



# DIRECT APPLICANT CONFIRMATION OF ENROLMENT CHECKLIST

For completion by applicants intending to apply for a student visa.  
Application under Streamlined Visa Processing (SVP).

Further copies are available from [international.curtin.edu.au/forms](http://international.curtin.edu.au/forms)  
Under revised DIBP arrangements, Curtin University has been accepted as a provider with access to Streamlined Visa Processing arrangements (SVP). To enable Curtin to assess your eligibility under the SVP arrangements, please complete the following information.

Request for offer or Confirmation of Enrolment (CoE) will only be issued if all components of the declaration have been completed and required documents have been submitted with the application, or where an offer has been made is to be submitted with the Acceptance of Offer.

Student ID (if relevant)	<input type="text"/>	Title (Mr, Miss, Mrs, etc.)	<input type="text"/>
Student family name	<input type="text"/>	Student given name	<input type="text"/>
Country of citizenship:	<input type="text"/>	Date of birth:	<input type="text"/>
Visa Assessment Level:	<input type="text"/>		

Information about Visa Assessment Levels can be found at [www.immi.gov.au/students/student-visa-assessment-levels.htm](http://www.immi.gov.au/students/student-visa-assessment-levels.htm)

Please list all courses that make up the requested package:	Commencement study period:
Course/s: <input type="text"/>	<input type="text"/>
Leading to: <input type="text"/>	<input type="text"/>
Main stream: <input type="text"/>	<input type="text"/>

**IF YOU HAVE ALREADY RECEIVED AN OFFER LETTER AND ARE NOW SEEKING A CoE, PLEASE COMPLETE BOTH SECTION 1 AND 2.**

The checklist below will guide you through the process of applying for an offer letter or CoE under SVP. Prior to request for CoE, please ensure you provide the documentation requirements as outlined below.

## SECTION 1: APPLICATION CHECKLIST

Application checklist (to be completed for all applicants)	Y	N	N/A
1. I confirm the selection of university course aligns to my career aspirations and/or will provide greater career opportunity in my country of citizenship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I confirm that I have a clear understanding of the academic, language and financial requirements associated with the course, and with studying in Australia.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I confirm that relevant documents are attached to enable full assessment for admission. Documents are to include application form, transcripts, test of English, and unit outlines if seeking assessment for recognition of prior learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Application for Admission form is accurately completed and has been signed by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I confirm that I have not previously been refused a student visa.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION 2: CoE DOCUMENT REQUIREMENTS

Visa Assessment Level	CoE assessment requirements
All Visa Assessment Levels	Complete relevant questions below and sign this application declaring your ability to fund studies (tuition and living costs for the duration of the study program), for yourself and family members without the necessity to undertake paid work. Applicant to sign the declaration.
Additional requirements Visa Level 3	Provide documentary evidence of one year's funds (tuition fees, airfare/s and living expenses for yourself and family members). Documents can comprise bank statements, loan letters, scholarship nomination forms, income or business related statements. Useful guides to financial requirements for living expenses are available from <a href="http://www.immi.gov.au">www.immi.gov.au</a> and are also outlined at <a href="http://international.curtin.edu.au">international.curtin.edu.au</a> . As a guide, anticipated living expenses for a single person are AUD\$18,610 per annum plus AUD\$2,000 for return airfare.

**Please note:** applicants for higher degrees by research will be considered at Assessment Level 1 requirements.

## CoE document requirements

All applicants, all Assessment Levels (to be submitted at time of accepting offer)	Y	N	N/A
1. I confirm that I have been provided with the University offer pack that contains the Pre-Departure Guide and Refund Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I confirm that I have met the conditions as outlined on my letter of offer or certified documents are attached to meet the conditions. <b>Please note:</b> it is a condition of your acceptance that prior to admission, certified documents are be posted to: Curtin International, GPO Box S1512, Perth, Western Australia 6845. Certification guidelines are available from <a href="http://international.curtin.edu.au">international.curtin.edu.au</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I confirm that I have not already lodged a request for a Student Visa.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I have attached the following documents:			
• signed acceptance form/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• passport details page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• completed payment options form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• evidence of payment of tuition fee deposit and evidence of payment of Overseas Student Health Cover (OSHC) for the duration of the visa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• signed letters of financial guarantee from your sponsor (where relevant).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I confirm that I have accepted my offer through EnrolNow and uploaded relevant documents (as outlined in the offer pack. Visit <a href="http://oasis.curtin.edu.au">oasis.curtin.edu.au</a> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I agree that if my application for a student visa has been rejected, I will notify the rejection and the reason for the rejection (if known) to the marketing relations officer managing my application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional requirements—Assessment Level 3 applicants	Y	N	N/A
1. I have reviewed relevant documents that will assist me to verify my capacity to fund my studies and living expenses in Australia as outlined by the guides to financial requirements for living expenses, available from <a href="http://www.immi.gov.au">www.immi.gov.au</a> Please indicate the documents being used to demonstrate financial capacity:			
• bank statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• loan letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• scholarship nomination forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• income or business-related statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• other—please provide details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide comments where an N or N/A has been selected (e.g. Section 2: offer pack not received):

## DECLARATIONS:

**Applicant:** I declare that I have the ability to fully fund studies (tuition and living costs) for the duration of the study program and that information submitted is true and correct.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Print name	Signature	Date

## CURTIN USE ONLY

I declare that the information submitted by the applicant has been verified.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Print name	Signature of staff member	Date