

# INTERNATIONAL TAFE NSW ARTICULATION APPLICATION FORM

TAFE<sup>NSW</sup>  
AUSTRALIA



## Previous Enrolment

Have you previously applied to study, or enrolled at ACU?

No  Yes  → Family name on past record:

Student ID (if known):

## Personal Details (as they appear on your passport)

Family Name	
Given Names	
Title (Mr, Mrs, Other)	
Previous Name (if changed)	

*If your academic records are submitted in another name, please provide certified evidence of change of name.*

Date of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female

Country of Citizenship		Passport Number	
Country of Birth			

Do you speak a language other than English at your permanent home address?

No  Yes  → Please specify:

Do you have a disability for which additional assistance may be required?

No  Yes  → Please attach a separate sheet outlining this disability and assistance required.

## Contact Details

Permanent Home Address		
		Country
Mailing Address		
		Country
I am currently residing	<input type="checkbox"/> in Australia <input type="checkbox"/> Overseas	
Year arrived in Australia		

Email		
Telephone Numbers (include international area code)	Home	
	Work	
	Mobile	

## Agent Details

Company Name		
Branch / Office		
Contact Person		
Email Address		
Postal Address		
		Country
Telephone Number		Fax Number

**Visa**

Will you be studying on a Student Visa?

Yes  → Students on a Student Visa are not eligible to study part-time

No  → Please specify what type of Visa you will use:

**TAFE NSW Program CRICOS Provider 00591E**

Please indicate your intended TAFE course.

Course Name	Course Number	TAFE College	Entry Date

**Undergraduate Degree Program**

Please indicate your study preferences below.

Course Name	ACU Campus	Entry Date
1.		
2.		
3.		

**Education History**

Please rerecord all studies undertaken including high school, preparation / bridging courses, university or college studies as well as studies undertaken at ACU.

Course	Institution	Date Commenced	Date Completed

Please submit transcripts and certificates for all prior studies, along with a certified translation where the documents are not in English. If you have been awarded professional qualifications (eg. hospital training), please provide evidence of completion.

Have you ever been excluded from a course and /or institution?

No  Yes  → Please submit details including effective dates.

**Employment History**

Type of Work	Employer	Date Commenced	Date Completed	FT / PT

Please submit a copy of your resume.

Please submit work certificates or statements of employment for all work experience listed, along with a certified translation where these documents are not in English.

## Family Education History

This information is required for Commonwealth Government reporting – please see <http://www.deewr.gov.au>

**Please choose two (one for each parent) from the following list as your parent’s highest educational qualifications.**  
(e.g. “D” = Male completed Year 12 schooling or equivalent) from the options below)

- A – Male Postgraduate qualification (e.g. Postgraduate Diploma, Masters, PhD)
- B – Male Bachelor Degree
- C – Male other post school qualification (e.g. VET/TAFE Certificate Associate Degree or Diploma)
- D – Male completed Year 12 schooling or equivalent
- E – Male did not complete Year 12 schooling or equivalent
- F – Male completed Year 10 schooling or equivalent
- G – Male did not complete Year 10 schooling or equivalent
- H – Male Unknown
- I – Female Postgraduate qualification (e.g. Postgraduate Diploma, Masters, PhD)
- J – Female Bachelor Degree
- K – Female other post school qualification (e.g. VET/TAFE Certificate Associate Degree or Diploma)
- L – Female completed Year 12 schooling or equivalent
- M – Female did not complete Year 12 schooling or equivalent
- N – Female completed Year 10 schooling or equivalent
- O – Female did not complete Year 12 schooling or equivalent
- P – Female Unknown

**Parent One:**

**Parent Two:**

## Declaration

ACU is committed to ensuring the privacy of all information it collects. Personal information supplied to the University will only be used for administrative and educational purposes of the institution. Personal information collected by the University will only be disclosed to third parties with the written consent of the person concerned, unless otherwise stated by law. For further information please see the University’s Statement on Privacy located at [www.acu.edu.au/145293](http://www.acu.edu.au/145293), and the Student Administration Privacy Policy located at <http://inet.acu.edu.au/studentadmin/legal/privacy>.

*I understand that:*

- ACU may be required to disclose this information to the Department of Immigration and Citizenship (DIAC)
- ACU will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR);
- DEEWR will store the information securely in the Higher Education Information Management System;
- DEEWR may disclose the information to the Australian Taxation Office (ATO); and
- ACU will not otherwise disclose the information without my consent unless required or authorised by law.
- ACU will share this information with relevant TAFE colleges as required to process articulated offers.

*I declare that I have visited the University’s website and/or read the International Student Guide or Exchange Guide and agree to obey the rules and regulations of the Australian Catholic University. I declare that the information supplied herein is correct and complete. I acknowledge that the submission of incorrect or incomplete information may result in a cancellation of enrolment at any stage. I recognise that it is my responsibility to provide all necessary certified documentary evidence of my qualifications. I authorise the University to obtain further information with respect to my application and, if necessary, provide information to educational institutions and admission centres.*

Applicant’s Signature

Date

# ACU Simplified Student Visa Framework (SSVF) information for education agents: completing the pre-application ACU checklist



## BACKGROUND:

Australian Catholic University has several processes and procedures in place to identify and admit genuine temporary entrants in accordance to the Simplified Student Visa Framework (SSVF) requirements implemented by the Department of Home Affairs.

In order to ensure that ACU's international student population continues to comprise genuine international students who are studying with the University to progress their academic, personal and career aspirations, ACU requires that the ACU Pre-Application Checklist is submitted for all applications for eligible programs submitted through an ACU registered Education Agent.

## WHAT TO DO NEXT:

- Read this step-by-step guide for Education Agents on how to complete the Pre-Application Checklist
- Complete the checklist and submit it with all applications for eligible study programs.

## WHEN TO SUBMIT THE CHECKLIST?

The ACU Pre-Application Checklist needs to be completed and submitted with all applications for the following eligible programs:

- ELICOS
- Pathway programs - Diploma and Tertiary Preparation Program (Health Sciences)
- Undergraduate programs
- Postgraduate coursework programs

The Pre-Application checklist is not required for Doctoral degrees or Masters degrees (Research) applicants.

When submitting an application to ACU through our online application system, please attach a copy of the completed form as 'Supporting Documents'. When submitting a paper application, please attach this to the application in hard copy format.

## WHAT HAPPENS NEXT?

ACU International Admissions Office will process and assess the application for study and will be in touch with you to confirm the outcome of the application as soon as possible. ACU must be certain that the application is from a Genuine Student and will use the information you provide in the checklist to ascertain this.

## WHO TO CONTACT FOR FURTHER INFORMATION:

If you have a question about this process, please contact your ACU Regional Manager or contact the ACU International Admissions Office on +61 (0)2 9739 2437 or [international.admissions@acu.edu.au](mailto:international.admissions@acu.edu.au)

ACADEMIC AND ENGLISH LANGUAGE REQUIREMENTS			
Checklist ref	Section	Background	Reference Material/ Evidence Required
1	Does the applicant meet the ACU English language entry requirements?	All applicants are required to meet the minimum ACU English language entry requirements prior to enrolment (see checklist ref 2).	<ul style="list-style-type: none"> <li>• ACU English entry requirements can be found in the ACU International Guide or online at <a href="http://handbook.acu.edu.au/handbooks/handbook_2018/general_information/admission_to_coursework_programs_policy">handbook.acu.edu.au/handbooks/handbook_2018/general_information/admission_to_coursework_programs_policy</a></li> <li>• Applicants must provide evidence of:               <ul style="list-style-type: none"> <li>– Original copy of recognised English language tests for certification: e.g. IELTS, TOEFL</li> </ul> </li> </ul>
2	If the applicant does not satisfy the ACU English requirements, please state how he/she intends to meet these requirements before commencing an ACU study program?	Counsellors to provide options for the applicant to consider, including: an outline of the ELICOS programs provided by ACU in Sydney, Melbourne and Brisbane, tuition costs, scholarships, commencement dates.	<ul style="list-style-type: none"> <li>• Further information on ACU English Language Centres can be found in the ACU ELICOS brochure or online at <a href="http://acu.edu.au/international/study_english">acu.edu.au/international/study_english</a></li> </ul>
3	Do you believe the applicant is likely to meet the academic entry requirements for his/her academic program?	Counsellors are to ensure the applicant has a relevant academic background and ability to succeed in his/her chosen ACU academic program (see checklist ref 4).	<ul style="list-style-type: none"> <li>• ACU academic entry requirements can be found in the ACU International Guide or online at <a href="http://acu.edu.au/courses">acu.edu.au/courses</a></li> <li>• Applicants must provide:               <ul style="list-style-type: none"> <li>– Original copies of academic transcripts and certificates for certification</li> </ul> </li> </ul>

4	If the applicant does not satisfy the ACU academic entry requirements, please state how he/she intends to meet these requirements?	Counsellors to provide information about ACU Pathway Programs: e.g. Tertiary Preparation (Health Sciences) and Diploma Programs. This information should include progression information, course structure and content, commencement dates and tuition fees payable.	<ul style="list-style-type: none"> <li>Information on career paths and course outcomes can be found in the ACU International Course Guide as well as at <a href="http://acu.edu.au/courses">acu.edu.au/courses</a></li> <li>Counsellors should discuss any study gaps that applicants may have had prior to applying for their ACU program</li> <li>Counsellors should tick YES if they have cited evidence to support the applicants career/academic progression including <ul style="list-style-type: none"> <li>Resume/curriculum vitae that indicates further academic study is required to progress future career plans</li> <li>Academic transcripts which support academic progression into further study</li> </ul> </li> </ul>
---	--	--	---

#### ACADEMIC PROGRAM AND INSTITUTIONAL COUNSELLING

5	Have you explained the program structure in detail to the applicant including course length, cost and progression requirements?	Counsellors should ensure that the applicant is aware of his/her obligations as a student at ACU and is aware of the minimum completion time and cost of his/her chosen ACU course.	<ul style="list-style-type: none"> <li>ACU Program Structure can be found at <a href="http://acu.edu.au/courses">acu.edu.au/courses</a></li> </ul>
6	If the applicant is seeking credit/advanced standing, have they provided the relevant, certified curriculum information?	This is required to assist ACU academic staff to make a precise determination of credit for the applicant.	<ul style="list-style-type: none"> <li>Further information on ACU English Language Centres can be found in the ACU ELICOS brochure or online at <a href="http://acu.edu.au/international/study_english">acu.edu.au/international/study_english</a></li> </ul>
7	Have you given the applicant detailed information about ACU including campus locations, study environment and programs of study?	Counsellors should ensure that applicants have been informed in detail regarding ACU, programs of study, campus locations as well as general information on studying in Australia.	<ul style="list-style-type: none"> <li>Information on ACU, including all programs of study, campuses and locations can be found in the ACU International Course Guide and at <a href="http://acu.edu.au/international/library">acu.edu.au/international/library</a></li> <li>Information on Studying in Australia can be found at <a href="http://studyinaustralia.gov.au">studyinaustralia.gov.au</a></li> </ul>
8	Are you satisfied that the course the applicant has selected for application is linked to their previous educational background and/or future career aspirations? Has evidence been cited to support this?	Counsellors should ensure that programs of study are selected by students that are linked to previous educational background and/or future career progression (refer to checklist ref 12).	<ul style="list-style-type: none"> <li>Information on career paths and course outcomes can be found in the ACU International Course Guide as well as at <a href="http://acu.edu.au/courses">acu.edu.au/courses</a></li> <li>Counsellors should discuss any study gaps that applicants may have had prior to applying for their ACU program</li> <li>Counsellors should tick YES if they have cited evidence to support the applicants career/academic progression including <ul style="list-style-type: none"> <li>Resume/curriculum vitae that indicates further academic study is required to progress future career plans</li> <li>Academic transcripts which support academic progression into further study</li> </ul> </li> </ul>

#### FINANCIAL REQUIREMENTS

9	Are you satisfied that the applicant is able to meet the full financial requirements of their chosen ACU study program, including the associated living and travel expenses as specified by the Department of Home Affairs at <a href="http://homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds">homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds</a>	Counsellors should ensure that applicants are suitably counselled on the full financial requirements of studying in Australia, including tuition fee and living costs for the duration of their program. Counsellors should also ensure that applicants can meet the financial requirements of studying in Australia and support any family or dependants.	<ul style="list-style-type: none"> <li>Information on tuition fees per program and outlined living costs can be found in the ACU International Course Guide</li> <li>Applicants should be referred to advice from the Department of Home Affairs at <a href="http://homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds">homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds</a></li> </ul>
---	--	--	---

10	Have you explained to the applicant the financial evidence he/she must be able to demonstrate in order to secure a student visa to study in Australia?	Counsellors should ensure that applicants can legitimately demonstrate their ability to cover tuition fees and living expenses as required under SVP Financial documents are not required to be sent with the application for study but ACU reserves the right to request evidence of financial capacity prior to awarding a COE or commencement at the University	<ul style="list-style-type: none"> <li>• Counsellors should request to see certified documentary evidence of how the money applicants have to fund their studies was accumulated.</li> <li>• If the source of income is a money deposit held in a bank account, the following evidence could be provided: <ul style="list-style-type: none"> <li>– Payslips</li> <li>– Bank loan documents</li> <li>– Interest from investments</li> </ul> </li> <li>• If the source of income is a bank loan, the following evidence must be provided to the Agent prior to acceptance of an offer of study: <ul style="list-style-type: none"> <li>– A bank statement showing the amount of available credit</li> <li>– A statement from the holder of the loan that its purpose is to support the applicant's studies</li> </ul> </li> </ul>
11	Has the applicant been informed about ACU tuition fee payment and refund policies?	Counsellors should ensure that applicants are aware of the specific financial requirements for study at ACU	<ul style="list-style-type: none"> <li>• Information on ACU tuition fees and Overseas Health Cover costs can be found at <a href="http://acu.edu.au/450641">acu.edu.au/450641</a></li> <li>• Information on the ACU Refund Policy can be found at <a href="http://acu.edu.au/453139">acu.edu.au/453139</a></li> </ul>

#### GENUINE TEMPORARY ENTRANT REQUIREMENTS

12	Have you explained to the applicant the requirements to be classed as a Genuine Temporary Entrant (GTE) to study in Australia as provided by the Department of Home Affairs at <a href="http://homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements">homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements</a>	Counsellors should ensure that they have briefed applicants in full on the requirements to meet Genuine Temporary Entrant and Genuine Student status as defined by the Department of Home Affairs	<ul style="list-style-type: none"> <li>• Definition of Genuine Temporary Entrant can be found at <a href="http://homeaffairs.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant">homeaffairs.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant</a></li> <li>• Counsellors must be confident that the applicant is a Genuine Temporary Entrant: the following questions are a guide only to establishing GTE. <ul style="list-style-type: none"> <li>– Why did the applicant choose Australia?</li> <li>– Why did the applicant choose ACU?</li> <li>– Why did the applicant choose a particular city?</li> <li>– Why did the applicant choose a particular course?</li> <li>– Is the applicant's choice of program consistent with their academic background?</li> <li>– Are there any gaps in the applicant's education or employment history?</li> <li>– Has the applicant had any previous student visa rejected by any country? If so when, and from which country?</li> <li>– Does the applicant currently have close family members living in Australia?</li> <li>– Does the applicant have dependents and if so, does he/she intend to take them to Australia?</li> <li>– Has the applicant previously applied to study at ACU with the assistance of another agency?</li> </ul> </li> </ul>
13	Is the applicant aware that they may be interviewed by Australian immigration authorities to determine their status as a Genuine Temporary Entrant?	Counsellors should ensure that applicants are aware that they may be interviewed by the Department of Home Affairs regarding their application for a student visa in relation to the Genuine Temporary Entrant	<ul style="list-style-type: none"> <li>• As checklist ref 12</li> </ul>

14	Has the applicant previously had any visa application refused by any country?	Counsellors should establish if the applicant has a visa application rejected previously in any country	<ul style="list-style-type: none"> <li>If YES, please provide further information on the reason for this rejection on the Pre-Application Checklist - the applicant will be asked to provide the rejection letter at acceptance stage</li> </ul>
15	Are you satisfied that the applicant is a genuine student and can meet the Genuine Temporary Entrant criteria as provided by the Department of Home Affairs at <a href="http://homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements">homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements</a>	Counsellors should be confident in the applicants GTE status and only submit applications to ACU that meet the GTE requirement	<ul style="list-style-type: none"> <li>See checklist ref 12</li> </ul>

#### APPLICATION

16	Has the applicant completed all relevant parts of the ACU Application Form?	Counsellors should ensure the application has been completed in full and there are no blank sections.	<ul style="list-style-type: none"> <li>The ACU International Online Application Form can be found at: <a href="http://acu.edu.au/international/applying_to_acu">acu.edu.au/international/applying_to_acu</a></li> </ul>
17	Have copies of all original documents been checked and verified as authentic?	Counsellors should ensure that all documents are verified and certified as authentic prior to being submitted with the application.	

# ACU Simplified Student Visa Framework (SSVF) education agent pre-application checklist



Australian Catholic University (ACU) is committed to ensuring that its international student population consists of academically able and genuine students who are studying in Australia for the purpose of academic, personal and future career development.

As part of the Simplified Student Visa Framework arrangements, registered ACU Education Agents must complete the following checklist for each prospective student applying to undertake studies at ACU while on a student visa.

The completed checklist should be attached to the student's ACU application. Attach this as a hard copy if submitting a print application and attach as a 'Supporting Document' if applying online.

If you have a question about this checklist, please contact your ACU Regional Manager or ACU International Admissions Office via email [international.admissions@acu.edu.au](mailto:international.admissions@acu.edu.au) or telephone on +61 (02) 9739 2437

**APPLICATIONS FOR STUDY SUBMITTED WITHOUT THIS CHECKLIST WILL NOT BE PROCESSED AND THIS MAY DELAY THE ISSUING OF ANY OFFERS.**

AGENT DETAILS			
ACU Education Agent name:		Submitted by:	
ACU Education Agent branch/office:		Date checklist completed:	
APPLICANT DETAILS			
Title:		Date of birth:	
Family name:		Course applied for:	
Given name:		ACU campus selected:	
ACADEMIC AND ENGLISH LANGUAGE REQUIREMENTS			
1 Does the applicant meet the ACU English language entry requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, please go to Q3)			
Further comments: _____			
2 If the applicant does not satisfy the ACU English requirements, please state how he/she intends to meet these requirements before commencing an ACU study program?			
_____			
3 Do you believe the applicant is likely to meet the academic entry requirements for his/her academic program? Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, please go to Q5)			
4 If the applicant does not satisfy the ACU academic entry requirements, please state how he/she intends to meet these requirements?			
_____			
_____			
_____			
ACADEMIC PROGRAM AND INSTITUTIONAL COUNSELLING			
5 Have you explained the program structure in detail to the applicant including course length, cost and progression requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> Further comments: _____			
_____			



6	<p><b>If the applicant is seeking credit / advanced standing, have they provided the relevant, certified curriculum information?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Further comments: _____</p> <p>_____</p>
7	<p><b>Have you given the applicant detailed information about ACU including campus locations, study environment and programs of study?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Further comments: _____</p> <p>_____</p>
8	<p><b>Does the applicant's educational history and/or previous employment support their chosen program of study? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p> <p><b>Has the evidence been sighted to support this? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>

**FINANCIAL REQUIREMENTS**

9	<p><b>Are you satisfied that the applicant is able to meet the full financial requirements of their chosen ACU study program, including the associated living and travel expenses as specified by the Department of Home Affairs: <a href="http://homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds">homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds</a></b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Further comments: _____</p> <p>_____</p>
10	<p><b>Have you explained to the applicant the financial evidence he/she must be able to demonstrate in order to secure a student visa to study in Australia?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Further comments: _____</p> <p>_____</p>
11	<p><b>Has the applicant been informed about ACU tuition fee payment and refund policies?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Further comments: _____</p> <p>_____</p>

**GENUINE TEMPORARY ENTRANT REQUIREMENTS**

12	<p><b>Have you explained to the applicant the requirements to be classed as a Genuine Temporary Entrant (GTE) to study in Australia as provided by the Department of Home Affairs: <a href="http://homeaffairs.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant">homeaffairs.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant</a></b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Further comments: _____</p> <p>_____</p>
13	<p><b>Is the applicant aware that they may be interviewed by Australian immigration authorities to determine their status as a Genuine Temporary Entrant?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Further comments: _____</p> <p>_____</p>
14	<p><b>Has the applicant previously had any visa application refused by any country? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p> <p>If Yes, please provide further information on the reason for this rejection: _____</p> <p>_____</p>
15	<p><b>Are you satisfied that the applicant is a genuine student and can meet the Genuine Temporary Entrant criteria as provided by the Department of Home Affairs: <a href="http://homeaffairs.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant">homeaffairs.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant</a></b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Further comments: _____</p> <p>_____</p>

**APPLICATION**

16	<p><b>Has the applicant completed all relevant parts of the ACU application Form?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Further comments: _____</p> <p>_____</p>
----	--

17 **Have copies of all original documents been checked and verified as authentic?**  
Yes  No  Further comments: \_\_\_\_\_  
\_\_\_\_\_

18 **Additional comments regarding this application?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGENT DECLARATION**

I declare that the information provided above is correct and true. I am satisfied that this applicant meets all the financial and genuine temporary entrant requirements for study with Australian Catholic University.

<b>Education Agent Signature:</b>		<b>Date:</b>	dd / mm / yyyy
-----------------------------------	--	--------------	----------------

<b>Education Agent Stamp:</b>	
-------------------------------	--