



Australian Government

Department of Immigration and Citizenship Australian Embassy, Beijing

Higher Education Sector: Temporary Visa (Subclass 573) Assessment Level 3

MONGOLIAN APPLICANTS OUTSIDE AUSTRALIA

Application Document Checklist

This document lists the information and supporting documents required to lodge your student visa application. It also lists additional documents that you may need to provide depending on your individual circumstances.

Please ensure that you:

- *Provide copies of the following documents.*
- *Don't send any original documents, except for your passport.*
- *Provide notarised copy of official documents.*
- *Attach English translations of any documents in Mongolian.*
- ***Attach the completed checklist to the top of your application.***

FORM AND FEE	(√)
For a student visa applications please complete and sign the following forms: See: Form 157A Application for a student (temporary) visa http://www.immi.gov.au/allforms/pdf/157a.pdf	☐
Form 54 – Family Composition http://www.immi.gov.au/allforms/pdf/54.pdf completed in English.	☐
Form 956 – Appointment of a migration agent or exempt agent or other authorised recipient http://www.immi.gov.au/allforms/pdf/956.pdf Only required if you wish to appoint a migration agent or another person to receive information about your application.	☐
Visa application charge – payable to the Department of Immigration and Citizenship (DIAC) by cash or Chinese postal order. See: Visa Application Charge http://www.china.embassy.gov.au/bjng/DIACtemp.html	☐

PERSONAL DOCUMENTS	(√)
Please provide four recent passport sized photographs (45mm x 35mm) • These photographs should be of the head and shoulders only against a plain background • Print the name of the person on the back of each photograph	☐ ☐
Notarised copies of the National Identity card	☐
Notarized copies of passports or travel documents of all people included in the application. Passports must not have expired. If you asked to attend a DIAC office you must bring your passport.	☐

Evidence of the relationship between yourself and all members of your family unit remaining in Mongolia. notarised copies of Birth Certificates and/ Marriage Certificate	☐
If you are living in a de facto relationship, please provide independent evidence that you have been in the relationship for at least 12 months, for example: evidence of joint bank accounts, joint assets, joint utility bills, evidence of co-habitation.	☐
If you have been permanently separated, divorced or widowed, please provide a notarised copy of the separation certificate, divorce decree absolute or the death certificate of the deceased partner (as appropriate).	☐
If anyone in the application has changed his or her name, please provide certified copies of documents verifying the name change. For example: certified copy of evidence of the name change	☐
If any dependent child included in the application is adopted, notarised copies of the adoption papers.	☐
Notarised copies of documents to verify custody and access arrangements for children under 18 years of age. This is not required if both parents or legal custodians are included in the application.	☐
If your family members have turned 5 years of age, but not yet turned 18, and are remaining with you in Australia, you will need to provide evidence of enrolment in an Australian school, including payment of any required fee.	☐

HEALTH DOCUMENTS	(√)
After your visa application has been assessed the officer processing your application will advise you if you and your family unit member planning to remain with you in Australia need to undertake a health examination. The health examination will involve a medical examination and x-ray. See: Health Requirements http://www.immi.gov.au/allforms/health-requirements/	☐

OTHER HEALTH AND CHARACTER DOCUMENTS	(√)
Evidence you have adequate health insurance for the duration of your stay in Australia.	☐
You may be required to provide a penal clearance for any country you have lived in for 12 months, or longer, in the last ten years, since reaching 16 years of age. If you have served in the armed forces of any country, you may be required to provide certified copies of military service records or discharge papers. The office processing your application will advise you if they require these documents.	☐

ACADEMIC REQUIREMENTS	(√)
Letter of Offer that has been issued by the education provider for the course(s) you are undertaking in Australia.	☐
If you must undertake an ELICOS (or other English language bridging course) before commencing your higher education course, provide a Confirmation of Enrolment or letter of offer in an ELICOS course of no more than 30 weeks duration.	☐

You must provide one of the following (a), (b), (c) or (d)		
	a) Academic transcripts that show you completed schooling to at least the year 12 level (or its equivalent).	☐
or	b) Academic transcripts that show you completed schooling to at least the year 11 level (or its equivalent) and have successfully completed or have a Confirmation of Enrolment or letter of offer for a Foundation Course in Australia	☐
or	c) Academic transcripts that show you have completed a qualification from the Australian Qualification Framework at Certificate Level IV level or higher conducted in Australia.	☐
or	d) Have a Confirmation of Enrolment or letter of offer for qualification from the Australian Qualification Framework at Certificate Level IV level or higher which will be undertaken in Australia ahead of your higher education course	☐

ENGLISH PROFICIENCY		(√)
You must provide one of the following.		
If you are under 18 years of age you must provide evidence of either (a), (b) or (c):		
	a.) IELTS Certificate IELTS Test Score of: 6.0 or above for direct entry into a course 5.5 and a Confirmation of Enrolment or letter of offer in a Foundation Course; or 5.0 and a Confirmation of Enrolment or letter of offer in an ELICOS with a duration of no more than 30 weeks Note: Test older than two years are not acceptable.	☐
or	b.) Letter of sponsorship from one of the following: - Your home country's government - A multilateral agency (for example The World Bank) - The Australian Government - An Australian State or Territory government.	☐
or	c.) Academic transcripts that show you have in Australia and no more than 24 months prior to your visa application completed a senior secondary certificate of education.	☐
or	d.) Academic transcripts showing you have successfully completed a substantial part of a course leading to a qualification from the Australian Qualification Framework at Certificate IV level or higher as the holder of a student visa not more than 2 years before your application. Note: This does not include foundation courses	☐
or	e.) Academic transcripts that show you have in Australia not more than 24 months prior to your visa application completed a foundation course.	☐
or	f.) Academic transcripts that show you have studied in English for 5 years or more in Australia, Canada, New Zealand, the Republic of Ireland, the United Kingdom, the United States of America or South America.	☐

FINANCIAL DOCUMENTS		(√)
Provide evidence that you have sufficient funds to cover yourself and your family members for the first 24 months of your stay in Australia for: • living costs • tuition costs • school costs for any school-age children.	☐	
Declare on your student visa application that you have access to sufficient funds to cover the same costs for the remainder of your stay. Note: The department must be satisfied that an applicant, once in Australia, will have genuine access to the funds they claim to possess to cover the travel, tuition and living costs for themselves and their family members.	☐	
Provide evidence that you have access to funds to cover travel costs to and from Australia.	☐	
Provide evidence of personal savings history or income of the applicant. If employed, a letter from their work unit authorising leave and indicating the length of employment, position held, salary and full contact details of the person who authorised the leave.	☐	
Official declaration from the applicant's parents / sponsor stating the nature of their relationship to them. They should confirm they will support the applicant financially during their studies in Australia. The applicant must also include full contact details of their parents/sponsor (including residential address and postal address, if different, and telephone numbers).	☐	
More information on financial requirements is available. See: Financial Requirements http://www.immi.gov.au/students/students/573-3/financial.htm	☐	

EVIDENCE OF FUNDS		(√)
Please provide at least one of the following:		
a) Money deposit from: • a financial institution - in your name or the name of another individual - funds in a money deposit must be held for at least 3 months immediately prior to the lodgement of your visa application. Evidence of cash deposits that are held in the name of any individual and for at least three consecutive months immediately before the date of their application for AL 3 Sector including: - Certificates of deposits that show funds are up to date and were still held by the bank at the time of application; AND - Bank passbooks and / or bank deposit slips. Note: The 3 months saving history requirement does not apply if you are applying for a further student visa to finish a course of study, and you have successfully completed at least 75% of that course.	☐ ☐ ☐ ☐	
b) Loan from: • a financial institution - in the name of the applicant or an individual providing support to the applicant. The purpose of the loan must be for the applicant's study in Australia.	☐	

the government of the applicant's home country. Please provide a certified English translation of the Loan Contract.	☐
c) Scholarship from your Australian Education Provider	☐
d) Scholarship or Financial Support from: - The government of your home country - The government of a foreign country - Multilateral agency - Gazetted organisation (Rotary International, Ford Foundation, National Red Cross and Red Crescent Societies) - Australian Government - Australian State or Territory Government - Acceptable non-profit organisation.	☐ ☐ ☐ ☐ ☐ ☐ ☐

EVIDENCE OF INCOME	(√)
Please provide at least one of the followings:	
a. Tax Statement.	☐
b. Income Statement.	☐
c. Social Insurance Booklet.	☐
d. Business Statement.	☐
e. Loan document.	☐
f. Bank account statement(s).	☐
g. Savings history or other evidence of regular income.	☐

WELFARE FOR STUDENTS UNDER 18	(√)
If you are under 18 years of age you must provide evidence that every person with a legal right to decide where you live consents to your proposed studies in Australia.	
If you are under 18 years of age you must provide evidence of either (a), (b) or (c):	
	a) If you intend to reside in Australia with a parent, or a person who has custody of you, you must provide evidence of the relationship, and that they have the right to remain in Australia for the period of your stay, or until you turn 18, whichever is the lesser period. ☐
or	b) If you intend to reside in Australia with a relative nominated by a parent or a person who has custody of you, you must provide evidence of the relationship, evidence that the relative is at least 21 years old, police clearance/s, and evidence that the relative has the right to remain in Australia for the period of your stay, or until you turn 18, whichever is the lesser period. Further information on police clearances is available. See: <u>Character and Penal Clearance Requirements</u> ☐
or	c) If you will not be residing in Australia with one of the above mentioned persons, you must provide a signed statement from your education provider confirming that appropriate arrangements have been made for your accommodation, support and general welfare during your stay in Australia. Further information about eligibility is available. See: <u>Students under 18 years of age – additional requirements</u> ☐