Dear student,

Your International Application for Admission Form indicates you will be seeking sponsorship for your studies at Curtin. Your sponsor will need to complete the attached form to confirm your sponsorship arrangements.

CONFIRMATION OF ENROLMENT FOR STUDENT VISA APPLICATION

You will be able to apply for a student visa once you have been issued with an electronic Confirmation of Enrolment (eCoE). Curtin will issue an eCoE once we receive the following documents:

• this form (completed and signed by your sponsor) OR a Letter of Financial Guarantee (see page two)
• Acceptance of Offer (signed by you)
• Disclosure Form for Sponsored Students (signed by you) - visit [http://international.curtin.edu.au/about/forms-guides-brochures/](http://international.curtin.edu.au/about/forms-guides-brochures/)
• copy of your passport photo page
• confirmation of your OSHC payment or OSHC membership (see below information)

Note: if you are using the services of an Education Agent, your agent will provide you with a different SVP form

OVERSEAS STUDENT HEALTH COVER (OSHC)

All students must have visa-length OSHC membership prior to their arrival in Australia. The University can organise OSHC on your behalf with the University’s preferred provider, Allianz Global Assistance – to make this arrangement, tick the relevant Allianz OSHC amount shown in the Acceptance of Offer (& the terms of payment are attached to the Acceptance of Offer). For more information on OSHC go to [http://international.curtin.edu.au/pre-departure/health-insurance/](http://international.curtin.edu.au/pre-departure/health-insurance/)

If your sponsor is paying for your OSHC

Your sponsor needs to send payment to the University (or show evidence of an existing OSHC membership) before you or your family arrives in Australia. Your eCoE will indicate that the University will arrange your OSHC (if applicable). Please note:

• if you complete, cease or defer your studies and are no longer an international student in Australia, it is your responsibility to claim any OSHC refund and reimburse your sponsor. Alternatively, if your OSHC is with Allianz Global Assistance, your sponsor may contact Allianz directly to seek a refund by email: kmatthews@allianz-assistance.com.au

• you are responsible for any costs associated with OSHC renewals or change of OSHC provider and you will need to liaise directly with your sponsor to seek reimbursement.

If your sponsor is NOT paying for your OSHC

You will need to send the OSHC payment (as stated on your Acceptance of Offer) directly to the University OR provide evidence of an existing OSHC membership.

If your sponsor is NOT paying for your family’s OSHC

If you are travelling to Australia with your family, you may need to provide evidence to Australian Immigration of the family OSHC cover to apply for a family visa. If this is the case, you will need to either: (1) provide evidence of an existing Australian OSHC membership for you and your family, OR (2) pay the student and family OSHC amount to Curtin (as stated on your Acceptance of Offer). You can then seek reimbursement for the student OSHC amount from your sponsor. Alternatively, if you arrive in Australia without your family, you can add the family upgrade to your single OSHC membership once you have commenced your study. You will then be able to arrange for your family’s visa. For a list of family OSHC premium fees with the University’s preferred provider Allianz Global Assistance, visit [http://international.curtin.edu.au/pre-departure/health-insurance/](http://international.curtin.edu.au/pre-departure/health-insurance/)

LIVING ALLOWANCE

It is the sponsor and student’s responsibility to be aware of the living costs in Australia. Note: during the University Admission process, the student will be required to complete a Streamlined Visa Processing (SVP) application form whereby confirming their ability to fund living costs for the duration of their stay in Australia. It is the student’s responsibility to cover any shortfall in funds either towards the cost of tuition or living costs during their sponsorship or if their sponsorship should cease at any time during their studies. A suggested weekly budget and other important information can be found in the Curtin pre-departure information at: [international.curtin.edu.au/living-expenses.htm](http://international.curtin.edu.au/living-expenses.htm)

DEPANANT SCHOOLING

If you intend to bring school aged dependants to Australia – please read the important information (including visas and costs) in the Dependant Schooling Information Sheet: [http://international.curtin.edu.au/about/forms-guides-brochures/](http://international.curtin.edu.au/about/forms-guides-brochures/)
SPONSORED STUDENT INFORMATION FORM

Dear sponsor,

Curtin will issue an electronic Confirmation of Enrolment (eCoE) when the University receives the following documents:

• this form (completed and signed by the sponsor) OR a Letter of Financial Guarantee*
• Acceptance of Offer (signed by the student)
• Disclosure Form for Sponsored Students (signed by the student) - visit http://international.curtin.edu.au/about/forms-guides-brochures/
• copy of the student’s passport photo page
• application under Streamlined Visa Processing (SVP) (completed & signed by the student) - found at: http://international.curtin.edu.au/pre-departure/student-visas/ Note: if the student is using the services of an Education Agent, the agent will provide a different SVP form

*Letter of Financial Guarantee
Curtin will accept a Letter of Financial Guarantee in place of this form. The Letter of Financial Guarantee must include:

• student’s name
• Curtin student number
• course(s) of study
• commencement period
• duration of sponsorship
• expenses covered by the sponsorship (including living allowance arrangements)
• confirm if to send tuition fee invoices to the sponsor or directly to the student
• confirm if the sponsor will pay the Overseas Student Health Cover (OSHC) for the student OR the student and family
• MUST state one of the OSHC payment options:
  (i) sponsor sending OSHC payment to the University (before arrival to Australia)
  (ii) sponsor requests to be invoiced for OSHC payment (after arrival in Australia)
  (iii) student is responsible for OSHC payment (and if applicable will seek reimbursement from the sponsor)
  (iv) sponsor arranging the OSHC membership and payment directly with an Australian OSHC provider
  (v) student has an existing OSHC membership and provide the details of same

1. STUDENT DETAILS

Family name ____________________________________________________________
Given name/s ______________________________________________________________________________________
Curtin student number ___________________________ Date of birth ____________________________

2. SPONSOR DETAILS

Name of sponsoring organization ____________________________________________
Department ______________________________________________________________
Name of contact person ____________________________________________________
Correspondence address ____________________________________________________
Telephone ___________________________ Fax ________________________________
Email ___________________________ Alternative Email _________________________
3. LIVING ALLOWANCE/STIPEND:

Is the sponsor paying living allowance:

YES ☐ if YES – It is the sponsor’s responsibility to pay the living allowance directly to the student (unless other arrangements are in place with the University). It is the sponsor and student’s responsibility to be aware of the living costs in Australia.

NO ☐

Note (relevant to both options above): During the University Admission process, the student will be required to complete a Streamlined Visa Processing (SVP) application form whereby confirming their ability to fund living costs for the duration of their stay in Australia. It is the student’s responsibility to cover any shortfall in funds either towards the cost of tuition or living costs during their sponsorship or if their sponsorship should cease at any time during their studies. A suggested weekly budget and other important information can be found in the Curtin pre-departure information at international.curtin.edu.au/living-expenses.htm

4. INVOICE DETAILS

☐ Sponsor paying 100% of tuition fees  ☐ Other (please specify % or amount) ______________________________

Invoice for tuition fees should be sent to ☐ direct to the sponsor  OR  ☐ direct to the student

If invoices are to be sent direct to the sponsor – please send to:

☐ Sponsor details above (as per Section 2 on previous page) OR: ☐ New details (please specify below)

Name of sponsoring organization ___________________________________________________________

Department ________________________________________________________________

Name of contact person _______________________________________________________________

Correspondence address _______________________________________________________________

Telephone ___________________________ Fax ________________________________

Email ____________________________________________________________

5. COURSE DETAILS

Course name ________________________________________________________________

Course begins (year) ______

☐ Feb/March Semester 1  ☐ July/Aug Semester 2  ☐ Research Term 1  ☐ Research Term 2

☐ January Trimester 1  ☐ May Trimester 2  ☐ Aug/Sept Trimester 3

Duration of course (as stated on Letter of Offer) ______ year/s  Length of sponsorship ______ year/s

6. ENGLISH/FOUNDATION DETAILS

If the student does not meet the English language or academic requirements for the course, are you willing to fund an English language course or foundation program prior to the student commencing this course?

☐ No  ☐ Yes (and if known, please indicate which course in the section below)

Note: If the section below is not completed or known, Curtin English or relevant provider will send an offer to the student for a suitable English or Foundation program packaged together with the mainstream course.

☐ ELICOS (intensive English 5 week modules) Duration ______ weeks  Proposed start date ____________
7. STUDENT PROGRESS REPORTS

Please send student progress reports to

- Sponsor details (as per section 2 on previous page)
- Invoices details (as per section 3 above)
- Other (please specify below)

Name of organisation (university name for DIKTI students)

Department __________________________ Name of Contact: __________________________

Correspondence address ________________________________

Telephone __________________________ Fax __________________________

Email __________________________ Alternative Email: __________________________

8. OVERSEAS STUDENT HEALTH COVER (OSHC)

All students must have visa-length OSHC membership prior to their arrival in Australia. The University can organise OSHC on the student’s behalf with the University’s preferred provider, Allianz Global Assistance (formerly OSHC Worldcare) – visit: http://international.curtin.edu.au/pre-departure/health-insurance/

Please indicate if the sponsor will pay for OSHC (visa-length amount shown on Acceptance of Offer):

- Student
- Student and family
- Sponsor will not be paying for OSHC

IF THE SPONSOR IS PAYING FOR OSHC—please tick one of the following payment options:

- Sponsor sending OSHC payment to the University before student arrives in Australia (before release of CoE)*
- Sponsor requests to be invoiced for OSHC payment after the student arrives in Australia*
- Student is responsible for OSHC payment (and if applicable will seek reimbursement from the sponsor)
- Sponsor arranging the OSHC membership and payment directly with an Australian OSHC provider
- Student has an existing OSHC membership—provide details__________________________

*Please refer to the payment instructions attached to the Acceptance of Offer. Payment terms 30 days from acceptance of offer or tax invoice received.

Please note: if the student completes or ceases/defers their studies and is no longer an international student in Australia, any OSHC refund will be the responsibility of the student to claim and reimburse the sponsor. Alternatively, if the student has OSHC membership with Allianz, the sponsor may contact Allianz directly to seek a refund by emailing: kmatthews@allianz-assistance.com.au
9. OTHER IMPORTANT INFORMATION

CURTIN ENGLISH AND CURTIN COLLEGE

Curtin English and Curtin College have separate invoicing systems to the University’s Fee Centre. If you are sponsoring the student to attend Curtin English or Curtin College, the institution will contact you separately to arrange payment for the student’s tuition fees and OSHC.

Curtin English course changes

The offered length of ELICOS modules can only be changed in consultation with staff at Curtin English.

Additional costs

Payment of any incidental or additional costs—such as living expenses, first aid certificates, laboratory coats, books, voluntary student guild membership and temporary/permanent accommodation—will need to be arranged between the sponsor and the student (unless separate written arrangements are in place with the University).

Course changes

If the student wishes to change course, they must first seek approval from the sponsor. A new Sponsored Student Information Form or Letter of Financial Guarantee must be completed and returned to Curtin International. Copies of this form are available at http://international.curtin.edu.au/about/forms-guides-brochures/

Sponsorship extensions

If the student does not complete the course by the sponsorship end date, it is the student’s responsibility to contact the sponsor to discuss a sponsorship extension. If the extension is granted, a new Sponsored Student Information Form or Letter of Financial Guarantee must be completed and returned to Curtin International. Copies of this form are available at http://international.curtin.edu.au/about/forms-guides-brochures/

10. DECLARATION

I confirm that my organisation will be responsible for payment of tuition fees for the above student enrolled in the above course/s in accordance with the Curtin University Sponsorship Agreement.

New sponsors to Curtin - Sponsorship Agreement

New sponsors must complete a Sponsorship Agreement when they send their first student to Curtin University. Only one Agreement is required between the sponsor and Curtin and is valid for 3 years. Copies of the Sponsorship Agreement are available at http://international.curtin.edu.au/about/forms-guides-brochures/

Note: all payments to Curtin University must be made in Australian dollars (AUD). Bank charges associated with transferring money to Australia are the sponsor’s responsibility.

Signature of sponsor __________________________ Date __________________________
Name (please print) ___________________________________________________________________

Sponsor official stamp

________________________________________________________________________

Sponsor official stamp
Please note: we cannot organise invoice arrangements unless this form is stamped.

PLEASE RETURN THIS FORM TO:
Curtin University
Curtin International, Building 103
GPO Box S1512
Perth, Western Australia 6845

Tel: +61 8 9266 7331
Fax: +61 8 9266 2605
Email: CI-accept@curtin.edu.au

The information provided on this form will be retained by the University and handled in accordance with the University’s policy on the management and disclosure of personal details and information.