



International Student Enrolment Application Procedure

1. If a student is *offshore*, agents or staff conduct a Pre-Training Review, the purpose of which is to determine if a course is suitable for a student's interests. Student answers are recorded on the **Pre-Training Review Form** and kept on the student's file along with all other documents listed in this procedure.
2. The student must complete the **GTE Evaluation and Procedure Checklist Form**. This acts as guided writing practice for the Statement of Purpose, so that the student can clearly articulate their answers. The GTE Form needs to be assessed by the Australian Virtus Institute Student Administration Officer.
3. The student completes the **International Enrolment Form**. With this form the following documents must be submitted:
 - Passport copy
 - Valid visa - (onshore students only)
 - Proof of English language proficiency (see Course Outline and/or Student Handbook).
 - Proof of meeting academic requirements; high school or other relevant certificates.
4. If the student is deemed suitable for the course, Australian Virtus Institute issues a Letter of Offer (LOO) to the student.
5. The student signs the Written Agreement within this LOO and submits it via the agent, or directly to AVI, acknowledging policies including Refunds, Privacy, etc. With this form the following documents must be submitted:
 - Proof of initial payment of course fees, i.e. enrolment fee, materials fee & part tuition fee.
 - Release Letter (where applicable, for onshore students only)
 - If the student is applying as a concurrent COE, the student will need to fill out the Concurrent Enrolment Declaration Letter
6. After receipt of the above mentioned documents, the Australian Virtus Institute Student Administration officer submits the application in full to the RTO Manager for approval. Once approved, the RTO Manager issues the CoE.
7. The agent submits the Statement of Purpose & CoE to the DoHA to apply for a student visa.



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