

To assist our admission team to assess your application quickly, please make sure you supply all documents as per checklist below for timely processing:

- Complete APSI application form online via this link
<http://www.apsi.edu.au/student-application-form-international-students/>
- Please make sure the **student's email address** is provided, **NOT the agent's email address** as we need to communicate with the student directly to activate their student App.
- Scanned copy of the Bio-data page of the main applicant's passport, *and* every dependent who is included in the application. **Photo screenshot is not accepted**
- Certified copy of all academic certificates including High School graduation certificate, Diploma or university degree transcripts. If the document is not written in English, please provide a certified English Language Translation.
- Certified copy of any evidence of English language proficiency such as IELTS, TOEFL, Cambridge or Pearson English Test results.

If the student does not have any official English test results, please provide APSI partner ELICOS college English test result notification. Link to online English language test for Milner College is here: <https://www.milner.wa.edu.au/self-test/>

Please note ECU only accepts approved partner ELICOS package as per their published pathway partner information attached.

- If the student is onshore, please arrange a time for an interview at APSI campus
- CV or Resume of the applicant if the applicant is over 20 years old.
- SSVF GTE Questionnaire and Financial Declaration if the student is off-shore from Level 2 and 3 countries
- Details of any past studies with other Australian institutions and full visa history in Australia
- If student is onshore, all CoEs issued by other Australian institutions

Please note APSI cannot issue any offer letter without the above documents. You are reminded that you CANNOT use APSI offer letter to apply for a visa.



If you wish to apply for a packaged APSI Offer letter and CoE with Edith Cowan University, please supply the following documents at the same time:

- ECU International student application form as attached
- Please complete the enrolled course code on the form. You can find out all details of the course code from this course guide - download
 - https://www.ecu.edu.au/__data/assets/pdf_file/0008/660707/ECU-International-Course-Guide.pdf
- ECU Agent declaration form to appoint **Asia Pacific Marketing Consultant** as the agent (only complete this form if you are not an authorised agent of ECU)
- ECU Visa Additional Information Checklist (required for students from AL3 countries only)
- ECU Visa processing detail questions
- ECU student financial declaration form and supporting bank financial details
- ECU Applicant’s extended family details form
- Marriage or name change certificate (if applicable)

APSI CoE will only be issued if the following documents are in place:

- Evidence of minimum payment – receipt from the bank
- Signed Student Agreement which is attached to the offer letter.

ECU requires a minimum deposit of \$2000 (non-refundable) if you require a packaged CoE to be issued by ECU. Once payment is made, there is an online link to ECU to accept the offer.

All documents must be emailed to info@apsi.edu.au for further processing

Name of authorisation Agent	Agent/Counsellor’s name and Email Address:

Signature of Agent	Date of completion: DD/MM/YYYY

(If completing electronically, select ADOBE FILL & SIGN from PDF menu)