International Student Application Checklist

This checklist is designed to help International students and agents prepare their application to Federation University Australia, and ensure that all appropriate documents are included. Providing complete documentation will allow your application to be processed as quickly as possible.

▶Step 1 – Applicant's personal details

☐ Please check name, address and DOB against information recorded on Passport
☐ Agent details (if applicable)
☐ Any other information critical to the application.

▶Step 2 – Qualification assessment

☐ Check the country-specific entry requirements and any other requirements for the selected program
☐ Ensure that certified copies of academic documents are attached to the application

Undergraduate applications
☐ School leaving certificate or graduation certificate
☐ Exam results and transcript
☐ Any additional supporting documents

Postgraduate applications
☐ Degree certificate and graduation certificate
☐ Academic Transcript
☐ Any additional required entry specific documents

Applications seeking credits
☐ Program structure
☐ Course descriptions
☐ Recognised prior learning experience

▶Step 3 – English prerequisites

Please check the selected program's minimum English proficiency requirements.

Direct entry
☐ Academic IELTS or equivalent

Packaged offer with English program
☐ Should your Academic English score not meet your program's entry requirements, you may be eligible to apply for a packaged offer.

Please note that some programs are not eligible to be packaged as they have higher English requirements.

Academic qualification
☐ Federation University may accept qualifications taught in English as evidence of English Proficiency.

This is assessed on a case-by-case basis.

More information regarding English proficiency requirements can be found here

▶Step 4 – Submit your application

☐ Required academic supporting documents
☐ Required proof of English proficiency documents
☐ Additional documents such as -
    ☐ Work experience
    ☐ Personal statement
    ☐ Passport
    ☐ Visa grant letter
☐ All documents provided have been certified
☐ Email completed International Application form and supporting documents to: internationaladmissions@federation.edu.au OR
☐ Mail completed International Application form and supporting documents to:
    International Admissions Office,
    Federation University Australia
    PO Box 663, Ballarat
    Victoria, 3353 Australia

▶Step 5 – Offer letter is issued

☐ Student has read and fully understood the offer, its conditions and FedUni policies
☐ Student has read and understood the SVP guidelines
☐ Student has sought clarification on anything unclear

▶Step 6 – Meet conditions on offer

Streamlined Visa Processing (SVP) assessment
Refer to SVP Assessment checklist for further information
☐ SVP Assessment form completed with detailed answers
☐ Certified copies of financial capacity documents
☐ Additional supporting documents (eg proof of relationship to sponsor)
☐ Student receive SVP Assessment approval letter and proceed to Acceptance stage

Other conditions
☐ Supporting documents for other conditions on offer (eg IELTS results)

▶Step 7 – Acceptance

☐ All pages of signed Offer Letter
☐ Proof of initial payment as per Offer Letter
☐ Proof of Overseas Student Health Cover (if arranged by student)

▶Step 8 – Confirmation of Enrolment issued

☐ Student submits CoE to Australian diplomatic outpost

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