STREAMLINED VISA PROCESSING ARRANGEMENTS

The University of Canberra has received approval from the Australian Department of Immigration and Citizenship to participate in the Streamlined Visa Processing (SVP) arrangements. The information below should be used as a guide to ensure that the requirements of the SVP arrangements are met.

**STEP 1**
AGENT COUNSELS STUDENT TO ENSURE AWARENESS OF:
- Academic requirements of selected course
- English Proficiency requirements of selected course
- Minimum funding requirements of total course, including tuition and living expenses including documents required to demonstrate financial capacity
- Documents that are required at the time of application
- Documents that will be required at the time of acceptance

**STEP 2**
AGENT TO CERTIFY ALL DOCUMENTS AS TRUE AND CORRECT COPIES

**STEP 3**
AGENT SUBMITS THE APPLICATION
For assessment to the University of Canberra Admissions Office at: UCagents@canberra.edu.au

**STEP 4**
LETTER OF OFFER FORWARDED TO AGENT (where application is successful)
International Student Fee Policy and other Useful Information will accompany offer letter

**STEP 5**
AGENT TO DISCUSS LETTER OF OFFER REQUIREMENTS WITH STUDENT, INCLUDING:
- Minimum required payment (tuition fees, OSHC, SSAF)
- Any conditions attached to the offer
- Requirement to sign the Acceptance of Offer and Declaration of Financial Capacity and what the requirements mean

**STEP 6**
AGENT COUNSELS STUDENT TO ENSURE THAT STUDENT CAN PROVIDE:
- Signed Acceptance of Offer and Declaration of Financial Capacity
- Minimum payment as outlined in Offer Letter
- Evidence of financial capacity as detailed in University of Canberra Student Assessment Guidelines for Agents
- Documents required to satisfy any condition attached to Offer

**STEP 7**
AGENT COMPILES ALL REQUIRED DOCUMENTATION
Verifying that all information is true and correct and forwards to the University of Canberra Admissions Office at: UCagents@canberra.edu.au

**STEP 8**
ADMISSIONS OFFICE WILL PROCESS ACCEPTANCE AND FORWARD COE TO AGENT

**STEP 9**
AGENT ASSISTS STUDENT WITH VISA APPLICATION UNDER THE SVP ARRANGEMENTS

**NOTE: Deferrals:**
Students who defer their offers will be required to submit additional documentation as evidence that they continue to be financially capable of funding their studies in Australia. Documentation will need to reflect the period current to the deferred offer.

FOR MORE INFORMATION:
+61 2 6206 3841
agents.intranet@canberra.edu.au
www.canberra.edu.au/agents-intranet