



AGENT CHECKLIST: Application under Streamlined Visa Processing

Further copies available from international.curtin.edu.au/forms

Under revised DIBP arrangements, Curtin University has been accepted as a Provider with access to Streamlined Visa Processing arrangements (SVP). To enable Curtin to assess the eligibility of the applicant under the SVP arrangements, please complete the following information.

Request for offer or Confirmation of Enrolment (CoE) will only be issued if all components of the declaration have been completed and required documents have been submitted with the application, or where an offer has been made is to be submitted with the Acceptance of Offer.

Agent's Company Stamp:
(in English, including address, phone, email)

IF THE APPLICANT HAS ALREADY RECEIVED AN OFFER LETTER AND IS SEEKING A COE PLEASE COMPLETE BOTH SECTION 1 AND 2

Student ID (if relevant)	<input type="text"/>	Student Family Name	<input type="text"/>	Student Given Name	<input type="text"/>
Country of Citizenship:	<input type="text"/>			Date of Birth:	<input type="text"/>
Visa Assessment Level:	<input type="text"/>				
Course/s:	<input type="text"/>	Commencement Study period:			
Leading to:	<input type="text"/>	<input type="text"/>			
Mainstream:	<input type="text"/>	<input type="text"/>			

The checklist below will guide you through the process of applying for an offer letter or CoE under SVP. Please note this is an interim process until published materials have been updated and Agent agreements have been amended. Prior to request for CoE, please ensure you provide the documentation requirements as outlined below.

SECTION 1: APPLICATION CHECKLIST

Application checklist (to be completed for all applicants)		Y	N	N/A
1	I/We confirm the selection of university course aligns to the career aspirations of the applicant, or the requested course aligns to applicant work history and will provide greater career opportunity in the country of citizenship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	I/We confirm the applicant has a clear understanding of the academic, language and financial requirements associated with the course, and with studying in Australia.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	I/We confirm that relevant documents are attached to enable full assessment for admission. Documents are to include application form, transcripts, test of English, unit outlines if seeking assessment for recognition of prior learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Application for Admission Form is accurately completed and has been signed by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Evidence of Application Fee payment is attached (tick N/A if your Agency is granted approval to waive the fee by University authority).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	To the best of your knowledge, the applicant has not previously been refused a visa.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2: CoE DOCUMENT REQUIREMENTS

Visa Assessment Level	CoE Assessment requirements
All Visa Assessment Levels	Complete relevant questions below and based on the interview process with the applicant, sign this application declaring their ability to fund studies (tuition and living costs for the duration of the study program) for themselves and family members without the necessity to undertake paid work. Agent and Applicant to sign the Declaration.
Additional Requirements Visa Level 3	View applicant documentary evidence of one year's funds (tuition fees, airfare/s and living expenses for the applicant and family members). Documents can comprise bank statements, loan letters, scholarship nomination forms, income or business related statements. Useful guides to financial requirements for living expenses are available from immi.gov.au and are also outlined international.curtin.edu.au

Please note: Applicants for Higher Degree by Research will be considered at Assessment Level 1 requirements.

CoE Document Requirements

All Applicants, all Assessment Levels (to be submitted at time of Accepting Offer)	Y	N	N/A
1 Applicant has been provided with the University Offer Pack that contains the Pre-departure Guide and Refund Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 To the best of your knowledge, the applicant has not already lodged a request for a visa.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 The applicant has met the conditions as outlined on their letter of offer; or certified documents are attached to meet the conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 You have attached the following documents:			
• signed Acceptance Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• passport details page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• completed Payment Options Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• evidence of payment of tuition fee deposit and Overseas Student Health Cover for the duration of the visa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• signed letters of financial guarantee from the sponsor (where relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where relevant, the Applicant has accepted their offer through EnrolNow and uploaded these documents (as outlined in the offer pack. Refer to oasis.curtin.edu.au)			
5 You will advise Curtin International if the application for student visa has been rejected, including the reason for the rejection (if known).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Requirements Level 3 applicants	Y	N	N/A
1 You have reviewed relevant documents that will verify the capacity of the student to fund their studies and living expenses in Australia as outlined by the guides to financial requirements for living expenses, available from www.immi.gov.au/ Please indicate what documents have been verified:			
• bank statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• loan letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• scholarship nomination forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Income or business related statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• other – please provide details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide comments where an 'N' or N/A has been ticked:

DECLARATIONS:

Applicant:

I declare that I have the ability to fully fund studies (tuition and living costs) for the duration of the study program and that information submitted is true and correct

Print Name	Signature	Date

Agent/Representative:

I declare that all information and documents provided are true and correct as provided by the applicant

Counsellor's Name (please print)	Signature	Date

Agent: Please provide this document as part of your Application for Admission/Acceptance of Offer and email via your regional channel.