

International Student Enrolment Process

1. You will complete application (online or paper).
2. You will submit documents:
 - a. Passport copy (certified)
 - b. Evidence (written in English) of successful completion of a Senior Secondary Certificate or equivalent
 - c. English language proficiency (certified) [IELTS 6 or 4.5 + packaged ELICOS course of no more than 30 weeks]
 - d. Written statement describing relevant past experience and future goals
3. IFSS will confirm your interview via skype, phone or in person.
4. Upon successful interview, IFSS will issue a Letter of Offer and invoice for \$150 Registration Fee (non-refundable) and the Term 1 Tuition Deposit (to be deducted from semester 1 fees).
5. You will confirm your place by returning the Acceptance of Offer and paying \$150 registration fee (non-refundable) and the Term 1 tuition deposit.
6. Upon payment, IFSS will issue a Confirmation of Enrolment (CoE) and send the enrolment form, RPL Kit and Welcome Pack.
7. You will apply for a Student Visa (572) (see www.immi.gov.au/students for visa requirements).
8. You will create a free Australian Government Unique Student Identifier (USI) at <http://www.usi.gov.au/Pages/default.aspx>
9. You will return your enrolment form and pay remainder of the first semester fee no later than two weeks prior to course start date. If applicable, also return your RPL/Credit Transfer application at least 21 days before the course start date.
10. You will forward a copy of your Student Visa approval and Overseas Student Health Cover (OSHC) to IFSS to confirm your course start.