

UNIVERSITY / HIGHER EDUCATION

Please prepare the following information and documents for your university application.

IMPORTANT: All documents must be clear and complete. Documents issued in a language other than English must be accompanied by an English translation.

1. IDENTIFICATION & PERSONAL DETAILS

- ☐ Valid passport – bio page
- ☐ Australian visa and current CoE, if currently in Australia
- ☐ Residential address in Australia, if applicable
- ☐ Residential address in your home country
- ☐ Email address
- ☐ Contact phone number
- ☐ Emergency contact – full name
- ☐ Emergency contact – relationship
- ☐ Emergency contact – email address
- ☐ Emergency contact – phone number
- ☐ Name change document, if applicable

2. ACADEMIC DOCUMENTS

- ☐ Highest completed qualification certificate and Full academic transcript
- ☐ Year 12 certificate and transcript, if required
- ☐ Student Certificates in Australia
- ☐ **English translation of all documents issued in another language**

3. ENGLISH REQUIREMENTS

- ☐ IELTS / PTE / TOEFL / Cambridge or other accepted English test result
- ☐ English exemption certificate of completion of a course of 2 years in English, if applicable
- ☐ Internal examination conducted by the institution, if applicable

4. PERSONAL & PROFESSIONAL INFORMATION

- ☐ Updated CV / Resume, if required
- ☐ Employment references or certificates, if required
- ☐ Professional registration or licence, if applicable

5. GS / ADDITIONAL DOCUMENTS

- ☐ GS statement, Mandatory
- ☐ Any additional documents requested by the university

6. FINANCIAL CAPACITY – MANDATORY

Financial capacity evidence is required as part of the enrolment process.

Students must demonstrate that they have sufficient funds to support their studies and living expenses in Australia. The financial capacity assessment is based on the current requirements of the Department of Home Affairs.

Please prepare evidence covering:

- ☐ 12 months of tuition fees, minus any tuition fees already paid
- ☐ Student living costs – **AUD 29,710 per year**
- ☐ Partner living costs – **AUD 10,394 per year**, if applicable
- ☐ Child living costs – **AUD 4,449 per year per child**, if applicable
- ☐ Child Schooling costs – **at least AUD 13,502 per year per school-age child**, if applicable
- ☐ Travel costs – generally **AUD 2,000 when applying from outside Australia** or **AUD 1,000 when applying from Australia**
- ☐ Additional financial capacity for accompanying family members, if applicable

7. FINANCIAL EVIDENCE

Please provide documents that clearly demonstrate **the availability and genuine source of your funds**.

- ☐ Recent bank statements / financial institution evidence
- ☐ Evidence of regular income or savings, where applicable
- ☐ Sponsor support letter, if financially supported by another person
- ☐ Evidence of relationship to the sponsor
- ☐ Sponsor's identification documents
- ☐ Sponsor's financial evidence and source of funds
- ☐ Business documents, if funds come from a business
- ☐ Loan approval and disbursement evidence, if relying on an education loan
- ☐ Scholarship or other official financial support evidence, if applicable

IMPORTANT – SOURCE OF FUNDS

- A bank balance on a single day may not be sufficient. Students may need to demonstrate **how the funds were accumulated and where the money came from**.
- Large or recent deposits must be supported by appropriate evidence explaining their source.
- If a sponsor is providing financial support, we may require evidence of:

Sponsor → Relationship → Source of income/funds → Evidence of available funds

Who is providing the money → your relationship with them → where their money comes from → evidence that the funds are genuinely available to you.

Please ensure all financial documents are clear, complete and translated into English where required.

8. APPLICATION & OFFER

- ☐ University application form completed
- ☐ All required documents submitted
- ☐ Offer conditions completed
- ☐ Tuition deposit/payment completed, if required
- ☐ Payment receipt provided

9. COE

- ☐ CoE received

IMPORTANT

Financial capacity requirements are determined by the **Department of Home Affairs** and may change. The university's offer or CoE does not guarantee a Student visa.

Students should ensure that their financial evidence is genuine, verifiable and available for their intended stay in Australia.