



University of
South Australia

Centre for
English Language

ADMISSIONS APPLICATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Admissions Policy

D.1 Procedure

Responsible	Procedure Steps	
	1	Application form
Applicant/ Agent	1.1	International Students: Submit an online application via Studylink.
	1.1.1	Upload the supporting documents i.e. Academic Transcripts and evidence of English in Studylink.
	1.2	Domestic Students: Submit an online application via SATAC
Admissions Staff	1.3	<p>International Students: Open submitted online Studylink Application in Submitted Bucket.</p> <p>Domestic Students: Daily access to check SATAC to view student status and eligibility for SAIBT to issue Offer. Applicants to whom SAIBT Offers can be issued, create a new paper application in Studylink.</p>
	1.4	<p>Request online Studylink application be submitted for all other than UniSA * and Le Cordon Bleu (LCB) ** as referred to below. Any correspondence, including attachments, received via email, forward to the applicant's existing Studylink account to action further.</p> <p>*UniSA Applicants who do not meet direct entry to UniSA are forwarded to Admissions by UniSA. Admissions then create a new paper application in Studylink, and upload the email and attachments, to assess and issue offers.</p> <p>**LCB Applicants packaged with CELUSA and/or the Diploma of Business, create a new paper application in Studylink and upload the email and attachments, to issue CoEs for SAIBT/CELUSA only. Offer is issued by LCB, as too is the LCB CoE.</p>
	1.5	<p>Determine if:</p> <ul style="list-style-type: none"> • Genuine Temporary Entrant (GTE) • Trade Sanctions apply • agent is contracted or non-contracted including whether the agent has submitted an application for an applicant that is not within their recruitment territory. • part of special program cohort
	1.6	Check the application has been fully completed.

Responsible	Procedure Steps		
		1.6.1	<p>International Students: If the Studylink application is incomplete and a conditional offer cannot be issued based on the information received, contact the agent/applicant to request more information.</p> <p>Domestic Students: Contact applicant to request evidence of Citizenship, notification of Disability and UniSA Bachelor preference</p>
		1.6.2	<p>International Students & Domestic Students: If the Studylink application submitted is adequate and there are no pending documents required, process the application and issue an unconditional offer.</p> <p>If the Studylink application submitted is adequate to issue a conditional offer, but evidence of transcripts etc is required, proceed to process the application and issue a conditional offer.</p>
		1.6.3	If the applicant does not meet direct entry into their chosen program, issue an alternative offer e.g. diploma stage 1/ETP.
	2	Change of agent – International Students	
Admissions Staff		2.1	If an application is received by another agent for an existing student, request the new agent to submit a new Studylink application, and to upload the Change of Agent form completed by the applicant. Copy Applicant in all communication.
Student		2.2	Complete and return the Change of Agent form to the new agent.
Admissions Staff		2.3	On receipt of the completed Change of Agent form determine if the change of agent is applicable in accordance with the Navitas SA Change of Agent guidelines.
		2.3.1	If change of agent in accordance with the Navitas SA Change of Agent guidelines is approved, issue a new offer. Notify the first agent and withdraw the original application.
		2.3.2	If not applicable, notify the second agent that the students request to change agent is declined and that they must retain the services of their existing agent.

D.2 Supporting Documentation

Related material	Location
Admissions Application Work Instruction	Filed in Admissions Team – SAIBT Admissions Only - Documents > General > Work Instructions

Form templates	Location
Application Form	SAIBT Website, - Applications can only be lodged via Studylink via the website.
Change of Agent Form	Studylink Resource Library

Records (including completed forms)	Location
Student Electronic File	All documents are stored against the applicant record in Studylink.

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	v3.1
Date of Effect	07/2023
Privilege Level	Public