

Application Checklist & Declaration



APPLICATION & ENROLMENT STEPS

The information below should be used as a step-by-step guide for SVP applications:

STEP 1

- Agent counsels student to ensure awareness of:
- Academic requirements of selected course, (including teaching methods, duration, cost, start date/intake, additional entry requirements, career options, course pathways).
- Minimum funding requirements of total course, including tuition and living expenses including documents required to demonstrate financial capacity.
- English Proficiency requirements of selected course.
- Australian Education System, Educational Services for Overseas Students (ESOS) framework: www.aei.gov.au/esos.
- International Prospectus (F 771) including location of campus, facilities and support.
- Documents that will be required at the time of acceptance.
- Documents that are required at the time of application.
- Enrolment process, conditions of enrolment, refunds, complaints and grievances, learner rights & responsibilities and review of EQUALS website.

STEP 2

- Agent to certify all documents as true and correct copies.

STEP 3

- Agent submits the application to the Enrolment Co-ordinator at enrolments@equals.edu.au, including:
 - F 075 International Learners Application Form.
 - F 918 Completed Applicant Checklist (for Agents & Applicants).
 - Certified Copy of applicant's passport.
 - Copy of TOEFL/IELTS Certificate.
 - Certified Copies of Academic Transcripts and Qualifications.
 - Certified Copies of financial evidence and documents .
 - Cover Letter (Offshore only).
 - Current Resume (Offshore only).
 - Copy of current Visa & eCoE (Onshore only).
 - Details of health insurance cover (Onshore only).

STEP 4

- Application assessment will be conducted and EQUALS International will advise the student and agent of the decision. Please note applications will be declined if the student is assessed as not a Genuine Temporary Entrant (GTE) or if incomplete or uncertified documentation is submitted.
- If accepted, a Letter of Offer (full or conditional) will be issued. If declined, the applicant will be notified of the decision.

STEP 5

- Agent to discuss Letter of Offer requirements with learner, including:
 - Minimum required payment (tuition fees, OSHC etc).
 - Any conditions attached to the offer.
 - Requirement to sign the Acceptance of Offer and what the requirements mean.

STEP 6

- Agent counsels student to ensure that student can provide:
 - Signed Acceptance of Offer
 - Minimum payment as outlined in Offer Letter
 - Evidence of financial capacity as detailed (if required)
 - Documents required to satisfy any condition attached to Offer.

STEP 7

- Agent compiles all required documentation.
- Verifying that all information is true and correct and forwards to the Enrolments Co-ordinator at enrolments@equals.edu.au.
- EQUALS interviews prospective student.

STEP 8

- Enrolments Co-ordinator processes acceptance and forwards eCoE to Agent.

STEP 9

- Agents assists student with visa application.

STEP 10

- Complete Pre-departure Checklist and send to enrolments@equals.edu.au.

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This checklist must be completed and signed by both the applicant and an approved education agents. The completed checklist must be returned with the EQUALS International Learner Application Form and relevant attachments. Applications submitted without this checklist will not be processed.

APPLICANT DETAILS

Family Name			Given Name(s)	
Passport No			Nationality	
Are you married?	Yes	No	If "yes", what was the date of your marriage?	

Do you have any accompanying dependents?

	Dependent 1	Dependent 2	Dependent 3
Surname (as on passport)			
First and middle names (as on passport)			
Date of Birth:			
Passport Number:			
Nationality:			
Relationship to primary Applicant			

AGENT DETAILS

Agent Name		Agent Email	
Business Name		Country Located	

PRIMARY PROGRAM OF STUDY

Advanced Diploma of Nursing	Advanced Diploma of Business
Other?	

APPLICATION FORMS

Checklist Item	Agent Initial	Applicant Initial
Applicant has completed the EQUALS International Learner application form?		
Applicant has completed the SVP application form (where relevant)?		
Agent has explained the EQUALS International terms and conditions and refund policy to the applicant?		

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STUDY COUNSELLING

Checklist Item	Agent Initial	Applicant Initial
Applicant has received and reviewed the International Learner Prospectus and Learner Handbook?		
The agent has explained : <ul style="list-style-type: none"> - entry requirements including ELICOS and English level requirements, - enrolment process, - acceptance agreement and refund policy, - tuition fees, other fees and charges, - complaints and grievances handling, - course information, - OSHC, facilities, - DIBP Visa Conditions, Cost of Living, Work Permissions, - learner support and - location of campus to the applicant? 		
Applicant has a comprehensive understanding of the relevance of the program of study to course pathways and have read the International Learner Prospectus available at www.equals.edu.au ?		
The agent has explained the Australian Education System, Education Services for Overseas Students (ESOS) Framework: www.aei.gov.au/esos ?		

FINANCIAL REQUIREMENTS

Checklist Item	Agent Initial	Applicant Initial
Applicant has demonstrated that they have genuine access to meet the financial requirements of the selected program of study, including living expenses as specified by the Department of Immigration and Border Protection (DIPB), at http://www.immi.gov.au/students/student-visa-living-costs.htm .		
I have verified the financial document to confirm the source of funding will be:	TICK ONE	
Self Funded		
Parents		
Relative(s) in home country		
Relative(s) in Australia		
Scholarship		
Employer sponsorship		
Bank loan (evidence of bank loan document must be submitted)		

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GENUINE TEMPORARY ENTRANT (GTE) REQUIREMENT

Checklist Item	Agent Initial	Applicant Initial
I have explained the GTE requirements to study in Australia as provided by the DIBP at http://www.immi.gov.au/students/gte-requirement.htm		
I have explained to the applicant of necessary interviews that might be required to determine their status as GTE		
To the best of my knowledge, the applicant has not been refused a visa for Australia or any other country <i>If yes, please provide further information on the reason for this refusal and how circumstances have changed .</i>		

ADDITIONAL INFORMATION

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DECLARATIONS

As a result of the institute's participation in Australian Government's Streamlined Visa Processing initiative, EQUALS is required to ensure that students who enroll are Genuine Temporary Entrants/Genuine Students.

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.

AGENT DECLARATION

I declare that the information provided above is correct and true. I have sighted all original documents and verified them as authentic. I am satisfied that this applicant meets all the financial and genuine temporary entrant requirements.

Education Agent Business Name:	Education Agent Branch:
Education Agent Stamp:	Submitted By:
Date:	Signature:

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APPLICANT DECLARATION

Family Name		Given Name(s)	
Passport No		Nationality	
Date of Birth			

I declare that:

	Yes	No
I am a Genuine Temporary Entrant and Genuine Student for the purpose of studying in Australia.		
I have met the English Language entry requirement for the above program of study at EQUALS or intend to meet the requirement by enrolling and complete an ELICOS program or equivalent.		
The Academic Transcripts provided are true and genuine.		
I verify that I will have access to sufficient funds for the tuition fees, OSHC and other fees payable to EQUALS, and living expenses for the duration of my studies and sufficient funds to return to my country upon completion of my studies.		
I understand that EQUALS reserves the right to ask me for further documentation related to my financial capabilities which may include savings statements, proof of income, property and bank loan statement and money bank deposits.		
I understand that if EQUALS is not satisfied with my ability to access sufficient funds or to meet the GTE/GS requirements, it reserves the right to revoke the offer of enrolment.		

Applicant Given (First) Name:	Surname:
Date Signed:	Signature: