International Student Application Checklist

This checklist is designed to help International students and agents prepare their application to Federation University Australia, and ensure that all appropriate documents are included. Providing complete documentation will allow your application to be processed as quickly as possible.

►Step 1 – Applicant's personal information

☐ Please ensure your name, home address, email address and DOB are correct on your application form. Your name should match the name on your passport.
☐ Your agent's details (if applicable)
☐ A personal statement to justify your study motives and the intention for a temporary stay in Australia
☐ Your resume/CV, or any proof of your work experience (if applicable)

►Step 2 – Academic requirements

☐ Check the country-specific entry requirements and any other requirements for the selected program
☐ Ensure that certified copies of academic documents are attached to the application

Undergraduate applications
☐ Higher Secondary leaving certificate or graduation certificate
☐ Higher Secondary Exam results or academic statement
☐ Any additional required entry-specific documents

Postgraduate applications
☐ Higher Secondary School leaving certificate & exam results
☐ Bachelor Degree qualification or graduation certificate
☐ Academic Transcripts for higher education study
☐ Any additional required entry-specific documents
☐ Proof of recognised prior learning experience

Applications seeking credits
☐ Program structure
☐ Course descriptions
☐ Grading system for your academic transcripts

►Step 3 – English requirements

Please check the selected program's minimum English proficiency requirements.

Direct entry
☐ Academic IELTS or equivalent

English program pathway*
☐ If your Academic English scores do not meet the program's entry requirements, you may be eligible for a packaged offer to study an English and Academic Preparation (EAP) program as a pathway to your Higher Education program
Eligibility for required EAP programs will be assessed by International Admissions officers at FedUni.

English exemptions
☐ Federation University Australia may accept alternative evidence of English Proficiency that meets DIBP's English exemption categories

►Step 4 – Submit your application

☐ Required academic supporting documents
☐ Required proof of English proficiency documents
☐ Additional documents such as -
　☐ Resume / proof of work experience (if applicable)
　☐ Personal statement
　☐ Passport
　☐ Visa grant letter (if applicable)
☐ All documents provided have been certified
☐ Submit your application and upload all supporting documents via the Online Application Centre with non-refundable online application fee of $25 for direct applicant   **OR**
☐ Email completed International Application Form with supporting documents and proof of payment of $50 non-refundable application fee to: internationaladmissions@federation.edu.au   **OR**
☐ Find an authorised agent to submit your application online

►Step 5 – Offer letter is issued

☐ Read and fully understand the offer, its conditions and FedUni policies
☐ Read and fully understand the conditions on your offer letter, such as pre-visa screening assessment
☐ Seek clarification on anything that is unclear

►Step 6 – Meet conditions on offer

Pass Pre-visa screening assessment*
☐ Complete required GTE questions with detailed answers
☐ Provide financial capacity documents if required
☐ Provide any additional supporting documents if required
☐ Sit in Pre-visa screening interview if required
Student will be informed of outcome of Pre-visa Screening Assessment. If student cannot pass PVS assessment, application will be rejected.

Other conditions
☐ Provide required documents to meet other conditions on the offer letter (if applicable)

►Step 7 – Acceptance

☐ All pages of signed Offer Letter
☐ Proof of initial payment as per Offer Letter
☐ Proof of Overseas Student Health Cover (if arranged by student)

►Step 8 – Confirmation of Enrolment issued

☐ Confirmation of Enrolment letter will be issued to student
☐ Overseas Student Health Cover will be ordered for student

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