

# International Admissions Procedure

<b>Policy code:</b>	ST1484
<b>Policy owner:</b>	Director, Student Services and Registrar
<b>Approval authority:</b>	Chief Learner Experience Officer
<b>Approval date:</b>	22 October 2024
<b>Next review date:</b>	07 July 2026

## Table of Contents

Purpose .....	1
Scope .....	1
Definitions .....	1
Actions .....	2
Undergraduate and Postgraduate Course Student Application Process .....	3
Entry Requirements .....	3
Assessing Applications .....	3
Assessment Outcome .....	4
Simplified Student Visa Framework .....	4
Acceptance of Offer .....	5
Enrolled Students Changing Program .....	5
Students Changing Teaching Location .....	5
Responsibilities .....	5
Policy Base .....	6
Records Management .....	6
Implementation .....	6

## Purpose

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

## Scope

This procedure relates to staff responsible for the assessing of international applications for admission, and the issuing of International Student Offer and Acceptance Agreements

## Definitions

Terms	Definitions
<b>Application for Admission</b>	An application by an International student to apply for a University course
<b>Campus</b>	Teaching location owned and managed by the University

<b>CoE</b>	Confirmation of Enrolment
<b>CRICOS</b>	Commonwealth Register of Institutions and Courses for Overseas Students
<b>DHA</b>	Department of Home Affairs
<b>EAP</b>	English and Academic Preparation Course
<b>Education Agent</b>	An accredited person or organisation with the authority to promote the University's courses and services to students or intending students in nominated regions.
<b>ELICOS</b>	English Language Intensive Course for Overseas Students
<b>ESOS Act</b>	The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.
<b>GPS</b>	Global Professional School
<b>GTE and GS</b>	Genuine Temporary Entrant and Genuine Student
<b>IA</b>	International Admissions
<b>Letter of Offer</b>	International student offer and acceptance agreement
<b>National Code 2018</b>	National Code of Practice for Providers of Education and Training to Overseas Students 2018, as amended from time to time.
<b>OSHC</b>	Overseas Student Health Cover
<b>Partner Provider</b>	Educational institute providing courses and units of the University through an approved Education Agreement.
<b>Course/Unit</b>	A full-time registered course of education or training registered on CRICOS for the attainment of a testamur or certificate. Defined as Course in the ESOS Act. Also defined as Course in TAFE sector.
<b>Working Day</b>	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 Temporary Entry (GTE) 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 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 and 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

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 an approved 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.

## 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 particular Countries, Courses & English language requirements refer to the following websites:

- [the University Course Finder](#)
- [International Student Courses Website](#)
- [Academic Entry Requirements](#)
- [English Language Entry Requirements](#)

Applicants must be 18 years of age at the time of the issuing of the Confirmation of Enrolment (CoE).

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

## Assessing Applications

### English and Academic Qualification Assessment

Applicants must meet the minimum English Language Requirements for entry into a Federation University Australia 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.

## GTE/GS assessment

The genuine temporary entrant requirement (GTE) is an integrity measure to ensure that the Student Visa Programme is used as intended, that all applicants for a student visa must show they are coming to Australia temporarily to gain a quality education.

A genuine student is a student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome.

An applicant who wishes to apply for a student visa must be both a genuine temporary entrant and a genuine student. The Department of Home Affairs (DHA) determine the genuineness of a student based on the Ministerial Direction 69. International Admissions will pre-assess the application to ensure the applicant meets these requirements, as determined under the Simplified Student Visa Framework (SSVF). Meeting the GTE requirements will be a condition included on the relevant offer letters.

## Advanced Standing / Credit Exemptions

International admissions will facilitate assessment processing of credit applications in accordance with the procedure for course credit 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, the University must inform the student of the reduced course duration on the basis of the credit granted.

## Assessment Outcome

1. Letters of Offer (and 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 Student Offer. These may include provision of evidence of meeting the English Language Requirement, provision of Certified documents and conditional on successfully passing the GTE assessment. (Any condition/s must be met before a CoE can be issued)
4. Letters of offer will be only valid until the course commencement date stated on the offer letter.

## Simplified Student Visa Framework

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.

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 Temporary Entrant criterion, and have the financial capacity to cover the study period in Australia.

The University will require evidence to ensure that all prospective international student meet the SSVF criteria and may be required to conduct a GTE interview to determine the genuineness of the student. If the University forms the opinion that the applicant does not meet the GTE requirements, it may refuse to continue to assess the offer, withdraw the offer or cancel the student's COE.

## SSVF outcome

If a student meets the GTE requirements, the applicant will be notified they have met the conditions, advised that their offer is now unconditional and can proceed to acceptance and payment.

If the student does not meet the GTE requirements, the applicant will be notified that their application was unsuccessful due to not meeting the GTE requirements.

## Acceptance of Offer

1. The cut-off date for the applicant to accept their International Student Offer and Acceptance Agreement will be advised at <http://federation.edu.au/international/study-at-feduni/apply/after-you-apply/cutoff-dates>
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

- Global Professional School
- 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

- [Global Partners and Community Engagement Policy](#)
- [ESOS Act 2000](#).
- [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018](#)
- [Ministerial Direction 69](#)

## Records Management

Title	Location	Responsible Officer	Minimum Retention Period
<i>International Student Application &amp; 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