



University of  
South Australia

Centre for  
English Language

---

# ADMISSIONS APPLICATION PROCEDURE

---

## SECTION D - PROCEDURE

---

### Related Policy

Admissions Policy

### D.1 Procedure

Responsible	Procedure Steps	
	<b>1</b>	<b>Application form</b>
<b>Applicant/ Agent</b>	<b>1.1</b>	<b>International Students:</b> Submit an online application via Studylink
	<b>1.1.1</b>	Upload the supporting documents i.e. Academic Transcripts and evidence of English in Studylink.
	<b>1.2</b>	<b>Domestic Students:</b> Submit an online application via SATAC
<b>Admissions Staff</b>	<b>1.3</b>	<b>International Students:</b> Open submitted online Studylink Application in Submitted Bucket  <b>Domestic Students:</b> 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 on Studylink
	<b>1.4</b>	Review and categorise incoming mail (mail separate to Studylink) into folders per receipt day and colour category. Paper applications are not accepted.
	<b>1.5</b>	Assign priorities using colour categories.
	<b>1.6</b>	Determine if: <ul style="list-style-type: none"> <li>• Genuine Temporary Entrant (GTE)</li> <li>• agent is contracted or non-contracted</li> <li>• part of special program cohort</li> </ul>
	<b>1.7</b>	Check the application has been fully completed.
	<b>1.7.1</b>	<b>International Students:</b> 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.  <b>Domestic Students:</b> Contact applicant to request evidence of Citizenship, notification of Disability and UniSA Bachelor preference
	<b>1.7.2</b>	<b>International Students &amp; Domestic Students:</b> 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.

Responsible	Procedure Steps		
		<b>1.7.3</b>	If the applicant does not meet direct entry into their chosen program, issue an alternative offer e.g. diploma stage 1/ETP.
	<b>2</b>	<b>Change of agent – International Students</b>	
<b>Admissions Staff</b>		<b>2.1</b>	If an application is received by another agent for an existing student, send the student a Change of Agent form via Studlink.
<b>Student</b>		<b>2.2</b>	Complete and return the Change of Agent form.
<b>Admissions Staff</b>		<b>2.3</b>	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.
		<b>2.3.1</b>	If applicable, issue a new offer with new agent details.
		<b>2.3.2</b>	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	Currently being developed

Form templates	Location
Application Form	SAIBT Website, Brochure
Change of Agent Form	S Drive

Records (including completed forms)	Location
Student Electronic File	S Drive

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

### D.3 Version Control

<b>Current Version Number</b>	v2.0
<b>Date of Effect</b>	4/2019
<b>Privilege Level</b>	Public