



Document Checklist (International Student Admission)

| | | | |
|---------------------|--|--------------|--|
| Name of the Student | | | |
| Date of Birth | | Email: | |
| Phone: | | Passport No: | |
| Country: | | | |
| Intended Program: | | | |

Checklist:

| SL | Item | Satisfactory | Not-satisfactory |
|----|--|--------------------------|--------------------------|
| 01 | Completed ALIT International Student Application Form. | <input type="checkbox"/> | <input type="checkbox"/> |
| 02 | Certified copies of passport, academic transcripts, English proficiency results, and work experience (if applicable). | <input type="checkbox"/> | <input type="checkbox"/> |
| 03 | Statement of Purpose (SOP) outlining study motivation and career goals. | <input type="checkbox"/> | <input type="checkbox"/> |
| 04 | Genuine Student (GS) / GTE Assessment. | <input type="checkbox"/> | <input type="checkbox"/> |
| 05 | Verification of Academic and English Requirements. | <input type="checkbox"/> | <input type="checkbox"/> |
| 06 | Financial Capacity Verification Request evidence of: <ul style="list-style-type: none">➤ Bank statements (3–6 months) showing sufficient funds.➤ Sponsorship or financial guarantee letters (If applicable).➤ Proof of tuition and living expenses coverage as per DHA guidelines. | <input type="checkbox"/> | <input type="checkbox"/> |
| 07 | Offer of Admission If applicant meets all requirements: <ul style="list-style-type: none">➤ Issue Letter of Offer and Written Agreement outlining fees, refund policy, and terms of enrolment. If not eligible: <ul style="list-style-type: none">➤ Notify applicant with reason for rejection. Responsible: International Admissions Officer | <input type="checkbox"/> | <input type="checkbox"/> |



| SL | Item | Satisfactory | Not-satisfactory |
|----|---|--------------------------|--------------------------|
| 08 | Acceptance and CoE Issuance <ul style="list-style-type: none">➤ Applicant returns signed Written Agreement and pays required initial tuition deposit.➤ Admissions verifies payment and agreement.➤ COE (Confirmation of Enrolment) is issued via PRISMS. Responsible: International Admissions Officer | <input type="checkbox"/> | <input type="checkbox"/> |

Admin Signature :

Date:

Admin Name:



International Student Screening Process and Procedure

Purpose

To ensure that all international students applying for admission to ALIT are assessed fairly, consistently, and in accordance with legislative and regulatory requirements. The process ensures applicants meet both academic and Genuine Student (GS) / Genuine Temporary Entrant (GTE) requirements before being offered a place in a course.

Scope

This procedure applies to all prospective **international students** seeking admission into any qualification offered by **Australian Leading Institute of Technology (ALIT)** across all delivery locations and modes.

Responsible Parties

- **Admissions Officer** – initial documentation check and verification.
- **International Admissions Manager** – conducts screening interview and GTE/Genuine Student assessment.
- **CEO / Director of Studies** – final approval of admission and offer issuance.

Procedure Steps

Step 1: Application Submission

- Applicant submits:
 - Completed **International Student Application Form**.
 - Certified copies of **passport, academic transcripts, English proficiency results, and work experience (if applicable)**
 - **Statement of Purpose (SOP)** outlining study motivation and career goals.
 - Any additional supporting documents as required.

Responsible: Admissions Officer.

Step 2: Preliminary Documentation Review

- **Verify that:**
 - Application form is complete and signed.
 - Certified copies of documents are clear and authentic.



- Applicant meets **minimum academic and English requirements** for the selected qualification.
- Passport and visa (in-case of onshore students) pages are valid.
- Previous COE or visa cancellations are declared (in-case of onshore students).

Outcome:

- **If incomplete** → request missing documents.
- **If complete** → proceed to screening stage.

Step 3: Genuine Student (GS) / GTE Assessment

- Conduct a **Genuine Student Screening Interview** (online or recorded phone/video call).
- **Assess:**
 - Study motivation and understanding of the course and career pathway.
 - Knowledge of ALIT, course structure, and relevance to future goals.
 - Financial capacity and funding sources.
 - Immigration history and compliance with visa conditions.
 - Ties to home country and return intent.
 - Any gaps in education or employment.

Tools: ALIT GTE/GS Checklist Form.

Outcome:

- **Satisfactory:** Proceed to offer.
- **Unsatisfactory:** Application declined (with reasons recorded).

Responsible: International Admissions Manager

Step 4: Verification of Academic and English Requirements

- Check equivalence of overseas qualifications using **Country Education Profiles (CEP)** or **AEI-NOOSR**.
- Confirm English language test validity (IELTS, PTE, TOEFL, etc.).
- If borderline, refer for internal language proficiency interview.

Responsible: Admissions Officer



Step 5: Financial Capacity Verification

- **Request evidence of:**
 - Bank statements (3–6 months) showing sufficient funds.
 - Sponsorship or financial guarantee letters (if applicable).
 - Proof of tuition and living expenses coverage as per DHA guidelines.

Responsible: Admissions Officer & International Admissions Manager.

Step 6: Offer of Admission

- If applicant meets all requirements:
 - Issue **Letter of Offer** and **Written Agreement** outlining fees, refund policy, and terms of enrolment.
- If not eligible:
 - Notify applicant with reason for rejection.

Responsible: International Admissions Manager

Step 7: Acceptance and COE Issuance

- Applicant returns signed **Written Agreement** and pays required **initial tuition deposit**.
- Admissions verifies payment and agreement.
- COE (Confirmation of Enrolment) is issued via **PRISMS**.

Responsible: Admissions Officer / PRISMS Administrator.

Step 8: Record keeping and Compliance

- Maintain all documentation (applications, interview notes, forms, and communications) in the **student management system (SMS)**.
- Records kept for a minimum of **7 years** in line with compliance and audit requirements.

Responsible: Compliance Officer



Supporting Documents

- International Student Application Form.
- ALIT Genuine Student (GS) Interview Checklist.
- Offer Letter & Written Agreement Template.
- Financial Assessment Form.
- Admission Decision Approval Form.
- Student Management System Record Entry Guidelines.