

# International Admissions Procedure

**Policy Code: SS1484**

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## 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 program
<b>Campus:</b>	Teaching location owned and managed by the University
<b>CRICOS:</b>	Commonwealth Register of Institutions and Courses for Overseas Students
<b>CUP:</b>	Centre for University Partnerships
<b>DHA</b>	Department of Home Affairs
<b>EAP:</b>	English and Academic Preparation Program
<b>CoE:</b>	Confirmation of Enrolment

Terms	Definitions
<b>Education Agent:</b>	An accredited person or organisation with the authority to promote the University's programs and services to students or intending students in nominated regions.
<b>ESOS Act:</b>	The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.
<b>GTE and GS:</b>	Genuine Temporary Entrant and Genuine Student
<b>IA:</b>	International Admissions
<b>National Code 2007:</b>	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, established pursuant to Part 4 of the ESOS Act, as amended from time to time.
<b>OSHC:</b>	Overseas Student Health Cover
<b>Partner Provider:</b>	Educational institute providing programs and courses of the University through an approved Education Agreement.
<b>Program/Course:</b>	A full-time registered program 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

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 program for which enrolment is sought.

Prior to accepting a student, or an intending student for enrolment in a program, the registered provider must provide, in print or through referral to an electronic copy, current and accurate information regarding the requirements for acceptance into a program, including the minimum level of English language proficiency, educational qualifications and work experience if required, and whether credit may be available.

The registered provider 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 program for which enrolment is sought.

## Undergraduate and Postgraduate Course Student Application Process

Students applying for a TAFE, Undergraduate or Postgraduate coursework program are required to apply using the International Student Application form located on the University's international students website, the Online Application Centre on the University's website, or in the case of applying to a partner provider, on the partner provider's website. Students may apply directly either through post, email, online application system, or through an approved education agent.

All TAFE, undergraduate and postgraduate coursework applications for the University campuses must be lodged with International Admission Officers in the Centre for University Partnerships (CUP) in the first instance.

Students applying to study at a University partner provider must lodge their application with the partner provider. All documentation sent with the application should be either original or certified copies.

If not certified, a request for certified documents will be inserted under Special Conditions in International Student Offer & Acceptance Agreement. Acceptance, fee payment and issuing of CoE cannot occur until certified documents are provided.

Students applying for a postgraduate research program are required to contact the Research Services office and complete the relevant Postgraduate Research Application form, located at: <http://federation.edu.au/research/research-degrees/apply/submit-your-application>

## Entry Requirements

Refer [Regulation 5.2 - Entry Quotas, Admissions and Enrolment](#)

For up-to-date information on particular countries, programs & English language requirements refer to the following websites:

- [the University Program Finder](#)
- [International Student Programs 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).

## Receipt of Applications

On receipt of an application by IA, the application forms, together with associated documents (English language reports, secondary/post-secondary studies certificates and academic transcripts) should be forwarded to the relevant international admissions officer/program coordinator to determine whether or not the applicant meets the relevant entry requirements (as above), and whether or not an offer should be made.

## Assessing Applications

### English and Academic Qualification Assessment

Applicants must meet the minimum English Language Requirements for entry into a Federation University Australia program. Some programs will require higher scores. Please refer to program-specific information via the University's Program Finder.

Students who do not quite meet the English Language Requirements for their program of choice may be eligible to have their offer packaged with an English and Academic Preparation (EAP) program. Entry into the TAFE, undergraduate or postgraduate coursework program will be conditional on successfully completing the EAP program. The length of EAP study required will be determined by International Admissions, based on the English language test results provided.

For overseas academic qualifications, the main means of assessment is via the Australian Government AEI Country Education Profiles (CEP) online at <https://internationaleducation.gov.au/Services-And-Resources/services-for-organisations/Pages/Services-for-organisations.aspx>

*(Access Registration required).*

## GTE/GS assessment

A student who wishes to study on a student visa must be both a genuine temporary entrant and a genuine student. International admissions officers will ensure the applicant meets these requirements.

The genuine temporary entrant requirement (GTE) is an integrity measure to ensure that the Student Visa Programme is used as intended and not used by international students as a way of maintaining de facto permanent residency in Australia.

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.

## Advanced Standing / Credit Exemptions

If an applicant is applying for advanced standing (credit exemptions) they are required to attach to 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.

- For standard credit assessments, the International Admissions Officers will forward the application (and attachments) to the relevant program coordinator or nominated officer within the relevant school for assessment.

Partner providers will forward applications for credit to the Administrative Officer in CUP who will liaise with relevant program coordinator or school nominated officer to conduct the assessment.

- For specific credit assessment under articulation agreements, the International Admissions Officers will conduct assessment based on approved articulation agreements with international institutes. These articulation agreements enable students from those institutes to receive pre-approved advanced standing/credit exemptions.

## Assessment Outcome

1. Letters of Offer (and Rejection) must be printed on University letterhead or partner provider letterhead approved by the University and either emailed or posted to the applicant and/or agent.
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. Special conditions (where applicable) must be listed under *Conditions* in Section 3 (Offer Details) on the Student Offer. These can include providing evidence of meeting the English Language Requirement, and the provision of Original or Certified documents. (Any condition/s must be met before a CoE can be issued)
4. Letters of offer will be only valid until the program commencement date stated on the offer letter.

## Pre Visa Processing

Pre Visa Processing simplifies the student visa application process for international students who have a CoE (Confirmation of Enrolment) from a participating institution for an eligible course.

## Pre Visa Assessment

Federation University Australia is one of the participating universities under Pre Visa Processing. As part of the University's responsibilities under Pre Visa Processing, International Admissions are required to ensure that all prospective international students are meeting the Genuine Temporary Entrant criterion, and have the financial capacity to cover the study period in Australia.

The University will sometimes require students to complete Pre Visa Assessment forms, provide further documentation and/or to speak with a FedUni representative who will contact student for a quick interview, prior to issuing a CoE. If the university forms the opinion that the student did not pass Pre Visa Assessment, it may refuse to assess student's application, withdraw an offer of a place or cancel the student's Confirmation of Enrolment.

## Pre Visa Assessment Outcome

Pre Visa Assessment outcome letter of approval or rejection will be issued to the international student after the International Admissions Officer has completed Pre Visa Assessment.

An international student who has received a Pre Visa Assessment approval letter will be notified to process their application further, by accepting their offer and making the initial payment.

## Acceptance of Offer

1. The cut-off date for the student 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. Student 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 Offer Letter before a CoE can be issued.
4. Student is required to pay the first semester's tuition fee and OSHC (for full visa length) in advance before the Confirmation of Enrolment (CoE) is issued. Staff must be registered to create CoEs on PRISMS. In the case of students studying EAP, they are required to pay the full tuition for their EAP program, as well as the first semester's tuition fee of their TAFE, undergraduate, or postgraduate program (subject to ESOS legislation).
5. Payment information is listed in Offer and Acceptance Agreement.
6. CoE can be issued after payment confirmation.
7. CoE is issued to student's closest DHA Office within 14 days of student accepting offer.
8. Information to be included in CoE:
  - Student's full name as on passport, gender, date of birth, nationality and country of birth.
  - DHA Office where visa application is to be made.
  - Course title and CRICOS Code.
  - Course start date (refer to offer letter).
  - Course end date (refer to offer letter).
  - Fee paid in advance.
  - Total course fee (allowing for adjustments due to Credit Exemption/RPL).
  - OSHC and Application Fee paid (if applicable).
  - English test type and score.
  - Passport and visa number if student is already in Australia.
  - Enter in Comments section any extra information eg: RPL Granted, Family OSHC paid.

## Enrolled Students Changing Program

1. Students must complete an Internal Program Transfer form and/or new international application form.
2. Create a Deed of Variation to existing International Student Offer and Acceptance Agreement or rejection letter.
3. Student must sign Deed of Variation to existing International Student Offer and Acceptance Agreement.
4. On receipt of the signed Deed of Variation, create new CoE within 14 days (See Acceptance of Place instructions for details required in CoE) and cancel original CoE.

Students who have completed a program and are applying for a new program follow the normal Application Process

## 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

- Centre for University Partnerships
- International Admissions Office
- International Student Recruitment
- Student Business Services Officers/Program Coordinators.
- Partner Providers.

## Policy Base

- [ESOS Act 2000](#).
- [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 Form &amp; Associated Documents</i>	Student File	Nominated Officer	Successful Applicants: Seven Years from date of program completion or withdrawal. Unsuccessful Applicants: One year from date of decision
<i>Letter of Offer/Rejection</i>	Student File	Nominated Officer	Successful Applicants: Seven Years from date of program completion or withdrawal. Unsuccessful Applicants: One year from date of decision
<i>FedUni International Student Offer and Acceptance Agreement</i>	Student File	Nominated Officer	Successful Applicants: Seven Years from date of program 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