

REPRESENTATIVE CHECKLIST



Use BLOCK LETTERS and tick check boxes where required

1.0 APPLICANT DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Last name:
Date of birth: <input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>	First name/s:
Email:	
Program:	

2.0 APPLICATION CHECKLIST

Has the applicant completed the relevant USC International application form for their chosen program and are all the required supporting documents attached to the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you confirm that as the applicant's representative, all supporting documents are correct and that they are certified true copies of the originals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all documents bare the stamp of your organisation/company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant signed and dated the application form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you counselled the student (ie in person/phone)?	

3.0 ADMISSION QUESTIONS

Please comment where applicable.

1	How does the applicant meet the academic admission requirements for their chosen program?
2	How does the applicant meet the English language requirement for their chosen program?
3	Have you explained the program to the applicant, including the program structure, duration, cost and career outcomes on completion? <input type="checkbox"/> Yes <input type="checkbox"/> No
4	Does the applicant's education, work background support their chosen program of study? <input type="checkbox"/> Yes <input type="checkbox"/> No ➔ If not, what is the applicant's desired outcome from studying the program (eg career aspirations)?

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3.0 ADMISSION QUESTIONS continued

5 Have you provided the applicant with information about the USC campus, its locations and the local area? Yes No

6 Has the applicant studied or travelled in Australia before? Yes, in the past Yes, currently in Australia No

- If yes, please provide details including:
- Primary reason for previous visit
 - Visa information
 - Any prior and/or current study completed at an Australian institution

7 Has the applicant completed at least six (6) calendar months in their principal program? Yes No Not applicable

→ If no, have you counselled the applicant regarding their obligations? Yes No

8 Has the applicant previously applied, received or had revoked, an Australian visa or visa from another country? Yes No

→ If yes, please provide details.

9 Does the applicant have any immediate family (parents, siblings, direct aunts or uncles) currently living in Australia? Yes No

→ If yes, where do they live?

10 Is the applicant married? Yes No → If yes, what was the date of their marriage?

11 Is the applicant intending to bring their spouse or any other dependant to Australia on their Student visa? Yes No

→ If no, explain why:

→ If yes, has any intended dependant ever previously applied, received or had revoked an Australian visa or visa from another country? Yes No → If yes, provide details:

12 Have you explained the costs associated with living in Australia (eg travel, accommodation, health cover, school fees for school aged children, etc) for themselves and any dependants while studying? (Refer to Table 1 on page 3) Yes No

13 Has the applicant provided evidence to you that they will have access to funds while in Australia that will adequately cover their tuition and living costs? (USC may ask for hard copies of evidence if required) Yes No

14 What is the source of the applicant's funds? (ie parents, bank loan, scholarship)

15 Does the applicant understand that they are required to maintain OSHC for themselves and any dependants during the duration of their stay? Yes No

16 Does the applicant understand that when they enter Australia on a Student or any other temporary visa, they are required to depart Australia when their visa expires or make alternative visa arrangements? Yes No

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TABLE 1: STUDENT VISA LIVING COSTS

The information in this table is taken from the the Department of Home Affairs' (DOHA) 'Student visa financial capacity requirements' website: homeaffairs.gov.au/trav/stud/more/student-visa-living-costs-and-evidence-of-funds

Information is correct at the time of publishing. Please note that actual living costs may vary.

Expenses	Per person	
Travel*	Applicant	Offshore: A\$2,000 / Onshore: A\$1,000
	Family members	Offshore: A\$2,000 / Onshore: A\$1,000 per person
Tuition	Applicant	Course fees
	School aged children	A \$8,000 per year
Living	Applicant	A \$20,290 per year
	Partner	A \$7,100 per year
	Each child	A \$3,040 per year

*Amounts differ for applicants from East, Southern or West Africa. Review DOHA website for specific amounts.

4.0 REPRESENTATIVE DECLARATION

As the student's nominated representative I declare that:

Insert name

- I have assessed and concluded, to the best of my knowledge, that the applicant is a Genuine Temporary Entrant (GTE) and a Genuine Student as defined by the Australian Government, Department of Home Affairs www.homeaffairs.gov.au
- Where applicable I am satisfied that the student meets the Student visa eligibility requirements as outlined on www.homeaffairs.gov.au/trav/visa-1/500-
- I confirm that all information provided in this application to be true and correct to the best of my knowledge.
- Should I be alerted to any additional information relating to the applicant that may change or alter any of the above information, I will notify USC International immediately.

Representative name:	Signature:	Date:
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5.0 APPLICANT DECLARATION

- I have given
Name of representative
permission to act on my behalf in all communications pertaining to my application, offer and acceptance here at USC.
- I confirm the answers provided above are true and correct to the best of my knowledge.

Applicant name:	Signature:	Date:
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Representative stamp

GTE and GS related DOCUMENT CHECKLIST

Please provide the following documents with the completed checklist:

→ Personal Identity Documents

- Passport (at least six months valid). If the applicant has travelled abroad, they must provide a copy of all pages of the passport (as per DOHA's requirement).
- Detailed resume or CV
- Statement of Purpose (SOP) which should reflect the applicant's personal 'story':
 - Brief description of applicant's academic and work experience background.
 - Brief details of the parents' current job classification and employment status to demonstrate socio-economic standing.
 - Reasons for choosing to undertake the course of study specified.
 - Reasons for choosing USC.
 - Reasons for choosing to study in Australia rather than in the home country or another international study destination.
 - Relevance of the course to academic and/or employment background and future career/educational plans.
- Student's email address and contact details and complete postal address and Australian address (if applicable).
- For married applicants: Marriage Certificate.
- Confirmation if dependants plan to accompany applicant to Australia or remain in their home country (if applicable).

→ Academic Documents

- High school certificates.
- All technical, undergraduate and postgraduate transcripts and completion certificates or awards.
- Evidence of meeting English language requirements for the chosen program.
- Copy of initial visas, visa extensions and all COEs from previous Australian courses (for both onshore and offshore applicants, if applicable).
- If there is a study or employment gap – documentary evidence to explain the gap.

→ Evidence of immigration history of applicant, spouse and other immediate family (parents, siblings, direct aunts and uncles)

- Copies of any current and/or previous visa labels, visa stamps, electronic visas.
- Copies of visa withdrawals, visa refusals, visa cancellation letters from Australia or any other country.

→ Money Deposit and Current Income

- Financial Sponsorship Documents showing total balances for all sponsor/s (must be formally notarised or attested).
- Where finances are being provided by a sponsor, the proof of relationship between the applicant and the sponsor/s (must be formally notarised or attested).
- Money Deposit held by sponsor/s, and/or applicant:
 - Bank statements – showing transactions for at least three months. The source of any recent large lump sum deposits needs to be explained and documented.
 - Sanctioned Education Loan Letter – must be made out for Educational Purposes Only, in the name of the student and their financial sponsor/s. Loan letter must state the source and owner of the collateral used to secure the loan, plus the length of loan and monthly repayments.
- Current income of sponsor/s, and/or applicant:
 - Evidence of the sponsor's stable source of income (eg, employment certificates and payslips, pension records, Investment records, business registration and shareholder certificates, business bank accounts, rental agreements, last three (3) years tax returns, etc.).