The University of Canberra is approved by the Australian Department of Immigration and Citizenship (DIAC) to participate in the Streamlined Visa Processing (SVP) arrangements.

The following Assessment Guidelines have been prepared to assist agents, acting on behalf of the University, undertake certain checks of student as a means of meeting the requirements under the SVP arrangements.

Students have the option to have their visa application processed through the SVP arrangements or through the standard Assessment Level 3 or 4 arrangements.

Agents of the University of Canberra are required to undertake the following checks to ensure that quality students are recruited to the University:

### STEP 1

**ASSESSMENT OF STUDENTS CREDENTIALS:**

- Verify students name, address and DOB;
- Check against information recorded on Identity Card or Passport;
- Where student is intending to bring family members to Australia verify family members’ documents as above.

### STEP 2

**ACADEMIC ASSESSMENT:**

- Check minimum qualification and any prerequisite requirements for selected course. Information available on the Courses and Unit Outlines site at: [www.canberra.edu.au/courses/](http://www.canberra.edu.au/courses/);
- Determine if a student has appropriate qualifications for entry into the chosen program (for example: has a bachelor degree or equivalent for entry into a master’s program or has studied the appropriate prerequisite subjects where the chosen course has prerequisite requirements);
- Where a student does not meet academic entry requirements, determine if there is a suitable pathway to the selected Bachelor or Master’s program and discuss this with the student and family members (where applicable). Information on the University of Canberra pathway programs is available at: [www.canberra.edu.au/college/international](http://www.canberra.edu.au/college/international);
- Verify students Transcripts and Certificates, carefully checking for any signs of fraud.

### STEP 3

**ENGLISH LANGUAGE ASSESSMENT:**

Under the SVP arrangements students from Visa Assessment Level 3 and 4 countries will no longer be required to prove their English ability in order to obtain a visa. It should be noted that this is only a change to the visa application process; students are still required to meet the University of Canberra’s English Proficiency requirements. The following is a guide to assist agents make an informed decision about an student’s English ability.

- Check the University’s minimum English Proficiency requirements. Information available at: [www.canberra.edu.au/student-services/applying-to-study/international/english](http://www.canberra.edu.au/student-services/applying-to-study/international/english);
- Some courses (predominately Education and Health courses) have higher English Proficiency requirements. Check Courses and Unit Outlines to determine if the selected course has a higher English Proficiency requirement. Information available at: [www.canberra.edu.au/courses/](http://www.canberra.edu.au/courses/);
- Discuss options for providing evidence of English Proficiency with student. Make recommendations on providing evidence to the student taking into consideration the University’s English Proficiency requirements and any higher English requirements of the selected course;
- Where a student has supplied results of a recognised English test (information available at above link) as evidence of English Proficiency, verify document carefully checking for evidence of fraud;
- Where a student is intending to meet the English Proficiency requirements by demonstrating previous study in English ensure that the evidence is in accordance with the information detailed on the University’s website (refer above link);
- Where a student is intending to demonstrate English Proficiency with an alternative English test result (i.e. Not listed on the University’s website) the student must be made aware that it may not be possible to assess their English capability and that the test result may not be accepted. If this is the case it will be necessary for the student to undertake an English test recognised by the University of Canberra.
FINANCIAL REQUIREMENTS:
The Australian Department of Immigration and Citizenship recommend the following as a minimum annual requirement for students studying in Australia:

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>PER PERSON</th>
<th>AMOUNT REQUIRED IN AUD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Yourself</td>
<td>Return air fare to Australia</td>
</tr>
<tr>
<td>Family members</td>
<td>One return air fare to Australia per person</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>Yourself</td>
<td>Course fees</td>
</tr>
<tr>
<td>Living</td>
<td>Children aged 5-18</td>
<td>AUD $9,320 – $13,900 per year</td>
</tr>
<tr>
<td></td>
<td>Yourself</td>
<td>AUD $18,610 per year</td>
</tr>
<tr>
<td></td>
<td>Partner</td>
<td>AUD $6,515 per year</td>
</tr>
<tr>
<td></td>
<td>First child</td>
<td>AUD $3,720 per year</td>
</tr>
<tr>
<td></td>
<td>Each other child</td>
<td>AUD $2,790 per year</td>
</tr>
</tbody>
</table>

All students are required to demonstrate the above amounts as a minimum in order to meet Financial Capacity requirements.

- Agents are required to discuss the above financial requirements with students and their families. Students should also be made aware that these amounts do not necessarily reflect the cost of living in Canberra. Further information on the cost of living in Canberra can be found on the University’s website at: www.canberra.edu.au/living-cost;
- Students should also be informed that while the visa will permit a student to work up to 40 hours per fortnight, this should not be relied on to support the student and/or the student’s family in Australia;
- All students are required to sign the Acceptance of Offer and Declaration of Financial Capacity form which is attached to the offer letter. Agents should discuss with the student the implications of giving false information;
- The University of Canberra will accept the following documents as evidence of Financial Capacity:
  - Pay slips in the name of the student or the person providing the financial support to the student;
  - Bank statements in the name of the student or the person providing the financial support to the student;
  - Official statement on interest earned from investments;
  - Business registration papers;
  - Business income statements;
  - Bank statements showing the amount of available credit for a loan;
  - A statement from the person providing financial support to the student, declaring financial capacity.

NOTE: If the source of income is a home loan with a redraw facility from an Australian financial institution, the funds from the redraw facility may be considered a loan. A home loan with a redraw facility from a non-Australian financial institution may be acceptable, but will be considered on a case-by-case basis.

FINANCIAL SUPPORT FROM A NON-PROFIT ORGANISATION
Evidence of organisation’s non-profit status including:
- Statement from the Australian Taxation Office showing organisation’s status;
- Documents of incorporation as a non-profit organisation;
- Evidence that the organisation has sufficient funds or income to support the student financially, including bank statements and financial statements.

GENUINE TEMPORARY ENTRANT (GTE) AND GENUINE STUDENT (GS) ASSESSMENT:
The GTE and GS requirement were introduced on 5 November 2011 and are a result of the Knight Review into the Student Visa Program. In order to be granted a visa, students must be assessed as both a Genuine Temporary Entrant and a Genuine Student.

Assessment of genuineness is undertaken by the Department of Immigration and Citizenship (DIAC) at the time of visa application. Students who cannot prove genuineness will not be granted a student visa. Agents should be aware that there are implications to the university and the agent where students visas are refused because they do not meet the GTE and GS requirement.

The following should be taken into consideration when preparing the student visa application:
- The student’s circumstances in their home country;
- The student’s potential circumstances in Australia;
- The value of the course to the student’s future;
- The students immigration history;
- The intentions of the parents, legal guardian (where the student is under 18) or spouse of the student;
- Any other relevant matters.


ACCEPTANCE OF OFFER CHECK
Prior to forwarding acceptance to the University of Canberra, agents are required to:
- Ask the student and family to read the Acceptance of Offer and Declaration of Financial Capacity document;
- Explain to the student and family any of the detail in this document that may not be fully understood;
- Collect all required documentation, including:
  - Signed Acceptance of Offer and Declaration of Financial Capacity document;
  - Information required to satisfy any conditions attached to the Offer;
  - Minimum payment as outlined in the Offer Letter;
  - Evidence that the student meets the minimum financial requirement as outlined above.

DOCUMENTS REQUIRED FOR VISA LODGEMENT
- CoE for all courses
- Form 157A plus Visa Application Charge
- Passport
- Evidence of employment and income
- Current bank statement