

QUICK REFERENCE GUIDE FOR ASSESSING APPLICATIONS

PRE-ASSESSMENT	
Action step	Reference
Check for correspondence	Refer: Student Visa SOP: Pre-assessment steps – Check for Correspondence.
Verify identity of applicant (including biometric information where appropriate)	Refer: Student Visa SOP: Pre-assessment steps – Verify identity of applicant.
Conduct system checks	Refer: Student Visa SOP: Pre-assessment steps – Conduct system checks.
Check for multiple client records using CSP	Refer: Student Visa SOP: Pre-assessment steps – Check for multiple client records using CSP.
Assess evidence of enrolment	Secondary exchange students - AASES form DFAT/ Defence students – Letter from DFAT/ Defence Post Graduate Research (Thesis marking) – Letter for post graduate thesis marking (onshore only) All others must submit Confirmations of enrolment (CoE) - For onshore applications: All valid CoEs in PRISMS must be considered in determining the education sector, application s. 47E(d) of an application. - For offshore applications: CoEs listed in the application and all CoEs subsequently uploaded or submitted via email must be considered in determining the education sector, application s. 47E(d) of an application. - Where the application was lodged with a Letter of Offer (onshore) details of the corresponding CoE must be updated in ICSE, when CoE information is available. - A s. 47E(d) must be run, after details of any CoE not previously recorded are updated in ICSE. Refer: Student Visa SOP: Pre-assessment steps - Assess evidence of enrolment.
s. 47E(d)	Refer: Student Visa SOP: Pre-assessment steps – s. 47E(d)
Record assessment notes for s. 47E(d)	Refer: Student Visa SOP: Pre-assessment steps – Record assessment notes for s. 47E(d)
Create case note using Case Note Generator (CNG) s. 47E(d)	Refer: Case Note Generator Task Card – on SharePoint
Action 'follow-up outstanding' events s. 47E(d)	Only resolve the specific issues that triggered the follow-up events

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s. 47E(d)	- Do not action all follow up events until assessment is complete and the application is ready for grant - If all follow-ups have been actioned but assessment is not completed add a 'manual follow up required' event. Refer: - <i>Student Visa SOP: Pre-assessment Steps: Action 'follow-up outstanding events.'</i> - <i>Student Follow-up List on SharePoint</i>
ASSESSMENT	
Criterion	Guidance/ Reference
Schedule 2 criteria	
Enrolment 500.211	Verify that evidence of enrolment provided continues to be valid.
GTE 500.212	Offshore applicants and first time applicants onshore s. 47E(d) GTE scrutiny is not required unless information before you raises GTE concerns. If GTE concerns exist, s. 47E(d) to appropriate s. 47E(d) at that level (as below). s. 47E(d) Assess GTE based on the information before you. If this assessment raises concerns, request additional information as appropriate and consider initiating a GTE interview. s. 47E(d) s. 47E(d) For first time onshore applicants, consider the following in assessing genuineness; - relationship between proposed studies and past and proposed education and employment profile; - age of the applicant in relation to studies undertaken. s. 47E(d) Assess GTE based on the information before you. Request additional information as appropriate. If the applicant appears to meet GTE based on information provided, s. 47E(d) s. 47E(d) s. 47E(d)

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	Onshore applications by holders/previous holders of student visas s. 47E(d) Undertake broad assessment, based on; - Immigration history - Study history Assess based on documentation provided and information available to the Department. s. 47E(d) s. 47E(d) s. 47E(d) Undertake assessment as for s. 47E(d) s. 47E(d) If broad assessment raises GTE concerns, request additional information as required and undertake a detailed GTE assessment. Assessment will be based on documentation provided and information available to the Department, s. 47E(d) If there are concerns of s. 47E(d) s. 47E(d) Refer: - <i>Student Visa SOP: Operational Processes: Genuine Temporary Entrant</i> - <i>PAM3: Sch2 GenGuide G – Student visa – Genuine Temporary Entrant</i>
English 500.213	s. 47E(d) Request evidence only where there is specific information that raises concerns about the applicant's English language proficiency. s. 47E(d) s. 47E(d) Verify that evidence of English proficiency has been provided – open the document(s) to verify that these are relevant. Further scrutiny is not required unless there is s. 47E(d) s. 47E(d)

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	s. 47E(d) Full assessment required. Refer: - <i>Instrument for 500.213(3)</i> - <i>PAM3: Sch2 GenGuide G – English language proficiency</i>
Financial capacity 500.214	s. 47E(d) Request evidence only where there is specific information that raises concerns about the applicant's financial capacity, including access to funds. s. 47E(d) s. 47E(d) Verify that evidence of financial capacity has been provided – open the document(s) to verify that these are relevant. Further scrutiny is not required unless there is s. 47E(d) s. 47E(d) s. 47E(d) Full assessment required. Refer: - <i>Instrument for 500.214(3)</i> - <i>PAM3: Sch2 Gen Guide G – Financial capacity evidence</i>
OSHC 500.215	OSHC will be met by declaration based on relevant information in the application form, s. 47E(d) s. 47E(d) • Applicants must have OSHC unless exempt. • Students from Belgium are exempt. • Norwegian students covered by the Norwegian National Insurance Scheme (as declared in the application) are exempt. • Swedish students who have health insurance with Kammarkollegiet (the Swedish Legal, Financial and Administration Agency) must provide evidence of this cover. They do not have to take out OSHC if the evidence is provided. • OSHC must cover full period of stay in Australia; • If OSHC expiry falls short of date up to which the visa can be granted under policy, refer PAM for guidance. Refer: <i>PAM3: Sch2 GenGuide G- Assessing the OSHC requirements</i>

Age (school sector) 500.216	If schools sector application, refer to this clause for age specific requirements. Refer: <i>PAM3: Sch2 GenGuide G– Age requirements for school students</i>
Public interest Criteria 500.217	
Health 4005/4007	Refer: - <i>PAM3: Sch4/4005–4007 - The health requirement -Immigration Heath processing guidelines for case officers (on Departmental Intranet)</i>
Character: 4001	Check character declarations s. 47E(d) Penal clearances (and military discharge certificates) are not required where there are no character concerns Refer: s. 47E(d) s. 47E(d)
Risk to Security: 4002	Perform 'standard check' involving; - s. 47E(d) - s. 47E(d) - Previous applications s. 47E(d) - Examining application and attachments for features that may raise national security concerns. - Travel to and residence in countries of concern (Request additional info> Overseas visited/travelled country) Check employment history to see if the applicant has been employed as an LEE at an Australian or foreign mission in a s. 47E(d) Refer: s. 47E(d)
WMD 4003(b)	Relates to students undertaking study in areas of concern: at or above Masters level (Research) from certain countries and at or above PhD level from certain other countries. Refer: s. 47E(d)
Integrity 4020	Applicant may have a s. 47E(d) Refer: <i>PAM3: Sch4/4020 - The integrity PIC</i>
Exclusion Periods 4013/4014	Applicant may have a s. 47E(d) Refer: <i>PAM3: Act - Visa cancellation - Exclusion periods</i>
Under18 welfare etc. 4012A 4017/4018	Refer: <i>PAM3: Sch2 GenGuide G- PIC 4012A student welfare</i> <i>PAM3: Act - Act-defined terms - s5G - Relationships and family members - Custody</i>

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	<i>(parental responsibility) for minor children</i>
Debt to Commonwealth 4004	Assume satisfied unless highlighted by declaration in application, ^{s. 47E(d)} Refer <i>PAM3: Sch4/4004 - Debts to the Commonwealth</i>
Establish w/o difficulty 4010	Satisfied if GTE / financial capacity satisfied
Valid passport 4021	Satisfied unless integrity concerns exist. Refer: <i>PAM3: Sch4/4021 - The passport requirement</i>
Values statement 4019	Action is required only if follow up 'Incorrect answer to Declaration Questions' with 'Values statement' as the qualifier was generated.
Special Return Criteria 500.218	
Previously deported 5001	The applicant will have a ^{s. 47E(d)} Application cannot be granted. Exclusion is permanent with no waiver provisions. Refer <i>PAM3: Act - Visa cancellation - Exclusion periods</i>
Previously removed 5002	The applicant will have a ^{s. 47E(d)} Refer <i>PAM3: Act - Visa cancellation - Exclusion periods</i>
DFAT/ Foreign Govt. support 5010	Check if applicant is a student who previously held a DFAT or Foreign Government sponsored visa. Refer: <i>PAM3: Div1.2/reg1.04A - Foreign Affairs recipients and Foreign Affairs students</i> <i>PAM3: Act - Visa cancellation - Exclusion periods</i>
GRANT	
Check visa end date	The visa end date is calculated by the system based on information in the application. Verify that the date calculated is in line with relevant policy at 'Student visa end date' in <i>PAM3: Sch2 GenGuide G</i> • The maximum period of effect should not exceed 5 years (limited exceptions apply) • For primary school students period of effect should be 2 years (limited exceptions apply) • The visa end date must not be beyond the expiry date of the OSHC • Where the applicant is under 18, the visa end date must not be after the end date of the relevant welfare arrangement The calculated dates will need to be checked for the following types of applications; - Foreign Affairs/ Defence sector - Post Graduate Research Sector; PhD students - Higher Education Sector; Foreign government sponsored University students short courses - Schools Sector; (including Secondary exchange students)
Check visa conditions	<u>Mandatory conditions</u>

	All mandatory conditions except the following are automatically recorded by ICSE. s. 47E(d) prompt the inclusion of the conditions below. <u>Primary applicant</u> s. 47E(d) <u>Dependant applicant</u> 8201 - Study limitation for applicant over 18 s. 47E(d) 8518 – Adequate arrangements for education for applicant under 18 <u>Discretionary conditions</u> 8534 – No further stay This condition should be attached to visas of family members of student visa holders if requested by DFAT/Defence or a foreign government, or if the student is a government-funded student subject to visa condition 8535
Where visa is granted: - with PIC 4020 waiver - Or - s. 47E(d)	- s. 47E(d) - Refer: <i>Instructions for recording fraud in ICSE</i> s. 22(1)(a)(ii) s. 47E(d) s. 47E(d)