Online applications - Agent Guide 2017

https://apply.federation.edu.au/

- If you wish to complete an application you paused partway through, please login here
- If you're submitting a second application for the same student (eg if they do not get their first preference), please login here
- You should have received an email when you first registered the applicant; this email should contain your automatically-generated username
- If you are submitting an application for a new student, PLEASE DO NOT LOGIN HERE. You must create a new account for each new student. Please click "International – Register New Applicant (Agent/Individual)" for a new student

- Take note of the text on the right – it will be updated regularly with opening/closing dates, etc.

- For each new student, click **International**

Register to Apply Online

Applicant Citizenship

Citizenship Status — International Citizen

Choose **International Citizen** from the dropdown list

Country of Citizenship —

Choose student's **country** of citizenship from the dropdown list

Are you an agent applying on behalf of an applicant? ● Yes ○ No

Agent Details

FedUni Authorised Agency

- Select your agency from the dropdown list
- If your agency doesn't appear, click "other" and type it manually
- Please ensure your agency is entered correctly, as this is tied directly to commission payment

Agency Branch Office

Agency Country

Consultant Name

Phone

Fax

Agent Email

Confirm Email

Password ⓘ

Confirm Password

Applicant Details

Given Name

Middle Names

Family Name

Date of Birth Day: ▾ Month: ▾ Year:

Gender ○ Male ○ Female ○ Other

Email

Important! Enter the **student** email address **NOT agent** email address

- You can re-use the same email address and password as many times as you like

  The system will automatically create a new username for each applicant (eg. admissions1234q)

- The username will be emailed to you as soon as you complete this page

- Enter **student name** as it appears on **passport**
- Use normal capitalisation, even if the passport uses all capitals, eg.
  ☑ John Smith
  ☒ JOHN SMITH
  ☒ john smith

- If student has **no given name** or **no family name**, enter a full stop (period) instead

- Please **do not** repeat name, or type XXX, N/A or similar, eg.
  ☑ John .
  ☒ JOHN xxx
  ☒ john n/a
  ☒ john john

- If you do not have a middle name, please leave the middle name field blank

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Login/Register → Program details → Biographical details → Supporting information → Verify → Declarations → Submit

Agent's Declaration

1. I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Department of Immigration and Border Protection at border.gov.au

2. To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application.

3. I have made every effort to verify the authenticity and validity of the documents that form part of this application. I am satisfied that the applicant has genuine access to the total funds required while in Australia to cover all travel, OSHC, tuition and living costs for themselves and their dependents (if applicable).

4. I have provided the applicant's personal email address and residential address.

5. I declare that I will forward all correspondence as applicable to this application to the applicant.

☑ Yes, I Accept

Captcha Challenge

Click or touch the **Foot**

Register and Begin Application

Captcha Challenge

Please don't ignore, this is a security measure and you **must complete it to proceed.**

It looks a bit like an ad, so some people ignore it. You will never see an ad like this on a FedUni website, so you can be assured it is real.

Select Program

English and Academic Preparation

Do you intend on studying an English and Academic Preparation (EAP) or bridging program before beginning your program?

◉ Yes ○ No

What semester would you like to start your EAP program?

Please Select ▼

Save & Exit   Confirm ▷

Choose the length of EAP required.

Choose **Yes** if IELTS score (or equivalent) is below the requirement for the course. Choose the **start semester**.

*If student does not need to study EAP, choose **No** and click **Confirm***

Select Program

English and Academic Preparation

Do you intend on studying an English and Academic Preparation (EAP) or bridging program before beginning your program?

◉ Yes ○ No

What semester would you like to start your EAP program?

2017 Semester Two (Jul to Dec) ▼

Program Level
◉ Undergraduate ○ Postgraduate Coursework
My program level is not listed here

Semester of Commencement

Semester 1, 2018 ▼

Filter by

Discipline: Select Discipline ▼

Location: Select Location ▼   or Search: [   ] Search

My location is not listed here

Select Discipline
Arts
Business
Education
Engineering
Health
Humanities & Social Sciences
Information Technology
Science

Select Location
--- Ballarat ---
Ballarat - Mt Helen
Ballarat - Camp St
--- Gippsland ---
Gippsland - Churchill
--- On-line Learning ---
On-line Learning

Important! Check that details of the **program, major, campus** and **start semester** are correct before clicking **Confirm** to proceed

	Program Code	Program Name		Major		Location
Select	BB5	ⓘ Bachelor of Business		HRM		Ballarat -
Select	BB5	ⓘ Bachelor of Business		Management & HRM		Ballarat -
Select	BB5	ⓘ Bachelor of Business		Mgmt & Marketing		Ballarat -
Select	BB5	ⓘ Bachelor of Business		Marketing		Ballarat -
Select	BB5	ⓘ Bachelor of Business		No Specific Major		Ballarat -
Select	BB5	ⓘ Bachelor of Business		Management		Ballarat -
Select	BB5	ⓘ Bachelor of Business		Marketing & HRM		Ballarat -
Select	BB8	ⓘ Bachelor of Business (Honours)				Ballarat -
Select	BC5	ⓘ Bachelor of Commerce		No Specific Major		Ballarat -
Select	BC5	ⓘ Bachelor of Commerce		Fin & Finance		Ballarat -

Showing 1 to 10 of 18 entries

- Click the blue ⓘ for more information on the program.
- Click **Select** to pick program

My Selection

Program Name
Bachelor of Business

Program Code
BB5

Major
Management & HRM

Campus
Ballarat - Mt Helen

Commencement Semester
Semester 1, 2018

Confirm ▷

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Biographical Details

Applying for: Bachelor of Business

Prefix	Please Select ... ▾
First Name	John
Middle Names	James
Last Name	Smith
Date of Birth	2 ▾ April ▾ 1995 ▾
Country of Birth	China ▾
Gender	● Male ○ Female ○ Other
Have you attended this institution previously?	○ Yes ● No

Home Address

Country	India ▾
Address Line 1	H 1, 222 Fake Street
Address Line 2	near School
Address Line 3	
Address Line 4	
City/Suburb	Delhi
PIN Code	110022
State	Delhi (UT) ▾
Are mail address and home address the same?	● Yes ○ No

> Home address must be the student's street address (**NOT** a PO Box or similar)
>
> Address and other contact details (phone, email) must be the **student's** details

> Mail address can be a PO Box if different from home address

Contact

Mobile Phone	1234 123 123
Home Phone	98776544
Preferred Phone	○ Mobile ● Home
Fax	
Email Address	johnsmith@pmail.com

Visa & Passport

Are you currently in Australia?	○ Yes ● No
Passport Number	P1234564
Passport Country	India ▾

Previous   Save & Exit   Next

English Language Proficiency

English is my first language	○ Yes ● No
Have you completed an English Language Proficiency test within the last 18 months?	● Yes ○ No
Select your English Language Proficiency test type	Please Select ... ▽
Test date	[ ] 📅
Overall Score	[ ]

All supporting documents must be certified copies. Learn how to have documents certified https://federation.edu.au/international/contact-us/frequently-asked-questions

Secondary or High School Education

Have you completed secondary or high school studies?	● Yes ○ No
Country in which these studies were completed	[▾]
Year completed	Please Select ... ▽
School Name	[ ]

Education and Employment History

Applying for: Bachelor of Business

ℹ Please Provide CERTIFIED COPIES of any previous qualifications and other supporting documentation in relation to your application. You will need to upload these at the end of this section.

English Language Proficiency

English is my first language   ○ Yes ○ No

Secondary or High School Education

Have you completed secondary or high school studies?   ○ Yes ○ No

Further Education

Have you attempted or completed any post-secondary studies?   ○ Yes ○ No

eg. Certificate, Diploma, Bachelor's Degree, Masters, etc...

Advanced Standing / Credit Exemptions

Are you applying for credit?   ○ Yes ○ No

Employment History

Do you have any relevant work experience or employment history you want to include?   ○ Yes ○ No

Further Education

Have you attempted or completed any post-secondary studies?   ● Yes ○ No
eg. Certificate, Diploma, Bachelor's Degree, Masters, etc...

Please include all further education you have completed or attempted.

Start Date	Completion Date	Institution	Qualification	Country	Successfully Completed	Action
[ ]📅	[ ]📅	[ ]	[ ]	[ ]	○ Yes ○ No	Add more

Add further education qualifications by clicking 'Add more'. You can add up to 5.

Advanced Standing / Credit Exemptions

Are you applying for credit?   ○ Yes ○ No

Supporting Documents

You must attach the following:

📄 Your passport.

📄 Certified copies of school leaving certificate and exam results/transcript.

You may also wish to upload other relevant documents, such as a Statement of Purpose.

All documents that are not in English must have a certified English translation attached.

Add Attachment

Document Type: [Select Document Type ▽]

Select Document Type
Academic Transcript
Additional Details Form
Curriculum Vitae/Resume
Other
English Test Results
Passport
Visa Grant Letter
Syllabus/Course Outline
Degree Certificate

Click to select file, or drag file into this space to upload

[Previous] [Save & Exit] [Next]

Use this box to upload documents.
Please be patient with large files or in areas with slower connections.

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Relevant Personal Information

Applying for: Bachelor of Business

Visa History

Have you visited or studied in Australia previously?	○ Yes ○ No
Have you breached any visa conditions?	○ Yes ○ No
Have you ever been refused a visa for entry into Australia?	○ Yes ○ No
Have you ever had a visa application rejected from a country other than Australia?	○ Yes ○ No
Have you ever been convicted of a crime or offence in any country?	○ Yes ○ No

Family Details

Are you married?	○ Yes ○ No
Will any dependants be included in your student visa application?	○ Yes ○ No

Living Costs

Do you understand your living costs in Australia?   ○ Yes ○ No

How will you fund your study and living costs?
Choose more than one if applicable.

☐ Self-funded

☐ Sponsored by family / government / institution / employment

☐ Other

Accommodation

Would you like to receive information about an accommodation scholarship for commencing international students?   ○ Yes ○ No

For general information about living on Res at FedUni, click here

[Previous]   [Save & Exit]   [Next]

Have you visited or studied in Australia previously?   ● Yes ○ No
Please provide details.

> Questions with a **Yes** answer will provide space for you to enter details

---

Will any dependants be included in your student visa application?   ● Yes ○ No
Please provide details of all dependants who will be included in your student visa application.

Name	Date of Birth

> Dependants include spouse and/or children who will accompany the student

Living Costs

Do you understand your living costs in Australia?　　　　◉ Yes　○ No

Please complete the Annual Cost of Living table below for yourself and any dependants who may accompany you as proof that you understand the costs associated with study in Australia.

Expense	Amount (AUD)
Tuition	$
Health Insurance Cover	$
Living	$
Other	$
Total	$ 0

How will you fund your study and living costs?
Choose more than one if applicable.

☐ Self-funded

☐ Sponsored by family / government / institution / employment

☐ Other

Please Note ✕

Applicants MUST understand their cost of living in Australia to be able to proceed.
Information on tuition and living costs can be found at:
http://federation.edu.au/international/study-at-feduni/apply/after-you-apply/pre-visa-screening

OK

Personal Statements

Applying for: Bachelor of Business

Please provide a detailed answer for the following question

As per the Department of Immigration and Border Protection's requirements for your student visa application, please provide a brief statement setting out your reasons for undertaking your intended course(s) of study in Australia.
The statement must include:

• your reasons for choosing to undertake the course of study specified in your application;
• your reasons for choosing your education provider;
• your reasons for choosing to study in Australia rather than in your home country;
• the relevance of your course of studies to your academic and/or employment background; and
• the relevance of the course to your future career/educational plans.

Please note that detailed, specific answers are expected for each dot point listed

If you wish to upload a statement of purpose, please complete this mandatory field then click here to upload it with your other supporting documents.

Previous　Save & Exit　Next

This page is a summary of the application.

Please take time to check that all details are correct before proceeding

Verify Submission Details

Program Details

Intend on studying English and Academic Preparation (EAP) before beginning your program?

Program Level:

Program Code:

Program Name:

Major:

Location:

Admit Term:

Email:

Prefix:

First Name:

Middle Names:

Last Name:

Date of Birth:

Country of Birth:

Gender:

Country of Citizenship:

Home Address:

Address1:

Address2:

City:

Country:

PIN Code:

State:

Mail Address:

Phone:

Currently in Australia?

Visa type:

Visa expiry date:

Passport Number:

Passport Country:

Secondary or High School Education

Have you completed secondary or high school studies?

Further Education

Have you attempted or completed any post-secondary studies?

Advanced Standing / Credit Exemptions

Are you applying for credit? No

Employment History

Do you have any relevant work experience or employment history you want to include?

Attached Supporting Documents

Visa

Have you visited or studied in Australia previously?

Have you breached any visa conditions?

Have you ever been refused a visa for entry into Australia?

Have you ever had a visa application rejected from a country other than Australia?

Have you ever been convicted of a crime or offence in any country?

Are you married?

Will any dependants be included in your student visa application?

Living Costs

Do you understand your living costs in Australia?

Annual Living Costs:

Expense	
Tuition	
Health Insurance Cover	
Living	
Other	
Total	

How will you fund your study and living costs?

Self-funded:

Sponsored by family / government / institution / employment:

Other:

Other funding details:

Accommodation

Would you like to receive information about an accommodation scholarship for commencing international students?

Personal Statements

Previous | Save & Exit | Next

Have you attached supporting documents?

Have you remembered to attach CERTIFIED COPIES of your supporting documents? Please be advised that we cannot assess your application until these are provided.

Yes | No

Applying for: Bachelor of Business

Declaration

- I declare that the information submitted with this Application Form is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results that I have obtained from every tertiary institution I have attended.

- I acknowledge that failure to disclose my academic record may result in the University revoking an offer or terminating my studies at any stage.

- I authorise the University to seek verification of my academic and professional qualifications and work experience. I understand that the University reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.

- I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.

- I acknowledge that the University reserves the right to alter any program, course, admission requirement or fee without prior notice.

- I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of progressing my application.

- I acknowledge that I have read and understand the description of program/s that I am applying for on the Federation University Australia website.

- I authorise the University to access the Australian Immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.

- I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to these requirements. border.gov.au

- I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my program. I will make timely payments of any fees or associated costs.

○ Yes, I accept   ○ No, I do NOT accept

Previous   Pay & Submit Application

Application Fee Payment

Applying for: Bachelor of Business

An application fee of $25.00 AUD is required before your application will be submitted for assessment. The fee includes GST, and is non-refundable.

You can pay now by Credit Card, or if you have a fee waiver code you can skip payment by entering it here.

Alternatively you can logoff and return later stage to make payment.

Note that your application will not be submitted nor assessed until payment is made.

Fee Waiver Code

If you have a fee waiver code please enter it below then click Waive Payment.

Fee Waiver Code: [   ]

Waive Payment

Credit Card

Pay using Credit Card. You will be redirected to make payment securely through ANZ eGate.

All major credit cards are accepted.

Pay with Credit Card

Login/Register ⟩ Program details ⟩ Biographical details ⟩ Supporting information ⟩ Verify ⟩ Declarations ⟩ Submit

Application Submitted

Congratulations! Your application to study with Federation University Australia (FedUni) has been submitted.

Your application number is

Application Details

Admit Term: Semester 1, 2018

Program: Bachelor of Business

Major: Management & HRM

Location: Ballarat - Mt Helen

What happens now?

Your application will be forwarded to the relevant Selection Officer for assessment. Should your application be successful, you will receive an offer letter to the email address that you have provided in your application.

An email will be sent to you outlining your application.

To find out more about the services available at FedUni, visit our website at: http://federation.edu.au/future-students

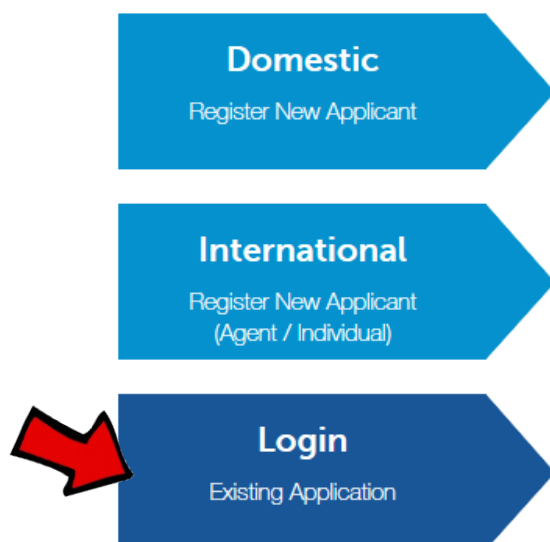If you want to create another application click the button below.

[Apply for another program]

Make sure that you get to this screen to confirm the application has been submitted.

We are unable to access partially completed applications that have not been submitted.

Login to an existing application

https://apply.federation.edu.au/

Domestic
Register New Applicant

International
Register New Applicant
(Agent / Individual)

Login
Existing Application

Application Centre Login

Email or Username [   ] ⓘ

Password [   ]

Login

Sign Up / Register

- The system will automatically create a new username for each applicant (eg. admissions1234q)

- Please **do not re-use the same user name for different students**