

SSVF APPLICATION PROCEDURE

The SSVF arrangements aim to assist genuine students and temporary entrants to be assessed for an Australian student visa as though they are low immigration risk, irrespective of their country of citizenship, similar to students who are subject to Assessment Level (AL) 1.

Access to the streamlining arrangements is not a guarantee of a successful visa outcome for a student. All prospective students must also meet additional criteria prescribed in the Migration Regulations 1994, including the Genuine Temporary Entrant criterion, in order to be granted a Student visa.

Northwest developed a whole suite of documents and checklists that form a useful tool when assessing prospective students applications. Potential students and agents have checklists available when counseling students and step-by-step guide.

In terms of assessing students' applications – for Assessment Level 1 and 2 countries, the process remains the same. Potential students must meet the entry and GTE, GS requirements.

Northwest is required to manage the immigration risk of prospective and current students and must ensure, that the integrity of SSVF programme is maintained. Northwest will be risk assessed for its students' compliance. Risk report includes student visa cancellations relating to fraud, non-genuineness, breaches of visa conditions (not maintaining enrolment, attendance and course progress), breaches of work conditions and transfer between providers.

Northwest is responsible for any student visa issues under the SSVF arrangements and for any COEs held at the time the student visa was decided, also for students who deferred or transferred to another provider.

Please note that visa integrity is therefore a key issue when considering prospective applicants. Northwest will be seriously assessing applicant's main purpose and ensure, that future students are genuine applicants.

Please note that students from India, Nepal, Bangladesh, Pakistan, China, Vietnam must contact Northwest with Expression of Interest prior to lodging an application, unless applying through an approved agent.

For Assessment levels and documents checklist visit:
<https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool>

For information about the SSVF programme please visit
<https://www.homeaffairs.gov.au/reports-and-pubs/files/simplified-student-visa-framework.pdf>

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STUDENT VISA REQUIREMENTS

Genuine intention to study in Australia

- A prospective student must provide evidence that they are a genuine applicant.
- An applicant must satisfy the requirement that they are genuinely seeking to enter and stay in Australia for the purposes of study.
- An applicant may be required to attend an interview as part of the assessment of this criteria.
- Visit <http://www.immi.gov.au/students/gte-requirement.htm> for more information.

Assessment of genuineness is undertaken, by the DoHA at the time of visa application. Students who cannot prove genuineness will not be granted a student visa. Agents should be aware that there are implications to City Institute and the agent where student's visas are refused because they do not meet the GTE and GS requirement.

The following should be taken into consideration when preparing the student visa application:

- ✓ The student's circumstances in their home country;
- ✓ The student's potential circumstances in Australia;
- ✓ The value of the course to the student's future;
- ✓ The student's immigration history;
- ✓ The intentions of the parents, legal guardian (where the student is under 18) or spouse of the student
- ✓ Any other relevant matters.

Financial requirements

- Applicants from AL1 and AL2 must declare in the application that they will have access to funds to cover their tuition fees and living costs while in Australia. AL1 and AL2 countries are not required to provide evidence of funds, unless requested by Northwest.
- All applicants from AL3 and some AL2 countries will be required to show evidence of funds to cover tuition, travel and living costs for the first 12 months, and the funds must be on the account for at least 3 months prior to making application.
- Financial requirements for ALL family members are assessed regardless of whether they are traveling to Australia or not.
- Rather than heavily relying upon checking financial documents, Northwest will conduct a holistic assessment of prospective student circumstances.
- Northwest implemented early detection of financial hardship and any students with late fees will be counseled.

English proficiency requirement

- To ensure students have the best chance of succeeding in their studies, applicants are required to demonstrate that they have the appropriate English language proficiency for their course.
- Assessment Level 1 & 2 applicants must provide evidence of meeting the English language proficiency requirements as per Northwest guidelines.
- Assessment Level 3 applicants must provide evidence of having their English language proficiency assessed through any DoHA gazetted official forms of testing.
- Northwest will be assessing online tools for verification of provided test results.

Health requirements

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- All applicants for a visa to Australia must meet health requirements. Further information can be found at: <http://www.immi.gov.au/allforms/health-requirements/index.htm>
- All costs related to the medical examination are applicant's responsibility. If you undertake a medical examination and your application is not approved you will not be eligible for a refund of any costs you may have incurred.

Character requirements

- All applicants for a visa to Australia must be assessed against the character requirements. Further information on character and police check requirements can be found at: <http://www.immi.gov.au/allforms/character-requirements/index.htm>

Overseas Student Health Cover (OSHC)

- OSHC is insurance that assists international students to meet the costs of medical and hospital care that they may need while in Australia. OSHC also covers limited benefits for pharmaceuticals and ambulance services.
- Students must provide evidence of cover for themselves and any accompanying dependants for the proposed duration of their Student visa in order to be granted a visa.

APPLICATION PROCESS

Step 1 - Counseling

Northwest staff or Agent counsels a prospective student regarding their SSVF application, including:

- Academic requirements of selected course
- English Proficiency requirements of selected course
- Minimum funding requirements of total course, including tuition and living expenses and documents required to demonstrate financial capacity
- Documents that are required at the time of application
- Documents that will be required at the time of acceptance

Step 2 – Application Submission

- Applicant or their Agent compiled all required documentation including verified copies and forwards those as one email
- Application is submitted as one file to Admissions Office at: enrollments@northwest.edu.au (Please note that incomplete applications will not be processed until all document are provided or may be refused)
 - Completed and signed Enrolment Form (online application)
 - Certified copy of Passport and Visa (if applicable)
 - Certified academic transcripts (translated if not in English)
 - English Proficiency evidence
 - OSHC for the applicant and their family as required
 - Financial viability evidence (where applicable)
 - Release letter (where applicable)
 - Police checks (where required)

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- Other relevant documents
- Admissions will process the documents and check for accuracy and course availability

Step 3 - Letter Of Offer

- Successful applicants receive a Letter of Offer (copy forwarded to Agent)
- Letter of Offer lists the Fees and Refund Policy and other useful information regarding enrolment conditions including:
 - Minimum required payment (e.g Tuition fees, Enrolment fee, OSHC)
 - Any terms and conditions attached to the offer
 - Requirement to sign the Acceptance of Offer and Declaration of Financial capacity and understanding of what the requirements mean
 - Rights and obligations of a student
 - Course/s information

Step 4 – Finalisation Of Enrollment

- Student will pay the minimum payment as outlined in the Offer Letter
- Student agrees with the conditions, fees and refunds policy and returns signed Offer letter to admissions
- Student to provide any outstanding documents required to satisfy any condition attached to the offer
- Once approved a Confirmation of Enrollment (COE) is created and forwarded to the agent and student
- Agent assists student with their visa application under the SSVF arrangements

Step 5 – Visa Application

- Student or Agent will lodge application for student visa
- Student / Agent are required to inform Northwest about visa granted or refused and provide a copy (visa or refusal letter) as soon as practicable
- Student / Agent makes travel arrangements (Please note that students should arrive at least 3 days prior to the compulsory Orientation session, which is held in the week before the course commences)
- Documents required, but not limited to, for student visa application:
 - CoE/s for all courses
 - Form 157A (online or paper as applicable)
 - Visa Application Charge
 - Passport
 - Evidence of employment
 - Evidence of income
 - Current bank statements

Step 6 – Orientation

- Students are required to attend compulsory Orientation session where they receive further information about studying at Northwest, student visa requirements, meet the college staff and receive general information about studying and living in Australia.

Note – Deferrals, Transfers, Cancellations:

Students wishing to defer or cancel their enrolment or transfer to another provider will be required to submit additional evidence to support their request.

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