1.1.8 Genuine Student Admission Procedure

1.0 Purpose

The Genuine Student (GS) requirement is one of the most important requirements for Australian student visas. It's designed to ensure that students who come to Australia to study genuinely intend to return to their home country after their studies are complete. As part of the recruitment and admissions of overseas students, AE monitors the integrity of admissions to minimise the recruitment of non – genuine students into any of its programs. This procedure is to be read in conjunction with the Admissions Procedure for Overseas Students.

2.0 Scope

2.1 This procedure provides guidance to all staff in the recruitment and admissions of overseas students.

2.2 To establish the recruitment criteria and standards for all AE educational agents to ensure the integrity of the admission process is maintained.

3.0 Regulatory Context

3.1 Ministerial Direction Number 106

This Direction applies in relation to Subclass 500 (Student) visa applications and Student Guardian visa applications for assessing the genuine entry and stay requirements. These guidelines are framed to ensure the admission and recruitment processes for overseas students also meet the integrity of the system.

4.0 Procedure

This section outlines the procedures, standards, and expectations for recruiting, admissions and management of educational agents in ensuring the quality and integrity of admissions process is maintained in issuing offers to genuine student criterion in accordance with the Ministerial Direction 106. These guidelines are designed to facilitate the implementation of the guidance in the evaluation of the factors when assessing whether an applicant satisfies the genuine student criterion at admission.

4.1 Application

4.1.1 Offer Criteria Assessment

If the applicant is offshore and they do not hold a student visa, then all applicants are required to complete the Genuine Student Assessment.

If the applicant is onshore, and if the applicant meets the course entry requirements, their visa is also required to be assessed as part of the admission process. If the applicants visa validity is less than 6 months the applicant is provided a conditional offer only. The applicant would additionally require to be complete the Genuine Student Assessment and approved to receive a non-conditional offer.

Conditional offers are issued by the Admissions team, the condition requires applicants to complete a Genuine Student Assessment.

4.1.2 Genuine Student (GS) Assessment Application

For the GS assessment students are required to complete and submit the following:

- **Genuine Student Application Form (AEF033 GS Application Form)** - collect all the necessary information regarding applicant and his dependents, which helps to understand applicant's onshore and offshore study, work and immigration history.

- **Genuine Student Financial Matrix (AEF032 GS Financial Matrix)** - collect all the financial information required for visa application from applicant. This includes sponsor annual income, available funds and helps calculate the funds required for visa application.

- **Genuine Student Questionnaire (AEF031 GS Questionnaire)** – questionnaire which captures the key information around the applicants' current circumstances, their reason and the benefits the find for choosing the course, previous study, reasons if they are changing their visa if applicable. The information is like a statement of purpose that is, it includes guidelines on the information the applicant is required to provide in response to each question.

- **GS Document Checklist** (**AEF044 GS Document Checklist)** – list of supporting documents which are required to be submitted by the applicant for the GS Assessment.

GS assessment applications are reviewed by GTE team for assessing the genuine entry and stay requirements as outline in the ministerial direction.

4.2 Genuine Student (GS) Assessment

The assessment process is a conducted in the following step by step process:

4.2.1 – Review

GTE Officers review the submission and record the findings against each of the assessment criteria listed in the GS Assessment Report.

4.2.1 – Approval process

The submission and the GS Assessment is collated in the assessment report (**AEF045 GS Assessment Report**) and forwarded to the GTE Coordinator for review. The GTE

Coordinator is responsible to approve or decline the application. The GTE Coordinator can choose to conduct interviews in complex cases or to gather further information as part of the assessment process.

4.2.1 – Final approval (or rejection)

If the decision is made to approve the application, the applicant is notified of the outcome and a fully offer is issued. If the decision is to decline the application, the applicant is notified listing the reasons for outcome and a refund of fees is processed if any were received. Outcome notification should provide the applicant the option and details to access AE's Complaints and Appeals Process.

All assessment findings and notes are retained on the student application on the student management system

4.3 Training and Support

Criteria for GS assessment and process information is provided regularly to all staff involved with recruitment and admissions for overseas students.

The GTE Coordinator will provide training on the GS assessment and application process to all registered agents which will be facilitated by the recruitment staff. Updates to any process is to communicate to agents via the Agent Newsletter and d irect communications by Registrar.

4.4 Analysis and Continuous Improvement

As part of the quality assurance framework all processes will be reviewed, and analysis will to be conducted by tracking and evaluating all visa rejections for applicants when their GS Assessment was approved by AE. Analysis is conducted by Registrar and findings of the analysis are shared with the Director of Student Recruitment, Head of Quality Assurance. Any proposed changes to the GS assessment recruitment and admission strategies and processes are evaluated as part of the continuous improvement process.

6.0 Definitions

Term	Definition
Genuine Student (GS)	
GTE	Genuine Temporary Entrant
Conditional Offer	Offer Letter with conditions attached, which requires the applicant to meet the conditions or requirements that the applicant must meet before they can fully secure their spot in the institution.
Overseas Student	Refers to a student who is not an Australian citizen, Australian permanent resident, or New Zealand citizen studying in Australia on a student visa.
Internal Complaints and Appeals Process	Refers to the registered provider's established procedure for handling and resolving complaints and appeals raised by overseas students regarding course progress, attendance, or related matters.

7.0 Related Documents

Document Name
1.1.2 Admissions Procedure for Overseas Students (HE and VET)
1.1.3 Student Enrolment Procedure
AEF033 GS Application Form
AEF032 GS Financial Matrix
AEF031 GS Questionnaire
AEF044 GS Document Checklist
AEF045 GS Assessment Report

8.0 Document Information

Document Name	Genuine Student Admission Procedure
Document Number	1.1.8
Purpose	Guidelines for staff to conduct due diligent assessments for prospective students for genuine student as part of the admissions for overseas students
Audience	☒Staff | ☒Students| ☒Public
Category	1 Student Participation and Attainment
Subcategory	1.1 Admission
Approval Date	30/06/2024
Effective Date	30/06/2024
Last date of endorsement	30/06/2024
Next Review Date	30/06/2025

Policy Advisor	Registrar, GTE Coordinator
Approving Authority	CEO
Contact	Quality Assurance Regulator.compliance@ae.edu.au

9.0 Change Log

Date	Version	By	Notes
30/06/2024	1.0	Head of Quality Assurance	Create