

AGENT CHECKLIST

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Government of
South Australia

ALL AGENTS TO COMPLETE

Please submit this completed checklist with the applicant's TAFE SA International Student Application Form. Applications without this checklist will not be processed. Should the student, at offer stage, be required to complete a GTE Assessment Form, it will be identified as a condition on the Letter of Offer.

APPLICANT DETAILS

Student ID Family Name

Given Names

Date of Birth Country of Birth

Nationality on Passport

Proposed TAFE SA Course/s

Proposed University Course/s

Proposed University Name:

ACADEMIC COUNSELLING REQUIREMENTS

- I have explained the course entry requirements, course information, tuition and incidental course fees and campus locations to the applicant **Yes** **No**
- The applicant has a good understanding of the relevance of the course to their career plans **Yes** **No**
- I have explained to the applicant that the highest level course they are applying for is their principal course and that students must complete 6 months of their principal course before seeking a transfer to another provider **Yes** **No**

FINANCIAL REQUIREMENTS

- The applicant is able to meet the financial requirements of their TAFE SA courses, including the associated living and travel expenses for the entire duration of their stay in Australia as specified by the Department of Immigration and Border Protection (DIBP) at immi.gov.au/students/student-visa-living-costs.htm **Yes** **No**
- I have verified the financial documents to confirm that the source of funding will be %
(Self-funded, parents, other relative/s in home country, bank loan, employer, relative/s in Australia, Scholarship) **Yes** **No**
- I have explained the TAFE SA terms and conditions and refund policy to the applicant **Yes** **No**

GENUINE TEMPORARY ENTRANT REQUIREMENTS

- I have explained to the applicant the requirements of a Genuine Student and Genuine Temporary Entrant (GTE) to study in Australia as outlined by DIBP at www.immi.gov.au/students/gte-requirements.htm **Yes** **No**
- I have explained to the applicant that they may be required to attend an interview by DIBP to determine their status as a GTE **Yes** **No**
- Has the applicant been refused a visa for Australia or any other country? **Yes** **Not to my knowledge**
If yes, please provide further details giving reasons and how circumstances have changed.

- I have explained to the student that they **must** meet the conditions of their student visa and that their visa may be cancelled if they don't **Yes** **No**

GENERAL

- I have sighted all original documents and verified them as authentic Yes No

If you have any additional comments please explain:

I declare that I have assessed the applicant as a Genuine Student and Genuine Temporary Entrant as defined by DIBP. The applicant is genuine in making this application and has every intention of completing all programs listed in the application. I have made every effort to verify the authenticity and validity of the documents which form part of this application.

AGENT DECLARATION

Education Agent Name
Education Agent Branch
Submitted by
Date

AGENT STAMP

Please forward completed application and certified true copies of documents to tafesa.international@tafesa.edu.au