

REPRESENTATIVE CHECKLIST



Use BLOCK LETTERS and tick check boxes where required

1.0 APPLICANT DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Last name:
Date of birth: <input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>	First name/s:
Email:	
Program:	

2.0 APPLICATION CHECKLIST

Has the applicant completed the relevant USC International application form for their chosen program, including their personal email address and other contact details?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant signed and dated the application form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all documents bare the stamp of your organisation/company?	<input type="checkbox"/> Yes <input type="checkbox"/> No

3.0 ADMISSION QUESTIONS Please comment where applicable.

1	How does the applicant meet the academic admission requirements for their chosen program?
2	How does the applicant meet the English language requirement for their chosen program?
3	Does the applicant's education and/or work background support their application for their chosen program of study? <input type="checkbox"/> Yes <input type="checkbox"/> No → If not, what is the applicant's desired outcome from studying the program (eg career aspirations)?
4	Has the applicant studied or travelled in Australia before? <input type="checkbox"/> Yes, in the past <input type="checkbox"/> Yes, currently in Australia <input type="checkbox"/> No → If yes, please provide details including: <ul style="list-style-type: none">• Primary reason for previous visit• Visa information• Any prior and/or current study completed at an Australian institution

REPRESENTATIVE CHECKLIST

3.0 ADMISSION QUESTIONS continued

5 If the applicant is currently studying in Australia, have they completed at least six (6) calendar months in their principal program?

Yes No Not applicable

➔ If no, have you counselled the applicant regarding their obligations? Yes No

6 Does the applicant have a migration history outside of their home country (this includes applied, received, rejected and cancelled visas for any country, including Australia)? Yes No

➔ If yes, please provide details.

7 Does the applicant have any immediate family (eg parents, siblings, direct aunts or uncles) currently living in Australia? Yes No

➔ If yes, which family member and what is their address?

8 Is the applicant legally married? Yes No ➔ If yes, what was the date of their marriage?

9 Is the applicant intending to bring their spouse or any other dependant to Australia on their Student visa? Yes No

➔ If no, explain why:

➔ Does any dependant have a migration history outside of their home country (this includes applied, received, rejected and cancelled visas for any country, including Australia)? Yes No ➔ If yes, provide details:

10 Have you explained the costs associated with living in Australia (eg travel, accommodation, health cover, school fees for school aged children, etc) for themselves and any dependants while studying? (Refer to Table 1 on page 4) Yes No

11 Has the applicant provided evidence to you that they will have access to funds while in Australia that will adequately cover their tuition and living costs? (USC may ask for hard copies of evidence if required) Yes No

12 What is the source of the applicant's funds? (ie parents, bank loan, scholarship)

13 Does the applicant understand that they are required to maintain OSHC for themselves and any dependants during the duration of their stay? Yes No

14 Does the applicant understand that when they enter Australia on a Student or any other temporary visa, they are required to depart Australia when their visa expires or make alternative visa arrangements? Yes No

GTE and GS related DOCUMENT CHECKLIST

Please provide the following documents (where applicable) with the completed USC International application form and representative checklist:

→ Personal identity documents

- Passport (valid for at least six months). If the applicant has travelled abroad, they must provide a copy of all pages of the passport (as per DOHA's requirement)
- Detailed resume or CV
- USC's Statement of Purpose (SOP) form
- For married applicants: Marriage Certificate

→ Admission documents

- High school certificates
- All technical, undergraduate and postgraduate transcripts and completion certificates or awards
- Evidence of meeting English language requirements for the chosen program
- Copy of initial visas, visa extensions and **all** COEs from Australian courses (for both onshore and offshore applicants, if applicable)
- If there is a study or employment gap – documentary evidence to explain the gap

→ Immigration history of applicant, spouse and other immediate family (eg parents, siblings, direct aunts and uncles)

- Copies of any current and/or previous visa labels, visa stamps, electronic visas from any country, including Australia
- Copies of visa withdrawals, visa refusals, visa cancellation letters from any country, including Australia

→ Financial documents (if requested by USC International)

- USC's Summary of Funds form
- Financial Sponsorship Documents showing total balances for all sponsor/s (must be formally notarised or attested)
- Where finances are being provided by a sponsor, the proof of relationship between the applicant and the sponsor/s (must be formally notarised or attested)
- Money Deposit held by sponsor/s, and/or applicant:
 - Bank statements – showing transactions for at least three months. The source of any recent large lump sum deposits needs to be explained and documented.
 - Sanctioned Education Loan Letter – must be made out for Educational Purposes Only, in the name of the student and their financial sponsors. Loan letter must state the source and owner of the collateral used to secure the loan, plus the length of loan and monthly repayments.
- Current income of sponsor/s, and/or applicant:
 - Evidence of the sponsor's stable source of income (eg, employment certificates and payslips, pension records, Investment records, business registration and shareholder certificates, business bank accounts, rental agreements, last three (3) years tax returns, etc.)

REPRESENTATIVE CHECKLIST



TABLE 1: STUDENT VISA LIVING COSTS

The information in this table is taken from the the Department of Home Affairs' (DOHA) 'Student visa financial capacity requirements' website: immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#HowTo

Information is correct at the time of publishing. Please note that actual living costs may vary.

Expenses	Per person	
Travel*	Applicant	Offshore: A\$2,000 / Onshore: A\$1,000
	Family members	Offshore: A\$2,000 / Onshore: A\$1,000 per person
Tuition	Applicant	Course fees
	School aged children	A \$8,296 per year
Living	Applicant	A \$21,041 per year
	Partner	A \$7,362 per year
	Each child	A \$3,152 per year

*Amounts differ for applicants from Africa. Review DOHA website for specific amounts.

4.0 REPRESENTATIVE DECLARATION

As the student's nominated representative, I declare that:

Insert full name of counsellor

- I have personally counselled the applicant and explained the USC program (including its structure, duration, cost and potential career outcomes on completion) and the USC campus (including available services, its location and the local area).
- I have personally sighted the applicant's original documents and certify that all submitted documentation is a true copy of the original.
- I have assessed and concluded, to the best of my knowledge, that the applicant is a Genuine Temporary Entrant (GTE) and a Genuine Student as defined by the Australian Government, Department of Home Affairs [homeaffairs.gov.au](https://immi.homeaffairs.gov.au)
- Where applicable I am satisfied that the student meets the Student visa eligibility requirements as outlined on <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>
- I confirm that all information provided in this application to be true and correct to the best of my knowledge.
- Should I be alerted to any additional information relating to the applicant that may change or alter any of the above information, I will notify USC International immediately.

Signature of counsellor:	Date:
--------------------------	-------

5.0 APPLICANT DECLARATION

- I have given Name of representative permission to act on my behalf in all communications pertaining to my application, offer and acceptance here at USC.
- I confirm the answers provided above are true and correct to the best of my knowledge.

Applicant name:	Signature:	Date:
-----------------	------------	-------

Representative stamp