acceptance Agreement</i>	StudyLink Application	Nominated Officer	Successful Applicants: Seven Years from date of course completion or withdrawal.

Implementation

The [International Admissions Procedure](#) will be implemented throughout the University via:

1. an Announcement Notice under - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Procedure.