



# Student Visa CHECKLIST

## (Assessment Level 3 applicants only)

**IMPORTANT:** Use the following checklist to indicate that you have included all supporting documentation necessary for lodging a Student Visa. Attach your documentation to this checklist in the order outlined below. Provide an original plus one photocopy of all the documents marked with an asterisk (\*). Original documents with the exception of police clearances, will be returned to you when your application is finalised.

- Completed application **Form 157A** – Application for a student (temporary) visa.
- Visa application charge (refer to Info Sheet 03 for current fees) to be paid using a **Manager’s Cheque** made payable to the ‘**Australian Embassy**’ or a receipt for prior payment at an Immigration office in Australia in Australian Dollars
- 2 passport-sized photos for each applicant with the name written on the back of each photo.
- \* Birth Certificate for the applicant, issued by the National Statistics Office (NSO) on Security Paper. Where a birth is late registered, you must provide a baptism certificate and other acceptable form of identity, such as elementary school records or hospital records. Certified copies from the Local Civil Registrar are not acceptable.
- \* NSO Birth Certificates for all dependent children. If the birth is late registered, a baptism certificate and elementary school records, or hospital records must also be provided.
- \* Marriage certificate (if applicable) on NSO Security Paper.
- \* Letter of offer of place in a CRICOS registered course from the education provider including information on commencement date, duration of study, end date & tuition cost.

If you have any school age dependents, you will also need to provide a letter of offer for their schooling.

- Transcripts of previous qualifications (Official transcript of records from university and other relevant certificates).
- Evidence of any other previous studies undertaken.
- Receipt for applicants and dependants’ medical examination with an approved Panel Doctor.
- \* Receipt for undertaking an IELTS test or IELTS test results
  - IELTS (International English Language Testing System) – test has been taken less than 2 years before date of application. Please refer to Form 1220i available at the DIAC website [http://www.immi.gov.au/allforms/forms\\_num3.htm](http://www.immi.gov.au/allforms/forms_num3.htm) for a list of IELTS testing centres in the Philippines.

**PLEASE NOTE:** If you have studied for 5 years or more in Australia, UK, Canada, Ireland, South Africa or USA, you are exempt from an IELTS examination. You will need to provide evidence of your education in any of these countries.

- \* Evidence of Funds

Evidence of funds to cover your tuition, living and travel costs while you are in Australia. If you have any dependants, you need to provide evidence of funds to support them even if they do not intend to travel to Australia. Refer to ‘[How much money do I need?](#)’ section to work out how much you need to have.

- You only need to show a maximum of 2 years worth of funds.
- For courses greater than 2 years, you also need to provide a signed declaration stating you have sufficient funds for the remainder of your stay.
- If someone else is funding your study, Affidavit of support from the person/s providing financial support.
- Evidence that the funds are from an acceptable source. Refer to ‘[What is an Acceptable source](#)’ section.

### If you are applying for a Student Guardian (subclass 580) visa, you will also need to provide:

- Original copy of NBI Clearance marked ‘Valid for Travel to Australia’.
- Penal clearances from other countries where you (the visa applicant) have stayed for over 12 months in the last 10 years. (See form **47P** at: [www.immi.gov.au/allforms/pdf/47P.pdf](http://www.immi.gov.au/allforms/pdf/47P.pdf))

### If you are under 18, you will also need to provide:

- Form 157A signed by both parents. You need to provide evidence if one parent (or guardian) has sole custody.
- DSWD (Department of Social Welfare and Development) Clearance if you are traveling alone or with one parent.
- Evidence of welfare arrangements. If you are staying with a guardian other than your parents. You will need:
  - ‘Welfare letter’ signed by the principal of the school stating they are satisfied with welfare arrangements for you or;
  - police clearances from the Australian Federal Police for the nominated guardian

### OPTIONAL : AUTHORITY TO COMMUNICATE WITH A THIRD PARTY

*(Please complete if you would like us to communicate with a third party eg parents, spouse, etc regarding your visa application)*

I authorise DIAC to communicate with the following person/s and to release personal information about any aspect of my application for a student visa

\_\_\_\_\_ (Name of Person/s)

Signed : \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

## HOW MUCH MONEY DO I NEED?

DIAC works out the minimum amount required for studying in Australia using fixed amounts in Australian Dollars. The evidence of funds can be shown in any currency but must be equivalent to the Australian dollar amount as calculated below:

### 1. Your COURSE COSTS ( Tuition )

#### Principal Course

	<b>X</b>		<b>=</b>		<b>A</b>
Course cost for each yr		Length of course in yrs* (not more than 2 years)		TOTAL COST of first course	

#### First course ( if applying for a package course)

	<b>X</b>		<b>=</b>		<b>B</b>
Course cost for each yr		Length of course in yrs* (not more than 2 years)		TOTAL COST of second course	

### 2. Your LIVING COSTS

( If you have a spouse or children, you MUST include their costs, even if they are not going to Australia with you)

(You)	\$12000	<b>X</b>		<b>=</b>		<b>C</b>
(Your Spouse)	\$4200	<b>X</b>		<b>=</b>		<b>D</b>
(Your first child)	\$2400	<b>X</b>		<b>=</b>		<b>E</b>
(Each extra child)	\$1800	<b>X</b>		<b>=</b>		<b>F</b>

No of yrs you will be in Australia\* (not more than 2 yrs )

TOTAL

### 3. Your CHILD'S SCHOOL COSTS

You must include \$8000 school costs for every school aged dependent (between 5yrs to 18yrs) and any other child who will become school aged during your stay in Australia. This does not apply to the main applicant for a subclass 571.

No of Children x \$8000	<b>X</b>		<b>=</b>		<b>G</b>
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No of yrs you will be in Australia\* (not more than 2 years )

TOTAL

### 3. Your TRAVEL COSTS

Include travel costs for one trip to and from Australia for you and any family members who are applying to go to Australia with you.

\$1500	<b>X</b>		<b>=</b>		<b>H</b>
Cost of Airfare		No of persons		TOTAL	

## TOTAL COSTS

Add all the amounts from boxes A to H. This is the **TOTAL** amount of money you **must** have from an acceptable source.

**\$A**

## \* For Subclass 574 ( Masters and Doctorate Section)

You only need to count your course costs, living costs, travel costs and child school costs for the first year of your course.

## WHAT IS AN ACCEPTABLE SOURCE OF FUNDS?

An acceptable source of funds is any one of the below:

- o a money deposit with a financial institution held by you or an individual providing support to you for at least 3 consecutive months immediately before the date of your visa application,

This can be in the form of:

- a. passbooks
- b. time deposit slips
- c. bank statements

You need to provide evidence of how the funds were transacted into the account. E.g. investments, transfer from business accounts to personal accounts etc.

You also need to provide evidence that you are able to access these funds for the duration of your course.

*(Please note that all bank certificates should contain a waiver of rights to release information to a third party.)*

OR

- o a loan from a financial institution made to you or an individual providing support to you.

There must be a redraw facility on the loan, the amount should be clearly stated in a letter from the bank.

You would also need to provide evidence that the loan is to be used for the purposes of study.

OR

- o a loan from the government of your home country,

OR

- o Financial Support from one of the following sources:

- your proposed education provider,
- the Commonwealth of Australia or an Australian State or Territory government,
- the government of a foreign country,
- a provincial or state government of a foreign country that has the written support of the national government of the foreign country,
- a corporation,
- an organisation gazetted by the Minister,
- a multilateral agency.

You will need to provide a letter and contract detailing what the scholarship/financial support covers.

Please note that non-cash assets such as shares and property, company accounts or trusts are not acceptable.