



# GTE FORM CHECKLIST

The University of Canberra is an approved Australian Department of Immigration and Border Protection (DIBP) provider to participate in the Streamlined Visa Processing (SVP) arrangements.

The information below should be used by agents and/or direct applicants as a guide to ensure that the University's requirements are met when completing the GTE Form where applicable.

Tick the applicable box, e.g. tick yes if a copy of document is provided.

Student Application and Supporting Documents	Yes	No	Pending	N/A
UC GTE Form				
Evidence of Year 10 completion certificate (where applicable)(*)				
Evidence of Year 12 completion certificate or equivalent (*)				
Evidence of Bachelor's completion certificate along with transcripts. If final degree is not awarded student must provide provisional certificate (*)				
Evidence of Master's completion certificate along with transcripts. If final degree is not awarded student must provide provisional certificate (*)				
Any other Diploma or qualification completion certificates (*)				
Evidence of employment in the form of employment reference letters and/or work experience letters from all the employers covering the entire employment history(*) (**)				
Evidence of English- such as IELTS, TOEFL results (*)				
Is explanation and evidence provided to support any gaps between Year 12 (or equivalent) and next qualification or work experience?				
Is explanation and evidence provided to support any gaps in last qualification and intended course?				
Is explanation and evidence provided to support any gaps in last employment and intended course?				
Passport copy for student and the accompanying family members. If available at the time application is submitted				
Statement of Purpose from student (SOP)(***)				
Resume is not mandatory. However if the same is provided, the information in resume must match with the evidence of qualifications and evidence of employment provided				
Evidence of financial capacity (where applicable)				

(\*) Need to be certified copies and translated where necessary.

(\*\*) Details required: name, position held, period of employment and roles/responsibilities, this must be on the company's official letter head with name and title of the person who has issued the same, have an official address and contact details.

(\*\*\*) Include: a) reasons for choosing to undertake the course of study specified in your application; b) reasons for choosing University of Canberra; c) reasons for choosing to study in Australia rather than in your home country; d) the relevance of your course of studies to your academic and/or employment background; and e) the relevance of the course to your future career/educational plans.