

SSVF DOCUMENT CHECKLIST

Please make sure you have every box ticked off for timely processing of the application:

- Complete APSI application form – either online or in hard copy – go to www.apsi.edu.au, click on ENROL NOW, International students
- Please make sure the student's email address is provided, not just the agent's email address
- Scanned copy of the Bio-data page of the main applicant's passport, **and every dependent who is included in the application.**
- Details of all academic studies in the past, 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.
- 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 test result notification or 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 applicable – proof that the student has access to sufficient funds to support themselves throughout their studies
- Details of any past applications with other Australian institutions and
- 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.

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.

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

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| Checklist confirmation complete | Agent/Counsellor's name: |
| <input type="text"/> | <input type="text"/> |

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|----------------------|---------------------------------------|
| Signature: | Date of completion: DD/MM/YYYY |
| <input type="text"/> | <input type="text"/> |