

PRE-APPLICATION

Agent counsels prospective applicant on:

- > Academic programs available including course structure, delivery methods, campus locations and projected course /career outcomes
- > TAFE NSW vocational and Higher Education academic entry requirements
- > English language requirements
- > Additional entry requirements: Essay, interview, portfolios as required
- > Financial requirements to undertake study at TAFE NSW and live in Australia
- > Requirements of Genuine Temporary Entrant status and overall requirements of compliance with the student visa
- > Requirements of obtaining a visa from an SVP education provider

APPLICATION

- > Agent completes Agent checklist for Advanced Diploma or Bachelor applicants
- > Student completes SVP application form & writes the statement of purpose
- > Student completes TAFE NSW International Student application form
- > Student completes the additional course requirements: Essay, portfolio as required
- > Agent submits to TAFE NSW International Students Admissions team: intadmissions@tafensw.edu.au

AGENT CHECKLIST

	Student SVP application including statement of purpose
	TAFE NSW International Student application form
	Additional entry requirements, Essay, Portfolio as required
	TAFE international Admissions acknowledges receipt of the students application

OFFER

- > Students application is assessed by a TAFE NSW Student Adviser
- > A conditional offer will be issued pending the outcome of any additional requirements: English, academic, essay, portfolio, interview and outcome of the SVP assessment as required
- > If the SVP assessment is successful and other entry requirements are met, the letter of offer is issued to Education Agent
- > If the SVP assessment is unsuccessful no offer letter will be issued
- > Education Agent hands offer to prospective student and ensures they understand all acceptance documentation including all terms and conditions and fee arrangements including the refund policy

ACCEPTANCE

- > Prospective student reads and completes TAFE NSW Acceptance of Offer form (which is issued with the offer letter)
- > TAFE NSW Acceptance of Offer form returned to TAFE NSW Student Adviser with Proof of Payment
- > TAFE NSW Acceptance & Payment received by TAFE NSW Student Adviser
- > Electronic Confirmation of Enrolment (eCoE) issued by TAFE NSW Student Adviser on receipt of payment
- > Student progresses to apply for student visa with DIBP
- > Student/ Agent advises TAFE NSW Admissions of visa grant/visa refusal
- > If the visa is granted the student attends orientation at campus and completes the enrolment process
- > TAFE NSW is monitoring visa refusals
- > If the visa is refused the student is eligible to apply for a refund of tuition fees. TAFE NSW will contact the agent to further investigate the reasons for the visa refusal.