TAFE NSW STREAMLINED VISA PROCESSING (SVP) – ADMISSIONS WORKFLOW FOR AGENTS

PRE-APPLICATION
Agent counsels prospective applicant on:

> Academic programs available including course structure, delivery methods, campus locations and projected course/career outcomes
> TAFE NSW vocational and Higher Education academic entry requirements
> English language requirements
> Additional entry requirements: Essay, interview, portfolios as required
> Financial requirements to undertake study at TAFE NSW and live in Australia
> Requirements of Genuine Temporary Entrant status and overall requirements of compliance with the student visa
> Requirements of obtaining a visa from an SVP education provider

APPLICATION

> Agent completes Agent checklist for Advanced Diploma or Bachelor applicants
> Student completes SVP application form & writes the statement of purpose
> Student completes TAFE NSW International Student application form
> Student completes the additional course requirements: Essay, portfolio as required
> Agent submits to TAFE NSW International Students Admissions team: intadmissions@tafensw.edu.au

AGENT CHECKLIST

<table>
<thead>
<tr>
<th>Student SVP application including statement of purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAFE NSW International Student application form</td>
</tr>
<tr>
<td>Additional entry requirements, Essay, Portfolio as required</td>
</tr>
<tr>
<td>TAFE international Admissions acknowledges receipt of the students application</td>
</tr>
</tbody>
</table>

OFFER

> Students application is assessed by a TAFE NSW Student Adviser
> A conditional offer will be issued pending the outcome of any additional requirements: English, academic, essay, portfolio, interview and outcome of the SVP assessment as required
> If the SVP assessment is successful and other entry requirements are met, the letter of offer is issued to Education Agent
> If the SVP assessment is unsuccessful no offer letter will be issued
> Education Agent hands offer to prospective student and ensures they understand all acceptance documentation including all terms and conditions and fee arrangements including the refund policy

ACCEPTANCE

> Prospective student reads and completes TAFE NSW Acceptance of Offer form (which is issued with the offer letter)
> TAFE NSW Acceptance of Offer form returned to TAFE NSW Student Adviser with Proof of Payment
> TAFE NSW Acceptance & Payment received by TAFE NSW Student Adviser
> Electronic Confirmation of Enrolment (eCoE) issued by TAFE NSW Student Adviser on receipt of payment
> Student progresses to apply for student visa with DIBP
> Student/Agent advises TAFE NSW Admissions of visa grant/visa refusal
> If the visa is granted the student attends orientation at campus and completes the enrolment process
> TAFE NSW is monitoring visa refusals
> If the visa is refused the student is eligible to apply for a refund of tuition fees. TAFE NSW will contact the agent to further investigate the reasons for the visa refusal.

Updated November 2014
TAFE NSW - Technical and Further Education Commission CRICOS Code: 00591E
NSW TAFE Commission trading as TAFE NSW Higher Education CRICOS Code 00591E