

AUSTRALIAN HIGH COMMISSION PRETORIA

Student visa checklist

Dear applicant for a student visa

Thank you for your interest in applying for a Student visa to Australia. The following is provided for your information and to assist you in lodging your application. You are encouraged to read it carefully and take note of the information provided. It is in your interests to do so, as failure to provide any required documentation may affect the processing of your application.

<u>Please visit the Department of Immigration and Citizenship website www.immi.gov.au</u> for detailed requirements for assessment level and visa subclass.

The Visa Wizard can be accessed from the immigration website. It is designed to help clients work out what type of visa they should be applying for and how they can apply, see www.immi.gov.au/visawizard

WHEN TO LODGE YOUR APPLICATION

You should lodge your application when you have all the required information as detailed on the STUDENT APPLICATION ASSESSMENT FORM (see attached).

The Australian High Commission in Pretoria has entered into an arrangement with VFS (South Africa) Pty Ltd to provide visa and citizenship application lodgement services, which offer greater accessibility and extended opening hours.

You may lodge your visa or citizenship application directly with VFS at their offices in Pretoria, Johannesburg, Cape Town and Durban. VFS also has an arrangement with TNT Couriers for collection and return of applications and passports to any location in South Africa. Applicants outside of South Africa can also lodge their applications with VFS using an international courier.

For more information about VFS including contact details, office locations, office hours and lodgement procedures, please refer to: http://www.immi.gov.au/overseas/pretoria/index.htm

www.vfs-au.co.za

VFS Call Centre telephone number: 083 9133 636

❖ ELECTRONIC LODGEMENT OF STUDENT VISA APPLICATIONS ON THE INTERNET

South African citizens applying for a student visa, subclass 571(Schools), 573 (Higher Education), 574 (Postgraduate Research) and 575 (Non Award), are subject to Assessment Level 1 (AL1) and are eligible to apply online for streamlined student visa processing. All persons applying online must still meet Australian visa health requirements, including HIV testing.

Please visit http://www.immi.gov.au/e_visa/students.htm if you are subject to AL1 and choose to lodge your application online.

❖ VISA APPLICATION CHARGE (VAC)

Please contact VFS for their acceptable payment types and the current immigration Visa Application Charge (VAC) amount. Applicants sponsored by AUSAID, or involved in a formal Secondary School Exchange Program are exempted from payment of the VAC. Note that VFS will also charge a service fee for handling your application.

***** AVERAGE PROCESSING TIME

The average processing time for Assessment Levels 3-4 of a **COMPLETE** student visa application is between <u>SIX</u> <u>and EIGHT WEEKS</u> from date of lodgement of your application - some applications may be able to be processed in less than eight weeks, others may take longer. It is therefore in your interests to lodge your application at least two months before you intend to commence your course, so that an assessment can be made on your application as quickly as possible.

Assessment Level 2 applications will be processed within 21 days from the lodgement date.

Assessment Level 1 applications will be processed within 14 days from the lodgement date.

❖ COMPLETE/INCOMPLETE APPLICATIONS

Please ensure that **ALL** documentation detailed on the **STUDENT APPLICATION ASSESSMENT FORM** is provided at time of lodgement of your application. Failure to provide all the required documentation will result in delays in the processing of your application.

We appreciate that there may be delays beyond your control in lodging an application, such as late acceptance by the education institution in Australia, and we take genuine reasons into account when queuing your applications for processing.

If we are not able to grant your visas before the course commencement date you will be requested to provide evidence from the institution that you will be able to commence your course at a later date.

SECONDARY SCHOOL EXCHANGE STUDENTS PROGRAMS

This refers to **formal programs** only. These are programs which have been approved by the Australian State/Territory education departments and the Minister of Education.

Applicants applying for a student visa under **informal exchange arrangements** (that is, not approved by Australian State/Territory education departments and the Minister of Education) must satisfy the criteria set down for all applicants (including payment of the VAC) and provide all required documentation before a decision can be made on their application.

***** MEDICAL REFERRALS

If you have an existing or previous serious medical condition or have previously undergone surgery, it may be necessary to refer your medical reports to the Health Operations Centre (HOC) in Australia for comment. If further medical reports are required or you are required to undergo further medical tests/treatment, it is in your interests to provide or undertake these as quickly as possible. Until such time as HOC medically clears you, this office cannot finalise your visa application (that is, either grant you a visa or refuse the application).

All medicals and radiological examinations undertaken outside of South Africa or Namibia must be referred to HOC. If this applies to you, you should allow at least an additional two weeks for the processing of your application.

❖ TRAVEL ARRANGEMENTS

We recommend that you do not make non-refundable or unalterable travel arrangements until you have been granted a visa. There is no guarantee that you will be granted a visa. In fairness to other applicants, we cannot fast-track your application simply because you have confirmed your travel arrangements.

STUDENT APPLICATION ASSESSMENT FORM

This form is to be completed by you and submitted with your application. Please do not lodge an INCOMPLETE application. If an incomplete application is submitted, priority will be given to assessing and finalising <u>ALL COMPLETE</u> applications, and no action will be taken on the incomplete application until the required additional documentation/information is received.

ALL DOCUMENTS NOT IN ENGLISH ARE TO BE ACCOMPANIED BY AN OFFICIAL TRANSLATION

Assessment Level 1

FORM/DOCUMENT	INCLUDED WITH APPLICATION (Yes/No/N/a*)
Assessment Level 1	
Payment of the Australian Government Visa Application Charge. Advice on how to pay this charge can be found at www.vfs-au.co.za OR if the Visa Application Charge has been paid to an office of the Department of Immigration and Citizenship in Australia, a copy of the receipt must be submitted.	
Completed Form 157A. (Signed by applicant and all persons over the age of 18 included in the application. If applicant under 18 years of age signed by parent/guardian)	
See: http://www.immi.gov.au/allforms/pdf/157a.pdf	
To apply online.	
See: http://www.immi.gov.au/e visa/students.htm	
Valid passport for each person included in the application (that is valid on the date of intended initial entry to Australia). Please do not send your passport before you have undergone the medical examination. You need to present your passport to the panel doctor.	
A photocopy of the biodata page of your current valid passport	
Recent passport photo (no older than 6 months) for all persons included in the application	
The Confirmation of Enrolment (CoE) certificate(s) and/or letter from the institution offering a place in an approved course	
Proof of medicals conducted by an Australian approved Panel Doctor (Form 160 and 26 and x-ray plates to be provided) Once completed the medicals will be forwarded to the High Commission by the panel doctor. (Persons under 11 years of age are not required to undertake chest x-rays) A list of approved panel doctors can be found at http://www.immi.gov.au/contacts/panel-doctors/	
HIV test required for student visa applicants from Africa, including South Africa, aged 15 and above seeking a total stay of greater than 12 months	
Adult applicants - original Birth Certificate, baptismal, hospital record or original affidavit of birth stating applicant's full name, date and place of birth.	
 Evidence of the relationship between the applicant and all members of their family unit (including those who are not joining the applicant in Australia): Children: Original full Birth Certificate, Baptismal or hospital record for children under the age of 18 stating both parents' names. Spouse or partner - Original Marriage Certificate or evidence of de facto relationship (ie. evidence that applicant and spouse have been residing in a marital relationship for at least 12 months prior to the date of application). If applicant has been divorced or widowed, an original of the divorce decree absolute or the death certificate of the deceased spouse. 	

FORM/DOCUMENT	INCLUDED WITH APPLICATION (Yes/No/N/a*)
Certified copy of marriage certificate OR certified evidence of de facto relationship (proof that applicant and defacto partner have been residing together for at least 12 months prior to the date of application: such as joint bank account statements; billing accounts in joint names)	
If you or anyone included in the application has been divorced or widowed, a certified copy of the divorce decree or the death certificate of the deceased spouse (as appropriate)	
If any dependent children included in the application are adopted, certified copies of the adoption papers	
Certified copies of documents to verify custody and access arrangements for children under 18 years of age. This is not required if both parents or legal custodians are included in the application.	
You must declare on your student visa application that you have sufficient funds to cover yourself and your family members for the duration of your stay in Australia for:	
- living costs	
- tuition cost	
school costs for any school-age childrentravel costs	
If you are sponsored fully or partially by the government of your country, please provide an official letter of support.	
Information on financial requirements is available on www.immi.gov.au/students	
OSHC for the proposed duration of your student visa. Please note that the CoE must show the expiry date of the OSHC.	
The processing of your application may be delayed if the expiry date of the OSHC is not included in the Confirmation of Enrolment.	
Your Overseas Student Health Cover (OSHC) policy must cover the full period of your course or courses and include a reasonable period after the proposed finish date of your final course. A student visa can be granted up to the maximum duration outlined below.	
Duration of Course:	
10 months or less – your visa will usually be granted up to one month longer than the duration of your course	
Longer than 10 months - your visa will usually be granted up to two months longer than the duration of your course	
Longer than 10 months and finishing at the end of the Australian academic year (October – December) – your visa will usually be granted up to March 15 of the following year.	
If OSHC has been paid directly by the applicant, the original of the receipt from Medibank Private (or other registered health benefit organisation) must be provided.	
If you have been charged with or convicted of a criminal offence, original police certificate from relevant country (no older than 12 months). If you have served in the armed forces of any country, you may be required to provide certified copies of military service records or discharge papers.	
IF YOU ARE A STUDENT UNDER 18 YEARS OF AGE	
Certified permission from both parents (included on birth certificate) for visa to be granted	
or evidence that other parent has no custodial or access rights (eg death certificate or court order awarding sole custody to one parent and no access rights to the other parent)	

FORM/DOCUMENT	INCLUDED WITH APPLICATION (Yes/No/N/a*)
If you will be accommodated in a boarding school environment at all times and/or you will be accommodated by non-relatives* at any time during the period of your stay in Australia, you will be required to give the school further information about the proposed care arrangements. Please contact the school for further advice (this does not apply to Secondary School Exchange Program students, AusAid students, students being accompanied by a parent or guardian or staying with relative who is at least 18 years of age who is nominated by parents/guardian, or students placed full-time with a Rotary International approved guardian)	
IF THERE ARE MINOR CHILDREN INCLUDED IN YOUR APPLIC	CATION
Evidence of enrolment in a school in Australia for each child included in the application 5 to 18 years of age (Original Confirmation of Enrolment for Overseas Students (COEOS) form)	
Child/ren included in the application and travelling with one parent only - certified permission from other parent that child/ren can be granted a visa for the requested period or evidence that other parent has no custodial or access rights (eg death certificate or court order awarding sole custody to one parent and no access to the other parent)	
IF YOU ARE AN APPROVED SECONDARY SCHOOL EXCHANGE S	TUDENT
(Including Rotary International exchange program students)	
Acceptance advice for secondary exchange students (AASES form) – <i>Parts A, B and C to be completed</i> and Youth Exchange Scholarship/Guarantee Form	
Letter from the exchange program organiser	

Assessment Level 2

FORM/DOCUMENT	INCLUDED WITH APPLICATION (Yes/No/N/a*)
Assessment Level 2	
Payment of the Australian Government Visa Application Charge. Advice on how to pay this charge can be found at www.vfs-au.co.za OR if the Visa Application Charge has been paid to an office of the Department of Immigration and Citizenship in Australia, a copy of the receipt must be submitted.	
Completed Form 157A. (Signed by applicant and all persons over the age of 18 included in the application. If applicant under 18 years of age signed by parent/guardian)	
See: http://www.immi.gov.au/allforms/pdf/157a.pdf	
Valid passport for each person included in the application (that is valid on the date of intended initial entry to Australia). Please do not send your passport before you have undergone the medical examination. You need to present your passport to the panel doctor.	
A photocopy of the biodata page of your current valid passport	
Recent passport photo (no older than 6 months) for all persons included in the application	
Education/qualification certificates	
The Confirmation of Enrolment (CoE) certificate(s) and a letter from the institution offering a place in an approved course	

FORM/DOCUMENT	INCLUDED WITH APPLICATION (Yes/No/N/a*)
Proof of medicals conducted by an Australian approved Panel Doctor (Form 160 and 26 and x-ray plates to be provided) Once completed the medicals will be forwarded to the High Commission by the panel doctor. (Persons under 11 years of age are not required to undertake chest x-rays) A list of approved panel doctors can be found at http://www.immi.gov.au/contacts/panel-doctors/	
HIV test required for student visa applicants from Africa, including South Africa, aged 15 and above seeking a total stay of greater than 12 months	
Adult applicants - original Birth Certificate, baptismal, hospital record or original affidavit of birth stating applicant's full name, date and place of birth. Evidence of the relationship between the applicant and all members of their family unit	
 (including those who are not joining the applicant in Australia): Children: Original full Birth Certificate, Baptismal or hospital record for children under the age of 18 stating both parents' names. Spouse or partner - Original Marriage Certificate or evidence of de facto relationship (ie. evidence that applicant and spouse have been residing in a marital relationship for at least 12 months prior to the date of application). If applicant has been divorced or widowed, an original of the divorce decree absolute or the 	
death certificate of the deceased spouse. Certified copy of marriage certificate OR certified evidence of de facto relationship (proof	
that applicant and defacto partner have been residing together for at least 12 months prior to the date of application: such as joint bank account statements; billing accounts in joint names)	
If you or anyone included in the application has been divorced or widowed, a certified copy of the divorce decree or the death certificate of the deceased spouse (as appropriate)	
If any dependent children included in the application are adopted, certified copies of the adoption papers	
Certified copies of documents to verify custody and access arrangements for children under 18 years of age. This is not required if both parents or legal custodians are included in the application.	
You must declare on your student visa application and submit evidence that you have sufficient funds to cover yourself and your family members (whether accompanying you or not) for the first 12 months of your stay in Australia for:	
 living costs (AUD 18,000 for yourself; AUD 6,300 for your spouse; AUD 3,600 for the first child; AUD 2,700 for each other child) 	
- tuition cost	
 school costs for any children aged 5-17 - AUD 8,000 per child, per year Travel costs (for yourself and the family members included in your application): AUD 2,000 per person for applicants from Southern Africa, including South Africa; AUD 3,000 for applicants from West Africa 	
If you are sponsored fully or partially by the government of your country, please provide an official letter of support.	
Declaration of financial support from the individual(s) providing funds is required.	
Business account is an acceptable source of funding only if there is evidence of the business ownership and a declaration from all business owners/directors that they do not object to the funds being used for student visa purposes.	
Detailed information on financial requirements for AL2 and the acceptable sources of funds is available on www.immi.gov.au/students	

FORM/DOCUMENT	INCLUDED WITH APPLICATION (Yes/No/N/a*)
OSHC for the proposed duration of your student visa. Please note that the CoE must show the expiry date of the OSHC.	
The processing of your application may be delayed if the expiry date of the OSHC is not included in the Confirmation of Enrolment.	
Your Overseas Student Health Cover (OSHC) policy must cover the full period of your course or courses and include a reasonable period after the proposed finish date of your final course. A student visa can be granted up to the maximum duration outlined below.	
Duration of Course:	
10 months or less – your visa will usually be granted up to one month longer than the duration of your course	
Longer than 10 months - your visa will usually be granted up to two months longer than the duration of your course	
Longer than 10 months and finishing at the end of the Australian academic year (October – December) – your visa will usually be granted up to March 15 of the following year.	
If OSHC has been paid directly by the applicant, the original of the receipt from Medibank Private (or other registered health benefit organisation) must be provided.	
If you have been charged with or convicted of a criminal offence, original police certificate from relevant country (no older than 12 months). If you have served in the armed forces of any country, you may be required to provide certified copies of military service records or discharge papers.	
IF YOU ARE A STUDENT UNDER 18 YEARS OF AGE	
Certified permission from both parents (included on birth certificate) for visa to be granted or evidence that other parent has no custodial or access rights (eg death certificate or court order awarding sole custody to one parent and no access rights to the other parent) If you will be accommodated in a boarding school environment at all times and/or you will be accommodated by non-relatives* at any time during the period of your stay in Australia,	
you will be required to give the school further information about the proposed care arrangements. Please contact the school for further advice (this does not apply to Secondary School Exchange Program students, AusAid students, students being	
accompanied by a parent or guardian or staying with relative who is at least 18 years of age who is nominated by parents/guardian, or students placed full-time with a Rotary International approved guardian)	
IF THERE ARE MINOR CHILDREN INCLUDED IN YOUR APPLIC	CATION
Evidence of enrolment in a school in Australia for each child included in the application 5 to 17 years of age (Original Confirmation of Enrolment for Overseas Students (COEOS) form)	
Child/ren included in the application and travelling with one parent only - certified permission from other parent that child/ren can be granted a visa for the requested period or evidence that other parent has no custodial or access rights (eg death certificate or court order awarding sole custody to one parent and no access to the other parent	
IF YOU ARE AN APPROVED SECONDARY SCHOOL EXCHANGE S	TUDENT
(Including Rotary International exchange program students) Acceptance advice for secondary exchange students (AASES form) – Parts A, B and C to	
be completed and Youth Exchange Scholarship/Guarantee Form	
Letter from the exchange program organiser	

Student visa requirements and procedures for Assessment Level 3 or 4

<u>Pre-visa assessment</u> is part of the processing of AL3/4 student applications. The application and supporting documentation have to be lodged and paid for the pre-visa assessment to take place. Once that assessment is completed and the processing officers are satisfied with the supporting information the applicant has provided, prior to granting the visa the applicant is sent a Pre-visa assessment letter. The applicant then pays the institution, provides the CoE and undergoes medical examinations.

AL3/4 student visa applicants are advised <u>not</u> to pay tuition fees and undergo medical examinations before receiving the Pre-visa assessment letter. Before applying for a visa, the student should obtain a letter from the education provider indicating that they have been offered a place.

ALL DOCUMENTS NOT IN ENGLISH ARE TO BE ACCOMPANIED BY AN OFFICIAL TRANSLATION

FORM/DOCUMENT	INCLUDED WITH APPLICATION (Yes/No/Not applicable (NA)
1 st stage (pre visa assessment)	
Payment of the Australian Government Visa Application Charge. Advice on how to pay this charge can be found at www.vfs-au.co.za OR if the Visa Application Charge has been paid to an office of the Department of Immigration and Citizenship in Australia, a copy of the receipt must be submitted.	
Completed Form 157A (Signed by applicant and all persons over the age of 18 included	
in the application. If applicant under 18 years of age signed by parent/guardian) The	
most recent form is available on the website www.immi.gov.au	
Valid passport for each person included in the application (that is valid on the date of intended initial entry to Australia)	
A photocopy of the biodata page of your current valid passport	
A recent passport photo (no older than 6 months) for all persons included in the application	
Original letter or certified copy from the institution offering a place in an approved course	
English Language requirements: You are required to submit evidence of your English language proficiency (Original IELTS test results for a test taken no longer than 2 years before the date of your application)	
Detailed information on the requirements and the acceptable evidence is available at www.immi.gov.au/students	
Original evidence of education/qualification and work history to date of application	
Financial requirements: You must declare on your student visa application and submit evidence from an acceptable source that you have sufficient funds to cover yourself and your family members (whether accompanying you or not) for the first 24 months (AL3) and 36 months (AL4) of your stay in Australia for:	
- living costs per 12 months (AUD 18,000 for yourself; AUD 6,300 for your spouse; AUD 3,600 for the first child; AUD 2,700 for each other child)	
- tuition costs	
- school costs for any school-age children (aged 5-17) - AUD 8,000 per child, per year	
- Travel costs (for yourself and the family members included in your application): AUD 2,000 per person for applicants from Southern Africa, including South	

Africa; AUD 3,000 per person for applicants from West Africa.

If you are sponsored fully or partially by the government of your country, please provide an official letter of support issued by the government

Declaration of financial support from the individual(s) providing funds is required.

Acceptable individual who can provide funds for all **AL4** students: the applicant; the applicant's spouse; the applicant's parents; the applicant's grandparents; the applicant's siblings; an uncle or an aunt of the applicant who is an Australian citizen, an Australian permanent resident or an eligible New Zealand citizen; and usually resident in Australia.

Corporate sponsorship is an acceptable source of funding only if the corporation is genuinely operating in the international arena; and the applicant is an employee of the company; and the proposed course of study is relevant to the applicant's role within the company.

Business account is an acceptable source of funding only if there is evidence of the business ownership and a declaration from all business owners/directors that they do not object to the funds being used for student visa purposes.

Evidence of income:

Please provide at least one of the following:

- a) Tax Statement
- b) Payslip
- c) Business Statement

Detailed information on financial requirements for AL3 and AL4 students and the acceptable sources of funds is available on www.immi.gov.au/students

Credit cards are not acceptable source of funds. We do not accept internet print outs of bank statement. All submitted bank statements must be original or certified copies. Funds will be verified by our office through the bank.

If you have been charged with or convicted of a criminal offence, original police certificate from relevant country (no older than 12 months). If you have served in the armed forces of any country, you may be required to provide certified copies of military service records or discharge papers.

Adult applicants - original Birth Certificate, baptismal, hospital record or original affidavit of birth stating applicant's full name, date and place of birth.

Evidence of the relationship between the applicant and all members of their family unit (including those who are not joining the applicant in Australia):

- Children: Original full Birth Certificate, Baptismal or hospital record for children under the age of 18 stating both parents' names.
- Spouse or partner Original Marriage Certificate or evidence of de facto relationship (ie. evidence that applicant and spouse have been residing in a marital relationship for at least 12 months prior to the date of application).

If applicant has been divorced or widowed, an original of the divorce decree absolute or the death certificate of the deceased spouse.

Certified copy of marriage certificate OR **certified** evidence of de facto relationship (proof that applicant and defacto partner have been residing together for at least 12 months prior to the date of application: such as joint bank account statements; billing accounts in joint names)

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IF THERE ARE MINOR CHILDREN INCLUDED IN YOUR APPLICATION	If OSHC has been paid directly by the applicant, the original of the receipt from Medibank Private (or other registered health benefit organisation) must be provided.	
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Evidence of enrolment in a school in Australia for each child included in the application 5	
to 18 years of age (Original Confirmation of Enrolment for Overseas Students (COEOS)	
form)	

* a relative is one of the following:

- 1. the spouse of the person; or a child, adopted child, parent, brother or sister of the person; or
- 2. a step-child, adopted step-child, step-parent, step-brother or step-sister of the person;
- 3. a grandparent, grandchild, aunt, uncle, niece or nephew, or a step-grandparent, step-grandchild, step-aunt, step-uncle, step-niece or step-nephew