

**INSTRUCTIONS FOR REPRESENTATIVES FOR CIM-HIGHER EDUCATION OFFER/ECOE/FINANCIAL CHECKS  
FOR SYDNEY AND DARWIN CAMPUSES**

**STAGE 1:-Offer Letter Stage**

1. Please ensure that application form is complete in CAPITAL Letter with BLACK pen- (Must have **student's email ID** without this we cannot enter student in system to generate offer letter) and duly signed by student itself (Signature on application form/passport and acceptance form must be same else this will delay eCOES). **DONOT SIGN yourself. If attained VET qualification in Australia. Must mention USI number on CIM application form**
2. **CEG GTE Form -To be Stamped & filled by agent (If direct application by student then student must sign)**
3. All copies of docs must be mentioned as **"Certified true copy of original document sighted"** by JP /MARA agent/ Notary public(if overseas). Onshore CIM agents can certify docs with stamp and above wording (**IF DOCS ARE NOT CERTIFIED IN ABOVE WAY THIS CAN DELAY OFFER LETTER**)
4. Docs if not in ENGLISH must be translated by **Government approved translator** with stamp and signatures (**Not by agent unless authorized translator**)
5. **ENGLISH:** If IELTS (**Only Academic Test is Acceptable not General**)/TOEFL/CAMBRIDGE/PTE score.
6. **CIM Advanced Standing Application- STUDENT APPLYING FOR CREDITS (Onshore qualifications or Offshore Diploma/Associate degree)- WITHOUT THIS SIGNED APPLICATION FROM STUDENT DEAN CANNOT ISSUE CREDITS- INSTRUCTIONS**  
**ONSHORE :if taking credits via other Higher Education units must mention Course Code and Name on page 2 of Advanced standing form (MUST SUPPLY SUBJECT OUTLINES FOR SUBJECT SEEKING CREDIT)**  
**OFFSHORE: Applicants must supply Curriculum if seeking credits**
7. **Statement of Purpose (SOP)-ONLY OFFSHORE STUDENTS (Offshore: Mandatory Onshore-If Requested by CIM Team/or Short Visa under 6 months left).** Most Important Document for GTE assessments as University/ Australian Embassy can deny visa/offer if student do not have clear plans.  
The **Statement of Purpose** is the single most important part of your application that will tell the admissions committee who you are, what has influenced your career path so far, your professional interests and where you plan to go from here.  
ALL gaps in career even if 3 months must be explained in SOP with documentary evidence. SOP Must state past/future plans, Career Plans for job in home country. Link with Studies. Research student have done before choosing CIM, Must mention at least 4 Institutes name which student searched before choosing CIM, Must mention of CIM Sydney website in SOP. STUDENT RESEARCH IS MOST IMPORTANT.
  - Must mention about Course Name, No of Semesters, Fees, Specialization, Fees per subject, Fees per semester, OSHC, Full duration of course, No of subjects per semester.
  - **Why you have chosen Australia** and not UK/US/Canada/New Zealand. Anything student mention in SOP must be supported by research

**SCANNING OF FILES REQUIRED IN ORDER BELOW (This order applies if you are give access in Agent Portal)**

- **CIM Application form**
- **Passport**
- **English Test Score**
- **CEG GTE Form**
- **Statement of Purpose (SOP) (Offshore: Mandatory Onshore-If Requested by CIM Team/Short Visa)**
- **OFFSHORE All Academic & Experience Documents (Please scan and load all Documents in 1 file date Chronological order)**
- **ONSHORE All Qualification/Transcripts and COE in 1file date Chronological order(If in Australia)**
- **Duly completed and signed "Advanced Credit Application" (If seeking Credit)**
- **Visa Grant Letter(If Onshore with current Visa)**
- **Any other Additional Docs 1 if you wish to attach** (Please mention explanatory File name)
- **Any other Additional Docs 2 if you wish to attach** (Please mention explanatory File name)

**There will be interview/or on desk Assessment by CEG/CIM Staff depending on Student's application IF SUCCESSFUL in GTE. CIM admissions team will issue offer letter. Else deny the application**

**NOTE/TIPS: For Interview Please Ensure that student is well aware of Course they have chosen i.e. Fees, Duration, No of semesters, Course Contents, Research they have done before joining CIM (At least 4 institution name the searched), Checked CIM Web site, Why Chose Australia in comparison to Canada, UK, New Zealand, Study Gaps, Links with Australia, How this course will help them in career, Career Plans, Information on sponsorers, Any previous refusals etc.**

**Admissions team also looks at dependent, home-affairs feedback, link with Australia, Gaps, Marks, relation with studies for GTE**

**ESTIMATED TIME FOR OFFER:** Maximum 1 week depending on work load (Onshore quicker) when all correct docs are supplied. If admissions team is in doubt on docs then it may delay offer letter in awaiting replies from Institutions on authenticity of documents.

### **STAGE 2: COE STAGE (FINANCIAL CHECKS ONLY AL-2/3 MUST READ NO 5 )**

1. Signed **Acceptance of Offer** (Sign +Witness on Page 3 and Initial on Bottom of all 8 pages ) Form must be supplied (With same signatures as application form).
2. All **CONDITIONS** (if any) on Offer Letter must be met before eCEOS is issued **(MOST AGENTS JUST FORWARD PAYMENT AND DO NOT LOOK AT CONDITION THIS DELAYS THE COE)**
3. **OSHC** payment proof for **DURATION OF VISA** (Visa Length Cover VLC) must be supplied if not PAID TO CIM.
4. **Proof of payment** **Scan copy of TT/Draft with PAYMENT BREAK UP**(if ELICOS package **Stating CLA and CIM fees Incl. break up of Application fees/OSHC and tuition fees**)
5. **Financial documents as listed below if directed by CEG staff based on nationality**

**Financial Documents if advised by CIM admissions team**

**CIM Have right of Refusal on GTE/Financial at any stage if we are in doubt**

**Eligible Sponsors for CIM:** Close family members- siblings/parents/Grandparents/ First Uncle/Aunt residing anywhere is fine with proof of relationship

- **CIM-Financial Checklist form** duly signed by nominated sponsors(**Copy page 2-Sponsorship declaration page based on No of Sponsorers**)
- **Relationship Proof of Sponsor** i.e. UNCLE/Grandfather etc show copy of passport or academic certificates of father/uncle for same parents name ( if any)
- **FAMILY CHART / TREE:** Explaining Student and relationships with student
- **ID Proof** of the sponsorer (Passport/Voter Card/PAN Card or other ID)
- **AGENTS to Make own format** **Finance Calculations Sheet/ Matrix** to show amount in AUD with **sponsorer name, amount in Local Currency Conversion to AUD. (BOTH: Access to funds and Income).**
- Please ensure that **funds are shown** as follows: Loan/GPF/Savings account/FD min 3 months old

### **ACCESS TO FUNDS REQUIRED**

\$ 42000 (Average 1 Year) for AL-3(3 Months Bank statements) CAN VARY BASED ON THE PROGRAM (FY Tuition fees/\$21041/\$3000 return airfare) **IF STUDENT PAID ANY PART OF FEES TO CIM THIS CAN BE DEDUCTED IN SHOW MONEY IN ACCESS TO FUNDS(MAXIMUM 1.5 YEARS FEES CAN BE PAID)** Please add \$ 7362 for Spouse, \$ 3152 per Child

- 3 Month **Bank Statement/** Recent Loan approvals of all sponsorer (Or )
- **Any Big Deposits in Bank:** Must supply Source of Funds i.e. Sale of Property, transfer from other account in this account. Overseas TT.

- **NEPAL:** Many Students sponsorer move money from other banks to approved bank then a letter from old bank stating funds transfer to approved banks is required
- **PLEASE REFER TO AUSTRALIAN EMBASSY WEBSITE FOR APPROVED BANKS IN YOUR COUNTRY**
- **Fixed Deposits:** Must be at least 3 Months Old. If matured need renewal letter from Bank
- If **Overdraft Limit/Personal Loan:** Bank must state on letter pad overdraft/ personal loan can be used for students study mentioning student's name.
- PF/PPF accepted with a letter from department how much funds can be withdrawn.
- FIXED =Exchange Rates **INDIA:** 1 AUD= 52 INR **NEPAL:** 1 AUD=84 NPR
- **Acceptable Financial Institutions India, Bangladesh and Bhutan:**  
[https://india.embassy.gov.au/ndli/vm\\_studyloans.html](https://india.embassy.gov.au/ndli/vm_studyloans.html).

### **INCOME REQUIRED**

- **Single:** At least \$15000 Annual income of all sponsorer combined
- **If Showing Business Income,** please show business Registration, IT returns, Balance sheets, Partnership Deed (If any) etc.
- **Government Certified Proof of income** to support studies (Income Tax Returns, salary certificate, Pay Slips, Contracts, Rental statements or any other official docs).
- **For Rural Area sponsorers:** Government certified Dairy/Poultry /Agriculture Income
- **JUST LOAN/BANK STATEMENT IS NOT ENOUGH-** Income must prove that sponsorer/s can repay Loan/Support studies

#### **Applications with Study Loan must provide**

**If Student Loan is shown for Tuition fees and Living Cost. Loan must be disbursed as follows:**

**Tuition Fees:** Must be paid via loan and Loan Disbursal letter must be supplied at COE

**Living Cost:** If shown by bank loan. Loan must be disbursed in Student's saving Bank account and disbursal letter must be attached at COE request stage to CIM

### **MINIMUM FEES FOR ECOE**

**Direct offer: ALL STUDENTS:** must pay 1 year Fees+OSHC+\$200 application fees(CIM will lower deposit for onshore applications)

**ELICOS+ Degree Course:** Full ELICOS Fees+ VLC OSHC+ CIM App. + 1 year tuition Fees

**VET+ Degree Course:** 1 Sem VET Fees+ VLC OSHC+ CIM App. + At Least 1 Semester Fees as Deposit (Non-Refundable)

**ELICOS+VET+ Degree Course:** Full ELICOS Fees+1 Sem VET Fees+ + VLC All OSHC+ At Least 1 Semester Fees as Deposit (Non-Refundable)/App. Fee

### **CIM MUST RECEIVE GROSS FEES (NET AFTER DEDUCTION OF COMMISSION IS NOT ACCETABLE)**

**Recommended Email ID**

**OFFSHORE APPLICATIONS:**

**DELHI OFFICE**

[cegdelhi@ciom.edu.au](mailto:cegdelhi@ciom.edu.au)

**ONSHORE APPLICATIONS:**

**SYDNEY OFFICE**

[admissions@ciom.edu.au](mailto:admissions@ciom.edu.au)