

Agent Checklist

To be completed and submitted with every application

Name of Applicant:

Program Name:

ELICOS and Degree

Commencement:

Date and/or Semester

Campus:

Gold Coast

Nathan

South Bank

Mt Gravatt

Logan

Assessment as a GENUINE TEMPORARY ENTRANT and GENUINE STUDENT

1. Application Information – Academic and English

Yes/No
(if applicable)

1.1 Are there any gaps in the student's education, or employment history that may cause doubt about their intention to complete their study – as a Genuine Temporary Entrant (GTE)?

Yes

No

Comments:

1.2 Does the applicant meet the English language entry requirements? If NO, how does the applicant intend to meet the English language entry requirements before commencing their program at Griffith?

Yes

No

Comments:

1.3 Does the applicant meet the academic degree entry requirements? If NO, how does the applicant intend to meet the Academic entry requirements before commencing the degree program at Griffith?

Yes

No

Comments:

1.4 Have you fully explained the program structure to the applicant and do they fully understand the duration of the program, the progression requirements from GELI to the Griffith University degree (if applicable) and career opportunities on completion of the program?

Yes

No

1.5 Is the applicant aware that if they are seeking certification/accreditation of the qualification attained at Griffith University, in their home country, it is their responsibility to confirm this with their relevant home or state regulatory authority?

Yes

No

2. Application Information – Applicant

Yes/No
(if applicable)

2.1 Does the applicant have dependents i.e. spouse and children and will they be accompanying the applicant to Australia? If YES, how many children will accompany the applicant to Australia? please provide below **Spouse profile** – age, education qualifications and work history, visa history (has the spouse ever been refused a visa?) **Children** – age of children

Yes

No

Comments:

2.2 Statement of Purpose attached. A Statement of Purpose, signed by the applicant, is to be included at the time of application to demonstrate the reasons for choosing to study in Australia and Griffith University. **Please note that this document is compulsory.**

Yes

No

2.3 Does the applicant have family in Australia? If YES, which city and relationship to applicant.

Yes

No

Comments:

2.4 Has the applicant ever been excluded from any previous Institution? If so when, which country, which institution and for what reason? Yes No

Comments:

2.5 Has the applicant had a visa application rejected? If so when, which country and for what reason? Yes No
Please note that Griffith University is unlikely to accept an application if a visa has been rejected or cancelled in the past regardless of which country rejected or cancelled a visa.

Comments:

2.6 Proof of identity is required. Certified copy of applicant's passport, PLUS A certified copy of either a drivers license or Government issued identification document. Yes No
Please note that this documentation is compulsory. If a passport is not available at time of application a certified copy of the passport is required when accepting an offer.

2.7 Does the applicant understand that their visa will be rejected or cancelled by DIBP if:- Yes No
 1. it is found that documents supporting their application are fraudulent or information provided in their application is misleading?
 2. they do not pass DIBP's health and character checks?
 3. DIBP is not satisfied they are a genuine student?
 4. they do not abide by the conditions of their visa?

These conditions include: maintaining full-time enrolment in a registered program and maintaining satisfactory attendance and program progression for each study period; they must not downgrade their program to a lower lever such as a VET Certificate.

Please Note:- If DIBP refuses a visa application because an applicant provides fraudulent documents or misleading information OR if their visa is cancelled while onshore due to a breach in visa conditions, the applicant/student will be excluded from applying for another Australian visa for 3 years.

3. Application Information - Finance **Yes/No**
(if applicable)

3.1 Have you provided information relating to all study and living expenses and does the applicant understand their obligation to have sufficient funds to pay OSHC, all tuition fees, associated study costs and all living and travel expenses (transport, food, utilities, rent etc.) for themselves and any dependent/s for the entire duration of their stay in Australia? Yes No

3.2 How is the student funding their study and living expenses?

Personal or Family Savings (Provide name of Bank) Bank Loan (Provide name of Bank) Sponsorship (Provide name of Sponsor) Other

Provide details here:

3.3 Has the applicant provided, with their application, genuine documentary evidence of their capacity to cover all fees and living costs for themselves and all dependants for the entire duration of their stay in Australia? (unless fully sponsored) Yes No

Griffith University may request these documents. You must have these documents on file and be able to send to Griffith university within 24 hours of request.

3.4 Have you verified bank and/or loan documents and are the funds sufficient to cover the duration of the applicants stay in Australia? Yes No

3.5 Have you advised the applicant and does the applicant understand that Griffith will not pay their tuition fees and related study costs or living expenses if they are unable to fund their stay in Australia? Yes No

3.6 Does the applicant understand that if they are unable to pay their tuition fees Griffith will cancel their enrolment and their CoE which will affect their student visa? Yes No

3.7 Does the applicant understand that they must maintain Overseas Student Health Cover for themselves and any dependents for the duration of their stay in Australia? Yes No

3.8 Does the applicant understand that while they are allowed, as part of their student visa, to work a maximum of 40 hours per fortnight (unlimited work-rights during semester breaks), these funds are used to supplement their living costs and must not be their only source of income to pay their tuition fees? Yes No

4. Agent Declaration

I Declare that:-

- I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Immigration and Border Protection
- the applicant is genuine in making this application and has every intention of completing all programs listed in the application
- I have made every effort to verify the authenticity and validity of the documents which form part of this application
- the applicant has signed this Checklist
- I am satisfied that the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves

The Genuine Temporary Entrant (GTE) requirement explicitly addresses whether the individual circumstances of an applicant indicate that their intention is for a temporary stay in Australia. Student visa applicants must be both a GTE and a Genuine Student to be granted a visa.

A Genuine Student is a student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome.

Factors that are considered under the existing requirement to be a genuine applicant for entry and study as a student include: English language proficiency; financial capacity; prerequisite schooling; age requirements; and intention to comply with visa conditions.

Agency Name:

Agent Staff Member

Agent Staff Signature

Date

5. Applicant Declaration

I Declare that:-

- the information and documentation provided with my application is genuine
- I have the capacity to fully fund my study at Griffith University and fund my living expenses for both myself and dependents (if applicable) for the full duration of my stay in Australia. I am able to provide Griffith University all documentation which supports my ability to fully fund my study
- it is my intention to complete my study at Griffith University and to not transfer to another Provider
- my Education Agent has provided me with full details on the program I wish to study
- I have read and fully understand the Fees and Charges Policy which includes the Refund Policy and the International Student Institutional Transfer Request Policy and Procedure. I am also aware of the Student Review and Appeals Policy and the Student Review and Appeals Procedures
- I have reviewed the Department of Immigration and Border Protection (DIBP) website; border.gov.au

Applicants Name:

Applicants Signature

Date