

# TAFE NSW STREAMLINED VISA PROCESSING (SVP) GUIDELINES FOR AGENTS

These guidelines are provided to help with the completion of the checklist for agents.

See: <http://www.decinternational.nsw.edu.au/study/tafe/study-options/degree-courses>

ACADEMIC COUNSELLING			
CHECKLIST NUMBER	CHECKLIST SECTION	TAFE NSW GUIDELINES	REFERENCE MATERIAL/ EVIDENCE REQUIRED
1	I have explained the entry requirements, course information, tuition fees, locations to the applicant	<p>Counsellors to provide information about TAFE NSW Advanced Diploma and Bachelor degrees.</p> <p>This information should include entry requirements, English pathway options, course content, locations, commencement dates and tuition fees payable. This should also include information on studying and living in Australia.</p>	<p>Course information is available on the TAFE NSW international website: <a href="http://www.studyintafe.edu.au">www.studyintafe.edu.au</a></p> <p>Students who need to study English prior to the TAFE SVP course can package English with the following providers only:</p> <ul style="list-style-type: none"> <li>&gt; TAFE NSW English Language Centre's</li> <li>&gt; ACL/ NAVITAS</li> <li>&gt; AICE</li> <li>&gt; ELS Universal</li> <li>&gt; Greenwich College</li> </ul>
2	The applicant has a good understanding of the relevance of the course to their career plans	<p>Counsellors should ensure that the TAFE SVP course is consistent with the applicants' current level of education and should ensure there is no qualification regression.</p> <p>Counsellors should confirm that the applicant has a clear understanding of career options after completing the course, including improved employment prospects in their home country.</p>	<p>Information on career opportunities can be found on the TAFE NSW international website: <a href="http://www.studyintafe.edu.au">www.studyintafe.edu.au</a></p> <p>Counsellors should tick YES to confirm they have sighted and verified the applicants' academic transcripts are authentic and approved by local governments.</p> <p>Counsellors should check the student doesn't currently hold a qualification of the same or higher level.</p>
3	The applicant has researched other study options both in their home country and in Australia and is clear on the reasons for choosing TAFE NSW	<p>Counsellors should ensure that applicants have done research on other study options available to them both in their home country and in Australia.</p> <p>Applicants should be able to clearly outline the reasons the course at TAFE NSW was chosen.</p>	<p>Course information is available on the TAFE NSW international website: <a href="http://www.studyintafe.edu.au">www.studyintafe.edu.au</a></p>

## FINANCIAL REQUIREMENTS

CHECKLIST NUMBER	CHECKLIST SECTION	TAFE NSW GUIDELINES	REFERENCE MATERIAL/ EVIDENCE REQUIRED
4	The applicant is able to meet the financial requirements of their TAFE NSW SVP course, including the associated living and travel expenses as specified by DIBP at <a href="http://www.immi.gov.au/students/student-visa-living-costs.htm">www.immi.gov.au/students/student-visa-living-costs.htm</a>	<p>Counsellors should ensure that applicants are suitably counselled on the full financial requirements of studying in Australia, including tuition fee and living costs for the duration of their studies.</p> <p>Counsellors should also ensure that applicants can meet the financial requirements of studying in Australia and support any family or dependents.</p>	<p>Information on tuition fees and living costs can be found on the TAFE NSW International website:  <a href="http://www.decinternational.nsw.edu.au/living-in-nsw/cost-of-living">http://www.decinternational.nsw.edu.au/living-in-nsw/cost-of-living</a></p> <p>Applicants should be referred to advice from the Department of Immigration and Border Protection (DIBP)  <a href="http://www.immi.gov.au/students/student-visa-living-costs.htm">http://www.immi.gov.au/students/student-visa-living-costs.htm</a></p>
5	<p>I have verified the financial documents to confirm that the source of funding will be:</p> <ul style="list-style-type: none"> <li>&gt; Self funded</li> <li>&gt; Parents</li> <li>&gt; Other relative(s) in home country</li> <li>&gt; Bank loan</li> <li>&gt; Employer</li> <li>&gt; Relative(s) in Australia</li> <li>&gt; Scholarship</li> <li>&gt; Parent-in-law</li> </ul>	<p>Counsellors must sight evidence of students' financial capacity to ensure that applicants can legitimately demonstrate their ability to cover tuition fees and living expenses as required under SVP.</p> <p>Students from Nepal and India whose source of funding is through a bank loan will be asked to provide copies of the loan approval letter. Only the preferred financial institutions listed by DIBP post will be accepted.</p> <p>Students from other AL 3 and some AL2 countries whose source of funding is through a bank loan may also be asked to provide copies of the approved loan.</p> <p>For some countries the DIBP Post lists acceptable financial institutions. Please check the DIBP Posts for details specific to the country where the student visa application will be lodged.</p> <p>Counsellors should check documentation to ensure funds are available and sources of income are legitimate.</p>	<p>Counsellors should verify any financial documents provided by the applicant to show their financial capacity.</p> <p>If the source of funding is a money deposit held in a bank account, the following evidence could be provided:</p> <ul style="list-style-type: none"> <li>&gt; Payslips</li> <li>&gt; Bank loan documents</li> <li>&gt; Interest from investments</li> </ul> <p>Applicants relying on a bank loan may need to show that these funds have been deposited into a bank account to which they have unrestricted access, and that they have the financial capacity to service the loan.</p> <p>Documentation needs to be sighted to confirm the source of funding if from another source such as: parents, other relatives, employer. This includes ensuring sources of income support the financial documents provided.</p>
6	I have explained the TAFE NSW International Student terms and conditions and refund policy to the applicant	Counsellors must ensure students understand the terms and conditions and refund policy.	<p>Information on TAFE NSW tuition fees and Overseas Health Cover costs and refund policy can be found at:  <a href="http://www.decinternational.nsw.edu.au/study/tafe/fees">http://www.decinternational.nsw.edu.au/study/tafe/fees</a></p> <p>The TAFE NSW International Student terms and conditions are attached to the application form which is can be found at:  <a href="http://www.detinternational.nsw.edu.au/media-assets/tafe/application-form.pdf">http://www.detinternational.nsw.edu.au/media-assets/tafe/application-form.pdf</a></p>

## GENUINE TEMPORARY ENTRANT REQUIREMENTS

CHECKLIST NUMBER	CHECKLIST SECTION	TAFE NSW GUIDELINES	REFERENCE MATERIAL/ EVIDENCE REQUIRED
7	I have explained to the applicant the requirements to be classed as a Genuine Temporary Entrant (GTE) to study in Australia as provided by DIBP at: <a href="http://www.immi.gov.au/students/gte-requirement.htm">http://www.immi.gov.au/students/gte-requirement.htm</a>	<p>Counsellors should ensure that they have briefed applicants on the requirements to meet Genuine Temporary Entrant as defined by DIBP.</p> <p>Counsellors must be confident that the applicant is a Genuine Temporary Entrant: the following questions are a guide only to establishing GTE.</p> <ul style="list-style-type: none"> <li>&gt; Why did the applicant choose Australia?</li> <li>&gt; Why did the applicant choose TAFE NSW?</li> <li>&gt; Why did the applicant choose the TAFE NSW course?</li> <li>&gt; Is this course available for the student to study in their home country?</li> <li>&gt; Is the applicant's choice of program consistent with their academic background?</li> <li>&gt; Has the applicant had any previous visa rejections? If so when, and from which country? How have circumstances changed?</li> <li>&gt; Does the applicant currently have close family members living in Australia?</li> <li>&gt; Does the applicant have dependents and if so, does he/she intend to take them to Australia?</li> <li>&gt; Are there any economic circumstances in the applicants' home country that would present as a significant incentive for the applicant not to return to their home country?</li> </ul>	<p>Definition of Genuine Temporary Entrant can be found at: <a href="http://www.immi.gov.au/students/gte-requirement.htm">http://www.immi.gov.au/students/gte-requirement.htm</a></p>
8	The applicant is prepared for any interview that might be required by DIBP to determine their status as a Genuine Temporary Entrant	<p>Counsellors should ensure that the applicants are prepared for an interview with DIBP.</p> <p>The applicants should have detailed knowledge of the TAFE NSW course they are applying for, research they have done into where they will be studying and the reasons for their decision to study at TAFE NSW. This includes other providers they have researched.</p>	<p>Definition of Genuine Temporary Entrant can be found at <a href="http://www.immi.gov.au/students/gte-requirement.htm">http://www.immi.gov.au/students/gte-requirement.htm</a></p> <p>Interview responses on key points (e.g. those covered in their SOP) that may be asked at interview by DIBP should be discussed with applicants</p>
9	Has the applicant been refused a visa for Australia or any other country?	Counsellors should check if the applicant has a visa refusal for Australia or any other country.	<p>If YES, please provide further information on the reason for this refusal and how circumstances have changed.</p> <p>The visa refusal letter should be sent with the SVP application.</p>

## APPLICATION FORMS

CHECKLIST REF	CHECKLIST SECTION	TAFE NSW GUIDELINES	REFERENCE MATERIAL/ EVIDENCE REQUIRED
10	The applicant has completed the TAFE NSW International Student application form	Counsellors should ensure the application has been completed in full and there are no blank sections.	The TAFE NSW International Student Application Form can be found at: <a href="http://www.detinternational.nsw.edu.au/media-assets/tafe/application-form.pdf">http://www.detinternational.nsw.edu.au/media-assets/tafe/application-form.pdf</a>
11	The applicant has completed the SVP Application including the statement of purpose	Counsellors should ensure the SVP application has been completed in full and the statement of purpose is attached.  The SOP must be written solely by the student. The counsellor should not provide an SOP template.	The TAFE SVP Application Form can be found at <a href="http://www.decinternational.nsw.edu.au/study/tafe/study-options/degree-courses">http://www.decinternational.nsw.edu.au/study/tafe/study-options/degree-courses</a>
12	I have sighted all original documents and verified them as authentic	Counsellors should ensure that all documents that will be submitted with the visa application are verified and certified as authentic prior to being submitted with the student visa application.  TAFE NSW may ask for a copy of all documentation that will be submitted with the application for student visa to ensure the SVP requirements are met.	