



University of
South Australia

Centre for
English Language

ADMISSIONS ACCEPTANCE AND CONFIRMATION OF ENROLMENT GENERATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Admissions Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Offer accepted (international students)	
Admissions	1.1	On receipt of Genuine Temporary Entrant (GTE) questionnaire (for high risk countries/students) complete assessment for CELUSA/SAIBT/UniSA packaged applicants.	
	1.2	If assessment is GTE compliant, check that other conditions of enrolment have been met then request acceptance and evidence of payment, and/or financial guarantee.	
	1.3	For all other applicants/agents submitting acceptance and payment, ensure that all conditions of enrolment have been met.	
	1.4	Email the applicant/agent to request missing documents to meet conditions of enrolment, or evidence of payment if applicable.	
	1.5	Forward completed acceptance, evidence of payment and/or financial guarantee and email to Finance for their records.	
	1.6	If the applicant is a minor, request a completed accommodation form together with a completed guardianship form signed by the parents/guardians, if not already received.	
	1.7	If required, contact the applicant to request a Release Letter.	
Applicant	1.8	Submit all documents requested to proceed with their confirmation of enrolment.	
Finance	1.9	Add funds received to Navigate/Studylink	
Admissions	1.10	Meet enrolment conditions in Studylink.	
	2	Creating Confirmation of Enrolment (CoE) (international students)	
Admissions	2.1	Check if the applicant has had previous CoE(s). If they have current active CoE(s), create new CoE(s) via Variation in PRISMS, otherwise create via add new CoE.	
	2.2	Where the applicant is a minor, upon receipt of the completed accommodation and guardianship forms, create Confirmation of Appropriate Accommodation and Welfare (CAAW).	

Responsible	Procedure Steps		W/I
		Where the applicant will still be a minor at the time of commencing UniSA: <ul style="list-style-type: none"> • Email CAAW letter to UniSA Quality and Compliance • UniSA Officer or a person authorised by UniSA will authorise and sign the document • UniSA will email CAAW to SAIBT/CELUSA to issue to applicant/agent. 	
	2.3	Convert the CoE(s) (and CAAW(s) if applicable) to PDF and save in the student's electronic file.	
	2.4	If other CoE(s) and/or CAAW(s) are required repeat steps 2.1 to 2.3.	
	3 Issuing Confirmation of Enrolment (CoE) (international students)		
Admissions	3.1	Update Studylink with CoE/CAAW details.	
	3.2	Select CoE Template in Studylink, edit as needed, attach CoE/CAAW/Offer letter, together with all supporting documents and email, copying UniSA/Agent/Sponsor.	
	3.3	Pre-Departure/Orientation Information link is included on the CoE template and Offer Letter.	
	4 Offer Accepted (domestic students)		
Admissions	4.1	On receipt of acceptance and evidence of payment check that all conditions have been met.	
	4.2	Email the student to request further information, or evidence of payment if applicable.	
Applicant	4.3	Submit all documents requested to proceed with their confirmation of enrolment.	
Finance	4.4	Add funds/record Fee HELP received to Studylink.	
Admissions	4.5	Meet enrolment conditions in Studylink. Register applicant for Fee Help on eCAF.	
	5 Confirming Enrolment (domestic students)		
Admissions	5.1	Email the student via Studylink to confirm both enrolment and Fee Help registration.	
	5.2	Pre-Departure/Orientation Information link is included on the email template and Offer Letter.	

D.2 Supporting Documentation

Related material	Location
Orientation information	SAS directory

Form templates	Location
Offer Acceptance	Student electronic file/Studylink
Confirmation of Appropriate Accommodation and Welfare	Student electronic file/Studylink
Confirmation of Enrolment	Student electronic file/Studylink
Student electronic file	S:/Student Files/Studylink

Records (including completed forms)	Location
Offer Acceptance	Student electronic file/Studylink
Confirmation of Appropriate Accommodation and Welfare	Student electronic file/Studylink
Confirmation of Enrolment	Student electronic file/Studylink
Student electronic file	S:/Student Files/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	v2.0
Date of Effect	4/2019
Privilege Level	Public