

SUBMITTING AN APPLICATION

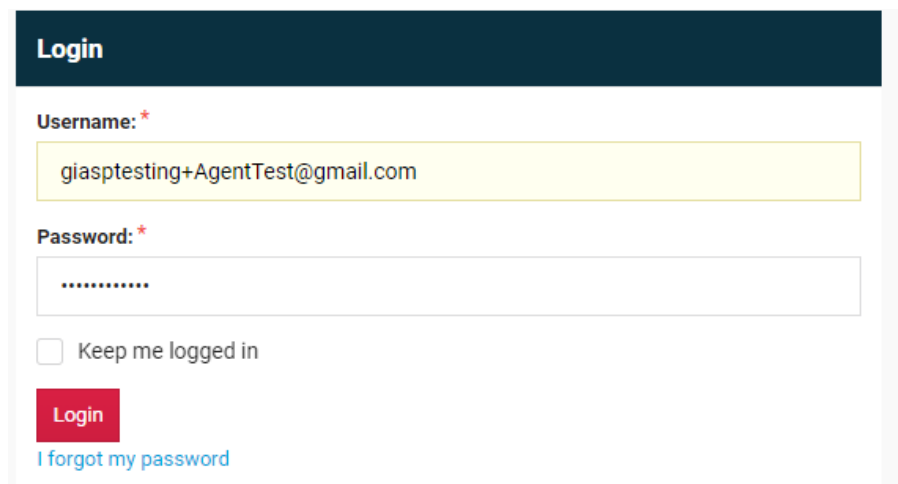
AGENT PORTAL

November 2021

Let's get started

1. Login to the agent portal

- 1.1. Go to partner.studylink.com to access the StudyLink Connect Agent Portal.
- 1.2. Enter the username and password provided to you and select the 'Login' button.



The screenshot shows the login interface of the StudyLink Connect Agent Portal. It features a dark blue header with the word 'Login' in white. Below the header, there are two input fields: 'Username:' and 'Password:'. The 'Username:' field contains the text 'giasptesting+AgentTest@gmail.com'. The 'Password:' field is masked with dots. Below the password field, there is a checkbox labeled 'Keep me logged in'. At the bottom of the form, there is a red 'Login' button and a blue link that says 'I forgot my password'.

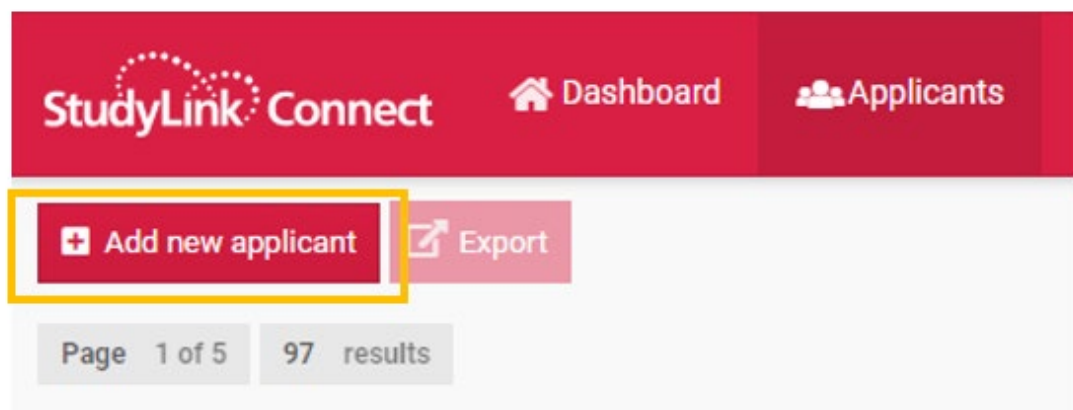
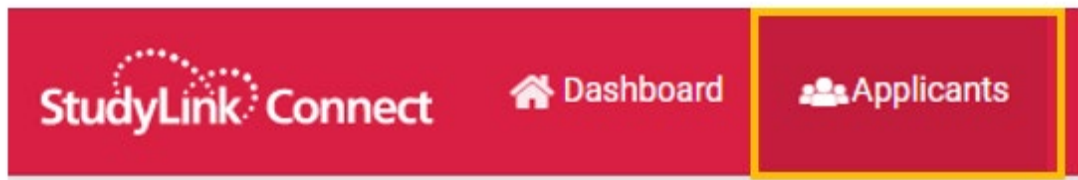
Go to **Section 2.0** to submit an application for a new applicant.

Go to **Section 3.0** to submit an application for an existing applicant.

2. Submit an application for a new applicant

2.1. Create a new applicant.

2.1.1. Select the 'Applicants' menu item.



Personal Details

First name

Middle name

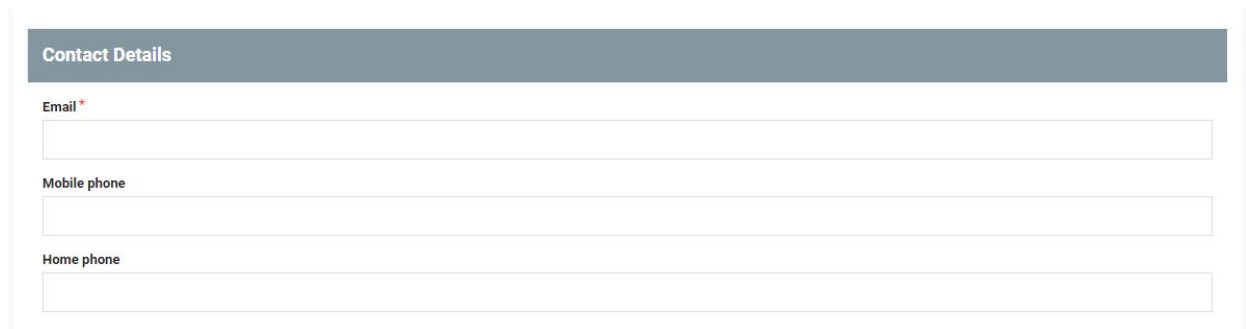
Last name *

Nationality *

Gender *

Date of Birth *

2.1.4. Complete contact details.

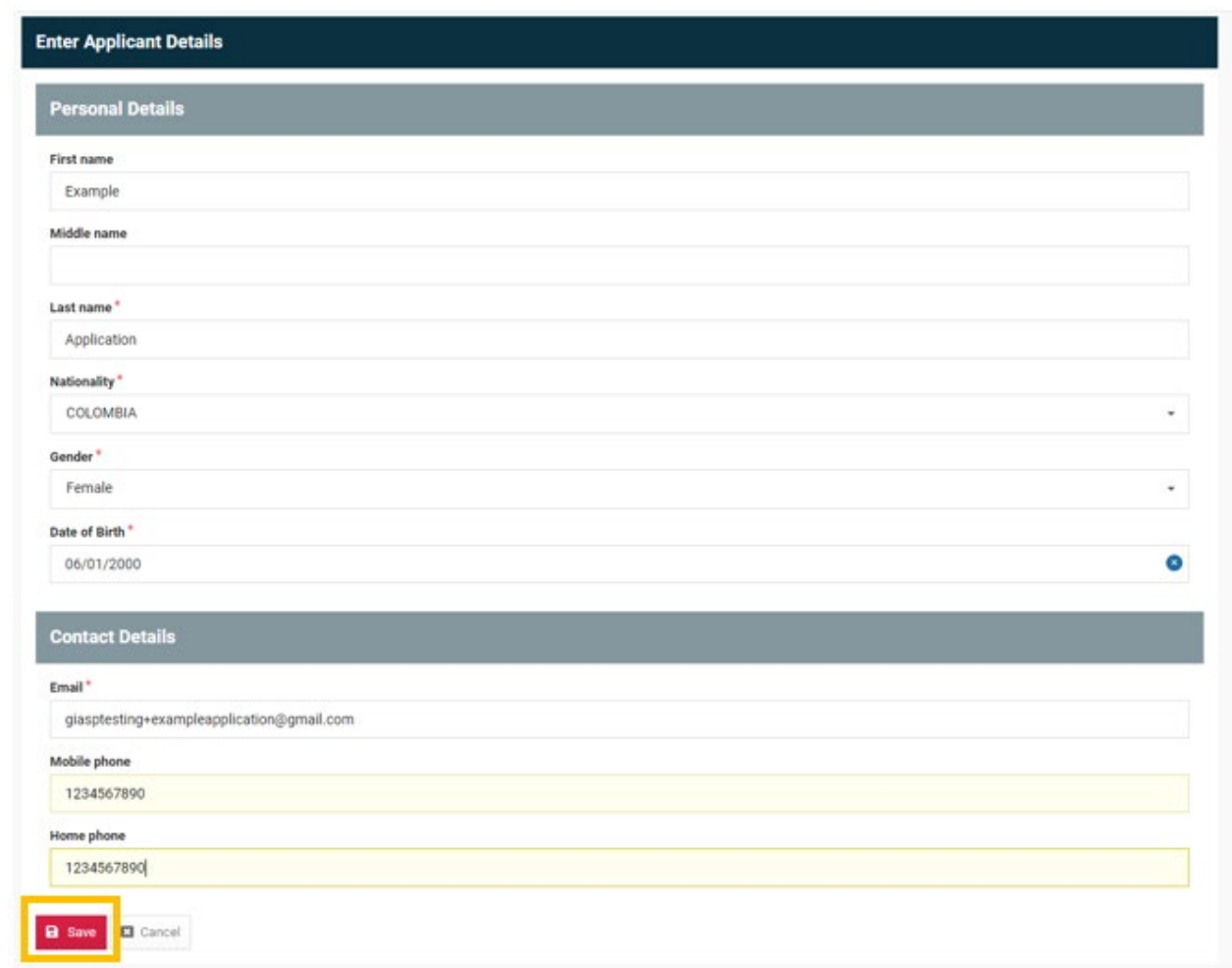


A form titled "Contact Details" with a grey header. It contains three input fields: "Email *" (with a red asterisk), "Mobile phone", and "Home phone". Each field is empty and has a light grey border.

Reminder

Always enter the applicant's email address. The University requires the applicant's contact email address in addition to your agency contact details for a variety of essential communications.

2.1.5. Select 'Save'.



A form titled "Enter Applicant Details" with a dark blue header. It is divided into two sections: "Personal Details" and "Contact Details", both with grey headers.

Personal Details

- First name: Input field with "Example" text.
- Middle name: Empty input field.
- Last name *: Input field with "Application" text.
- Nationality *: Dropdown menu showing "COLOMBIA".
- Gender *: Dropdown menu showing "Female".
- Date of Birth *: Input field with "06/01/2000" text and a calendar icon.

Contact Details

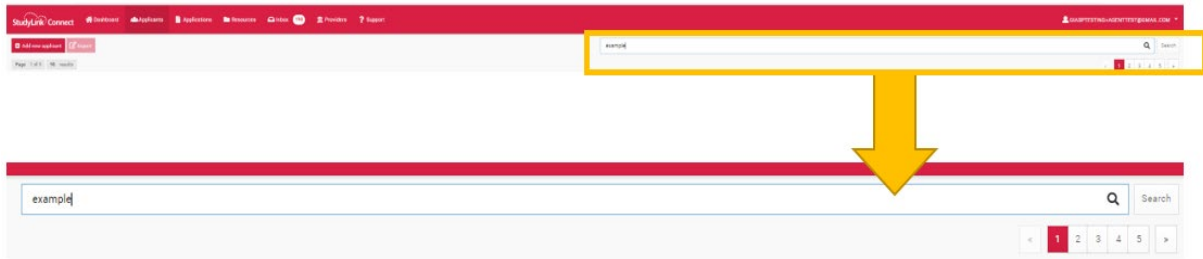
- Email *: Input field with "giasptesting+exampleapplication@gmail.com" text.
- Mobile phone: Input field with "1234567890" text.
- Home phone: Input field with "1234567890" text.

At the bottom, there are two buttons: "Save" (highlighted with a red box) and "Cancel".

2.2. To create an application, go to **section 4.0**.

3. Submit an application for an existing applicant

3.1. Find the applicant using the 'Search' function on the 'Applicants' screen.



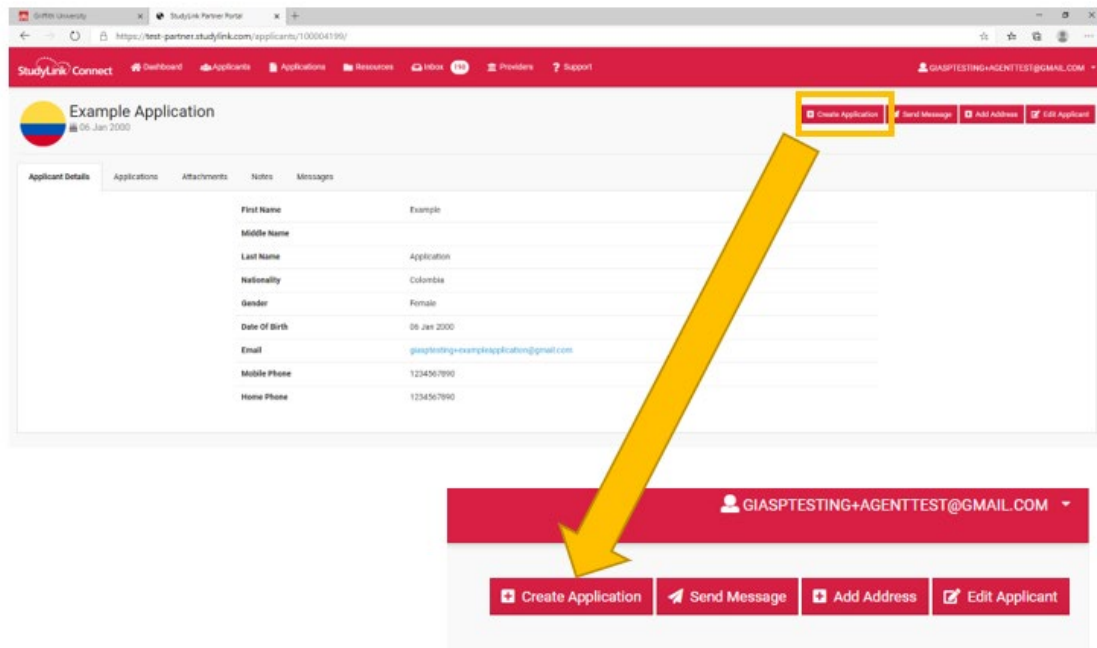
3.2. When you have found the applicant, select the 'View' button to the right of the applicant record.



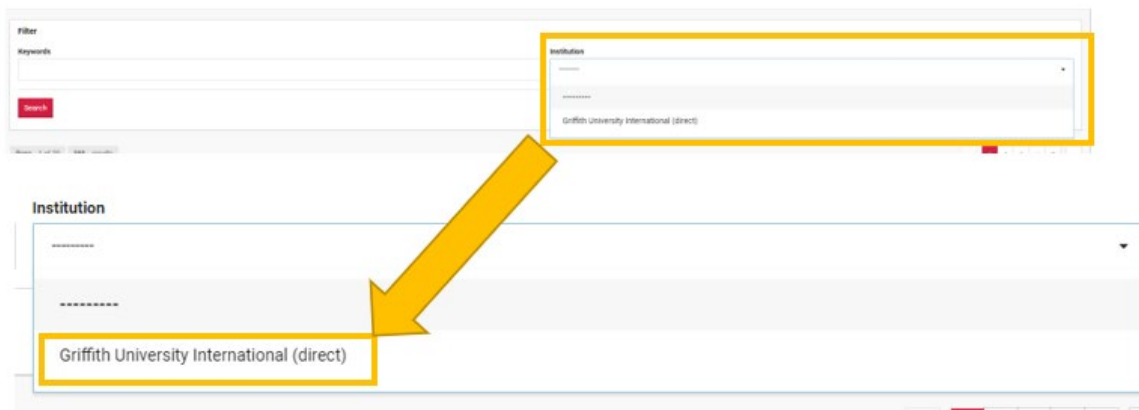
3.3. To create an application, go to **section 4.0**.

4. Create an application

4.1. Select the 'Create Application' button on the top right of the screen.



4.2. Select 'Griffith University International' from the institution dropdown menu.



4.3. Type the program keywords or type the program code and select 'Search'.

The screenshot shows a search interface with a 'Filter' section. Under 'Keywords', there is a text input field and a 'Search' button. A large yellow arrow points from the 'Keywords' field in the top section to the 'Keywords' field in the bottom section, indicating the input process. The bottom section also shows the 'Search' button highlighted with a yellow border.

Reminder

Program codes can be found at griffith.edu.au/study/degrees

The screenshot displays the 'BACHELOR OF SCIENCE' program page. The page is personalized for 'International', 'Undergraduate', and 'Gold Coast' students. It features a navigation bar with tabs: KEY FACTS, ABOUT, FEES, CAREER OUTCOMES, APPLY, and DEGREE DETAILS. The 'KEY FACTS' tab is active, showing details such as CAMPUS (Gold Coast campus, Nathan campus), DURATION (3 years full-time), CREDIT POINTS (240), DEGREE CODE (1634, highlighted with a yellow box), COMMENCING IN (Trimester 1, 2, 3), CRICOS CODE (027473M), ENTRY REQUIREMENTS (IELTS Academic 6.5), and FEE (\$34500 per year). A note at the bottom states: 'This degree program will be offered from 2021.'

4.4. Select the '+Apply' button which corresponds to the applicant's preferred course.

Filter

Keywords: 1634 Institution: Griffith University International (direct)

Search

Name	Study Type	Award Type	Institution
Bachelor of Science - 1634	Full Time	Bachelors	Griffith University

+ Apply

Institution

Griffith UNIVERSITY
Queensland, Australia

+ Apply

4.5. Go to the Application Form tab.

Griffith UNIVERSITY Example Application | Application ID: 4137624 **Incomplete**
Bachelor of Science - 1634

Applicant Details **Application Form** Attachments Payments Status History Messages

First Name	Example
Middle Name	
Last Name	Application
Nationality	Colombia
Gender	Female
Date Of Birth	06 Jan 2000
Email	giasptesting+exampleapplication@gmail.com
Mobile Phone	1234567890
Home Phone	1234567890

4.6. Check the agent details are visible and correct.

Agent's details

Agent's details

Agent code:	giasp1
Agent Name:	GIASP Testing
Address Line 1:	
Address Line 2:	
Address Line 3:	
Address Line 4:	
Country:	AUSTRALIA
Contact person:	AgentFirstName AgentLastName
Contact phone:	
Email address:	giasptesting+Agent@gmail.com

4.7. Complete the applicant's 'Personal Details' section.

Personal details

(as shown on your passport)

Have you applied to Griffith before

Have you applied to Griffith before: ☐ Yes ☐ No

I only have one name: ☐ I only have one name

Title: Please Select

Family Name: Application

First Name: Example

Middle Name:

Date of Birth: 06 Jan 2000

Gender: ☐ Male ☒ Female ☐ Indeterminate

Citizenship: COLOMBIA

Country of birth: Please Select

Reminder

Most of the personal details will be prepopulated from the applicant's profile, but always check if they match the applicant's passport.

4.7.1. In the 'Have you applied to Griffith before' field, select 'Yes' or 'No'.

4.7.1.1. If 'Yes', the applicant's Griffith University Student ID will be required.

Have you applied to Griffith before: ☒ Yes ☐ No

Griffith ID No:

7 digit Griffith ID Number

4.7.1.2. If 'No', continue to the next field.

4.7.2. If the applicant has only one name on their passport, tick the 'only have one name' box. The name should be entered in the 'Family Name' field.

Have you applied to Griffith before: ☒ Yes ☐ No

Griffith ID No:
7 digit Griffith ID Number

I only have one name: ☒ I only have one name

Title: ☒ Please Select

Family Name: ☒ Application

Middle Name:

4.7.2.1. Family Name: autopopulated as per applicant details.

4.7.2.2. First Name: autopopulated as per applicant details.

4.7.2.3. DOB: autopopulated as per applicant details.

4.7.2.4. Gender: autopopulated as per applicant details.

4.7.2.5. Citizenship: as per passport.

4.7.2.6. Country of birth: as per passport.

4.8. Complete the Contact Details section.

4.8.1. The first address in the Contact Details section is the applicant's mailing/correspondence address. If your applicant's mailing address is different from their home address, select 'Yes' to the question 'Is your home country address the same as your correspondence address?' and enter the home address in the second address section.

Contact Details

Country:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

State:

Post/zip Code:

Is your home country address the same as your correspondence address? ☐ Yes ☐ No

Mobile Number

Country code Number

Phone Number

Country code Number

Email:

Reminder

Always provide the applicant's contact details. The University requires the applicant's contact email address in addition to your agency contact details for a variety of essential communications.

4.9. Complete the Course Selection section.

4.9.1. Go to 'Select Campus and Intake'.

Course Selection

Please provide up to two preferred degree program options in the table below, listing them in order of preference. You will be assessed for nominated programs based on your preferences and made an offer based on your eligibility.

For degree information, including trimester of entry and campus locations, go to [Degree Finder](#). If you don't meet the academic entry requirements for your preferred program, you will automatically be considered for a pathway program for entry into your preferred program or alternatively you will be assessed for your second preference.

Preference 1

Program Name	Program Code	Campus	Intake	Major
Bachelor of Science	1634	<div>Select Campus and Intake </div>	<div></div>	<div></div>

Would you like to add a second preference? ☐ Yes ☐ No

4.9.2. Identify the campus your applicant prefers and scroll down the list to find the intakes and majors for that campus.

4.9.2.1. Select the Major under the correct intake and then click 'Select'.

Select intake for your course

Program Name: Bachelor of Science
Program Code: 1634

Gold Coast Campus	Intake	Start Date	End Date		
	Trimester 1 2021	08-Mar-21	06-Jun-21	Select Major...	Select
	Trimester 2 2021	19-Jul-21	17-Oct-21	Select Major...	Select
	Trimester 3 2021	08-Nov-21	13-Feb-22	Select Major...	Select
	Trimester 1 2022	14-Mar-22	12-Jun-22	Select Major...	Select

Select Major...

- Applied Mathematics
- Biochemistry and Molecular Biology
- Chemistry
- Geography
- Marine Biology
- Physics
- Wildlife Biology

Select intake for your course

Program Name: Bachelor of Science
Program Code: 1634

Gold Coast Campus	Intake	Start Date	End Date		
	Trimester 1 2021	08-Mar-21	06-Jun-21	Biochemistry and Molecu	Select

4.10. Add another preference if required by selecting 'Yes' under 'Would you like to add a second preference?' Otherwise, select 'No'.

4.10.1. If choosing a second preference:

Would you like to add a second preference?

☒ Yes ☐ No

Preference 2

Program Name Program Code Campus Intake Major

Program Picker

4.10.1.1. Select Program Picker.

Preference 2

Program Name Program Code Campus Intake Major

Program Picker

4.10.1.2. Search for the degree and click 'Select'.

Select Program Cancel

Search...

Code **Program Title** **Select**

Griffith University

1575 Bachelor of Acting Select

TIP- Use the program code to find the program quicker

4.10.1.3. Select the Major under the correct intake and click 'Select'.

Select intake for your course or for your chosen major (where applicable)

Program Name: Bachelor of Acting
Program Code: 1575

South Bank Campus	Intake	Start Date	End Date		
	Trimester 1 2021	08-Mar-21	06-Jun-21	Select Major...	Select
	Trimester 1 2022	14-Mar-22	12-Jun-22	Select Major...	Select
	Trimester 1 2023	06-Mar-23	04-Jun-23	Select Major...	Select
	Trimester 1 2024	04-Mar-24	02-Jun-24	Select Major...	Select
	Trimester 1 2025	24-Feb-25	25-May-25	Select Major...	Select
	Trimester 1 2026	23-Feb-26	24-May-26	Select Major...	Select

Cancel

4.11. Complete the Griffith English Language Institute (GELI) section. Only complete this section if your applicant will also be applying for an English language program.

4.11.1. Go to Program Picker.

Griffith English Language Institute (GELI)

Complete this section to apply for English

Course Start date Length of study Campus

Program Picker

Homestay Please Select

Airport pickup Please Select

4.11.2. Choose the number of weeks.

Select Program Cancel

Search...

Code	Program Title
Griffith University	
ELICOS Program	Direct Entry Program 5 Weeks
	Direct Entry Program 10 Weeks
	Direct Entry Program 15 Weeks
	Direct Entry Program 20 Weeks
	Direct Entry Program 25 Weeks
	Direct Entry Program 30 Weeks
	Direct Entry Program 35 Weeks
	Direct Entry Program 40 Weeks
	Direct Entry Program 45 Weeks
	Direct Entry Program 50 Weeks
	English Language Program 5 Weeks

4.11.3. Select 'Yes' or 'No' for the Homestay and Airport Pick-up options.

Griffith English Language Institute (GEI)

Complete this section to apply for English

Course	Start date	Length of study	Campus
with English subject			
Program Pickers			
	Homestay:	<input type="text" value="Please Select"/>	
	Airport pickup:	<input type="text" value="Please Select"/>	

4.12. Complete the 'English Proficiency' section.

English proficiency

Have you taken an English Test? ☒ Yes ☐ No !

My High School/Tertiary studies were taught and assessed entirely in English

☐ No ☐ Yes

4.12.1. If the applicant has undertaken an English test, select 'Yes' next to 'Have you taken an English test?' and select the test in the dropdown menu. Enter the English test results in the fields which appear.

English proficiency

Have you taken an English Test? ☒ Yes ☐ No

English Test: ☒ Please Select

4.12.2. If the applicant has undertaken high school studies in English, select 'Yes' under 'My High School/Tertiary studies were taught and assessed entirely in English' and upload the evidence at this stage or at the end of the application.

My High School/Tertiary studies were taught and assessed entirely in English

☐ No ☒ Yes

Please provide documentary evidence

File Attachment (DOC, DOCX, JPG, JPEG, PNG, PDF (unprotected) files up to 5MB in size) > [Get help](#)

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Attach a document for this question later or choose Upload Now.

4.13. Complete the 'High school or secondary qualifications' section.

High school or secondary qualification

Please provide certified/notorised copies of academic transcripts/records for all high school study undertaken to date. Do not send original documents.
Please provide details of the High School Qualification or equivalent that you have undertaken, including qualifications you are still completing.

Do you have a high school/secondary qualification to enter? ☒ Yes ☐ No

4.13.1. Select the country where the applicant has undertaken the High School qualification

High school or secondary qualification

Country: ☒ BRAZIL

Institution: ☒ High School - Brazil (BRAZIL)

Course: ☒ Please select

e.g. High School Certificate

Start Date: ☒ Month ☐ Year

Have you completed this secondary qualification? ☒ Yes ☐ No

Finish Date: ☒ Month ☐ Year

4.13.2. Select the High School qualification

Institution: ☒ High School - Brazil (BRAZIL)

Course: ☒ Please select

Start Date: ☒ Month ☐ Year

Have you completed this secondary qualification? ☒ Yes ☐ No

Attach certified copy here:

☒ Brazilian Secondary School Leaving Certificate

☒ European Baccalaureate

☒ GCE 'A' Levels (from 2010 onwards)

☒ International Baccalaureate (IB) Diploma

File Attachment (DOC, DOCX, JPG, JPEG, PNG, PDF (unprotected) files up to 5MB in size) > [Get help](#)

4.13.3. Select the 'Start Date' from the dropdown menu and advise if the applicant has completed, will be completing, or will not be completing the High School qualification. This is critical information required by the Admissions Officer.

4.13.3.1. High School qualification has been completed 'Start Date' and 'Finish Date' are required

Start Date: * Month Year

Have you completed this secondary qualification? * ☒ Yes ☐ No

Finish Date: * Month Year

4.13.3.2. High School qualification will be completed 'Start Date' and 'Expected completion Date' are required

Start Date: * Month Year

Have you completed this secondary qualification? * ☐ Yes ☒ No

Do you intend to complete this secondary qualification? * ☒ Yes ☐ No

Expected completion date: * Month Year

4.13.3.3. High School qualification will not be completed 'Start Date' is required

Start Date: * Month Year

Have you completed this secondary qualification? * ☐ Yes ☒ No

Do you intend to complete this secondary qualification? * ☐ Yes ☒ No

4.13.4. Attach the relevant documents now, or at the end of the application.

Expected completion date: * Month Year

Attach certified copy here:

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4.14. Complete the 'University or tertiary education qualification' section. Select 'Yes' if the applicant has undertaken further studies after completing their High school/secondary qualification. Otherwise, select 'No' and go to 4.14.6. below to continue with the application.

University or tertiary education qualification

Please provide certified/notorised copies of academic transcripts/records for all study undertaken to date. Do not send original documents. Please provide details of the university or tertiary level qualification or equivalent that you have undertaken. You should provide details of all qualifications and periods of study you have undertaken, including those you haven't yet completed. Add the most recent first.

Do you have a university/tertiary qualification to enter? ☒ Yes ☐ No

Have you ever been excluded from previous tertiary study? ☒ Yes ☐ No

4.14.1. Select the level of education under 'Degree/award'.

University or tertiary education qualification

Please provide certified/notorised copies of academic transcripts/records for all study undertaken to date. Do not send original documents. Please provide details of the university or tertiary level qualification or equivalent that you have undertaken. You should provide details of all qualifications and periods of study you have undertaken, including those you haven't yet completed. Add the most recent first.

Do you have a university/tertiary qualification to enter? ☒ Yes ☐ No

Qualification 1

Degree/award:

Institution:

Course:

Country:

Have you ever been excluded from previous tertiary study? ☒ Yes ☐ No

4.14.2. Go to 'Select Institution'.

Institution:

Course:

Select Institution

4.14.2.1. Select the country where the Institution is located.

Please choose an Institution

Country

Bahamas
Belgium
Belize
Benin
Bermuda
Bhutan
Bolivia
Bosnia and Herzegovina
Botswana
Bouvet Island
Brazil
Brunei Darussalam
Bulgaria
Burkina Faso

4.14.2.2. Type a key word from the institution name. If you are unable to find the institution, choose 'Other' from the dropdown menu. You may need to try more than one variation for it to pick up the correct institution name. (e.g. 'Griffith University' rather than 'University Griffith').

Please choose an Institution

Country

Brazil

Institution

uni

- Campinas University (BRAZIL)
- Centro Uni de Belo Horizonte UNIBH (BRAZIL)
- Centro Uni Nossa Senhora do Patrocinio (BRAZIL)
- Centro Universitario Barao de Maua (CBM) (BRAZIL)
- Centro Universitario Belas Artes de Sao Paulo (BRAZIL)
- Centro Universitario Capital (BRAZIL)
- Centro Universitario de Barrasa Mansa (BRAZIL)
- Centro Universitario de Brasilia (BRAZIL)

4.14.2.3. To enter your applicant's qualification name, enter a keyword from the qualification and wait for the search tool to return relevant matches. You may need to try more than one variation for it to pick up the correct qualification name. (e.g. 'Bachelor of Arts' rather than 'Arts Bachelor'). If you can't find the applicant's qualification name in the list, select 'Other'. A new field will appear, and you can manually enter the qualification name. If 'Other' does not display in the list, please enter the qualification name manually.

Qualification

Bac

- Bachelor of Arts (BA)
- Bachelor of Arts (BA)
- Bachelor of Arts (BA)
- Bachelor of Arts Honours (BA Honours)
- Bachelor of Arts Honours (BA Honours)
- Bachelor of Arts Honours (BA Honours)
- Bachelor of Education (BEd)
- Bachelor of Education (BEd)
- Bachelor of Education (BEd)
- Bachelor of Health Sciences (BHSc)
- Bachelor of Health Sciences (BHSc)

4.14.3. Select the 'Start Date' from the dropdown menu and advise if the applicant has completed, will be completing, or will not be completing the Tertiary qualification/s. This is critical information required by the Admissions Officer.

4.14.3.1. Tertiary qualification has been completed 'Start Date' and 'Finish Date' are required

Start Date: *

Have you completed the above study? * ☒ Yes ☐ No

Finish Date: *

4.14.3.2. Tertiary qualification will be completed 'Start Date' and 'Expected completion Date' are required

Start Date: *

Have you completed the above study? * ☐ Yes ☒ No

Do you intend to complete the above study? * ☒ Yes ☐ No

Expected completion date: *

4.14.3.3. Tertiary qualification will not be completed 'Start Date' is required

Start Date: *

Have you completed the above study? * ☐ Yes ☒ No

Do you intend to complete the above study? * ☐ Yes ☒ No

4.14.4. Attach the relevant documents now, or at the end of the application.

Attach certified copy here: *

File Attachment (DOC, DOCX, JPG, JPEG, PNG, PDF (unprotected) files up to 5MB in size) > [Get help](#)

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Attach a document for this question later or choose **Upload Now**.

4.14.5. If the applicant has another qualification, select 'Yes' under 'Add another?' using the same steps outlined previously. Otherwise, select 'No'.

Add another? ☒ Yes ☐ No

Qualification 2

Degree/award: * Please Select e.g. Diploma, Advanced Diploma, Bachelor or Masters degree

Institution: * e.g. Griffith University Select Institution

Course:

Country: * e.g. Australia

4.14.6. Select 'Yes' if the applicant has been excluded from another institution and provide the required information. Otherwise, select 'No'.

Have you ever been excluded from previous tertiary study? * ☒ Yes ☐ No

Please provide details

Institution:

Year:

4.15. Complete the 'Credit for previous study' section.

Credit for previous study

Do you wish to be considered for credit exemption on the basis of your prior tertiary study?

* ☐ Yes ☐ No !

Please refer to our credit website griffith.edu.au/credit.

4.15.1. Select 'Yes' if the applicant wants Griffith University to consider previous study. Select 'No' if the applicant does not want to be considered for credit.

4.15.1.1. If 'Yes', check the credit database to see if there is a credit precedent for the applicant's institution and degree.

Credit for previous study

Do you wish to be considered for credit exemption on the basis of your prior tertiary study?

* ☒ Yes ☐ No !

Please refer to our credit website griffith.edu.au/credit.

Go to this link to check the credit precedent

4.15.1.2. Attach the course outline in English if there is not a credit precedent for the applicant's qualification.

If your previous qualification is not listed, please supply detailed course outlines in English

Please attach:  File Attachment (JPG, JPEG, PNG, PDF (unprotected) files up to 5MB in size) > [Get help](#)

Upload Now

Drag and drop or click here to browse the file that you wish to attach to your application

Please attach:  File Attachment (JPG, JPEG, PNG, PDF (unprotected) files up to 5MB in size) > [Get help](#)

Upload Now

Drag and drop or click here to browse the file that you wish to attach to your application

4.16. Complete the 'Work Experience' section. Only complete this section if required for admission to the selected program, otherwise leave it blank.

Work experience (Complete only if admission requirement)

Provide any additional details on a separate sheet. Please attach statements and/or documentary evidence from employers.

Work experience 1

Start date: Month Year

Finish date: Month Year

Full or part-time: Please Select

Job description:

Employer's name:

Please provide any additional details:

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Attach a document for this question later or choose Upload Now.

4.16.1. If multiple work experience examples are required, select 'Add another work experience' and complete the required information.

☒ Add another work experience

Work experience 2

Start date: Month Year

Finish date: Month Year

Full or part-time: Please Select

Job description:

Employer's name:

4.17. Complete the 'Request for disability support' section.

Request for disability support

If you have a disability which may affect your learning (e.g. vision, hearing impairment, health, mobility), please provide official supporting documentation (in English) about the nature of your disability and any impact it will have for your education in Australia. This information must be provided with your application.

For information on documentation required and services see griffith.edu.au/disability

Do you need disability support

Yes

No

4.17.1. Select 'Yes' if the applicant has a disability and provide the required information. Select 'No' if the applicant does not have a disability.

Do you need disability support

Yes

No

If you have a disability which may affect your learning (e.g. vision, hearing impairment, health, mobility), please provide official supporting documentation (in English) about the nature of your disability and any impact it will have for your education in Australia. This information must be provided with your application.

For information on documentation required and services see griffith.edu.au/disability

File Attachment (DOC, DOCX, JPG, JPEG, PNG, PDF (unprotected) files up to 5MB in size) > [Get help](#)

Upload Now

Attach Later

Attach a document for this question later or choose Upload Now.

4.18. Complete the 'Visa application history' section.

Visa Application History

Have you ever had any type of visa application rejected/refused from any country?

Yes

No

4.18.1. Select 'Yes' if the applicant has a visa refusal and provide the required information. Select 'No' if the applicant does not have a visa refusal.

Have you ever had any type of visa application rejected/refused from any country?

Yes

No

Please provide details below

Visa application type:

Please Select

Country:

Please Select

Year:

Reason for rejection/refusal:

200 Characters remaining (max. 200)

If you have had more than one visa application rejection, please attach additional details at the end of the application.

4.19. Complete the 'Financial support' section.

4.19.1. Choose 'I am self-financed/have family support' if the applicant will be paying tuition fees with their own money, family support or bank loan.

Financial support

Sufficient funds are needed for tuition fees and living expenses.

Please indicate the source of your financial support

☒ I am self-financed/have family support
☐ I will be sponsored
☐ I will be on a scholarship

Note that evidence will be required at acceptance stage of how you will be funding your study and living expenses (e.g. copies of bank statements, showing the list of transactions for at least the last 3 months or evidence of income for the last twelve months).

4.19.2. Choose 'I will be sponsored' if the applicant is going to be sponsored by an organisation. Provide the Sponsor name

Financial support

Sufficient funds are needed for tuition fees and living expenses.

Please indicate the source of your financial support

☐ I am self-financed/have family support
☒ I will be sponsored
☐ I will be on a scholarship

Sponsor Name:

Note that evidence will be required at acceptance stage of how you will be funding your study and living expenses (e.g. copies of bank statements, showing the list of transactions for at least the last 3 months or evidence of income for the last twelve months).

4.19.3. Choose 'I will be on a scholarship' if the applicant is applying for a scholarship or has already been granted a scholarship.

Financial support

Sufficient funds are needed for tuition fees and living expenses.

Please indicate the source of your financial support

☐ I am self-financed/have family support
☐ I will be sponsored
☒ I will be on a scholarship

Griffith University has a range of scholarships available, for more information visit:
<https://www.griffith.edu.au/international/scholarships-finance>

Note that evidence will be required at acceptance stage of how you will be funding your study and living expenses (e.g. copies of bank statements, showing the list of transactions for at least the last 3 months or evidence of income for the last twelve months).

Refer to this link for more information about Griffith University Scholarships

4.20. Complete the 'Overseas Study Health Cover' (OSHC) section.

4.20.1. If the applicant wants to have Griffith University include the OSHC in the Letter of Offer, choose the correct type of cover.

Overseas Student Health Cover (Student visa holders only)

Please note, as an International Student, if you intend to apply for a student visa you will be required to have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. Griffith University's nominated OSHC provider is Allianz allianzcare.com.au.

Please advise the type of cover you will require

Please Select

Please Select

Single

Couple

Family

Arrange own cover

4.20.1.1. Single – applicant only

4.20.1.2. Dual – applicant and partner

4.20.1.3. Family – applicant, partner, and dependents

4.20.2. Choose 'Arrange own cover' if the applicant would like to organise their own cover. If eligible for an offer, applicants will be required to provide evidence of appropriate alternate cover.

Reminder

Identifying the correct OSHC cover requirement at application submission saves time and reduces the need for revised offers.

4.21. Complete the 'Agent Declaration and Signature' section.

4.21.1. Read carefully and agree with the statement in this section.

Agent Declaration and signature

(not required by direct applicants)

I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student, confirming that the applicant is their primary purpose for coming to Australia and that they fully understand their obligations as an Australian student. I am satisfied that the applicant has genuine access to the documents supplied with this application. I am satisfied that the applicant has genuine access to the airfare, overseas health cover and living expenses for them and any dependants.

Tick 'I agree' to the statement above

Agent's Declaration: ☐ I agree

Provide the Counsellor's name

Agent's Name: *

4.22. Complete the 'Declaration and Signature' section.

4.22.1. Read carefully and agree with the statement in this section.

Declaration and signature

I DECLARE THAT:

- I am a Genuine Temporary Entrant and a Genuine Student and confirm that studying the program indicated in my application form is my primary purpose for coming to Australia and I fully understand my obligations as an Australian student visa holder.
- I am academically qualified for the program I have applied for and have, or will have, the English proficiency level required to commence the program.
- The documents that I have provided to support my application are true and correct.
- I have genuine access to the total funds required, while in Australia, to cover all tuition costs, return airfare, overseas health cover and living expenses for myself and any dependants.

I AGREE AND UNDERSTAND THE FOLLOWING:

- It is my responsibility to provide all necessary documentary evidence of my qualifications and studies. If the information supplied in my application and Student Study Statement Questionnaire changes I must notify the University. If any information given is incorrect or incomplete the University may refuse this application or vary/cancel any decision made, including cancelling my enrolment.
- If I provide fraudulent documents or incorrect or misleading information as part of my application or Student Study Statement Questionnaire, the relevant sections of Griffith University Fees and Charges policy will apply which may result in no refund of tuition fees - griffith.edu.au/app/international/feespolicy
- I accept the responsibility for obtaining a student visa (if required) and to meet the Department of Home Affairs Student Visa conditions to permit me to study full-time in Australia for the duration of my program.
- If I supply fraudulent documents or information, Department of Home Affairs will refuse my visa application or cancel my visa if it has already been granted.
- That my visa may also be refused if Department of Home Affairs is not satisfied that I am a genuine temporary entrant and a genuine student or if I do not meet health and character requirements.
- The University's Privacy Policy (griffith.edu.au/privacy-policy) enables the University to check and/or obtain official records and results from my previous institutions, including verification by QuidSearch (QTAC). It enables the release of my details, to and from, or obtain details from third parties in the usual course of University business e.g. Australian government departments (Department of Home Affairs, Department of Education and Training), Allianz (OSHC provider).
- Griffith University will check my visa status on Department of Home Affairs's VEVO facility and obtain details (address/phone/email) from a registered Griffith University Agent, if I have applied through that agent and not supplied the information on this form.
- I am fully responsible for payment by the due date of all tuition fees and Overseas Student Health Cover (OSHC) while studying at Griffith University and will abide by the Fees and Charges Policy - griffith.edu.au/fees-charges
- Living expenses in Australia may be higher than in my own country and I am responsible for, and can meet these costs. I understand that I am responsible for the compulsory school fees for any school-aged children who accompany me to Australia. Neither Griffith University nor the Australian Government is obliged or required to help me if I need financial assistance.
- Griffith University will send me further information about student admissions, the offer acceptance process, enrolment, student life and student support.

PRIVACY STATEMENT

Collection Notice
By providing us with your personal information you consent to your personal information being stored and used in the manner available at www.griffith.edu.au/privacy-policy

Consent
I agree to my personal information being stored and used in the manner and for the purposes identified in your Privacy Plan which is available at griffith.edu.au/privacy-policy. I understand that my personal information may be processed in the country in which it was collected and in other countries including Australia, where laws regarding processing of personal information may be less stringent than the laws in your country.

Declaration: ☒ By checking this box I agree to the above !

Will you be under 18 years of age when you commence your study at Griffith University? ☐ Yes ☐ No

Tick if the student agreed with the statement above


4.22.2. If the applicant is under 18 select 'Yes' next to 'Will you be under 18 years of age when you commence your study at Griffith University?' and provide the parent/legal guardian name. Otherwise, select 'No'.

Will you be under 18 years of age when you commence your study at Griffith University?


☒ Yes ☐ No

Parent/Legal Guardian Name:

4.23. Upload Documents.



Application, Example
Bachelor of Science



Griffith UNIVERSITY
Queensland, Australia

Upload or confirm required attachments are provided then click Save button before continuing

Required documentation

Form question	Name	Size	Status	Action
<div><div></div><div>Educational background / qualifications > Qualification 1 Details > Attach certified copy here</div></div>			Required	Please choose

Option 1: Upload a single file that includes all of your documents

Help?

Drag and drop or click here to browse the file that you wish to attach to your application

Option 2: Upload your documents individually

Help?

Drag and drop or click here to browse the file that you wish to attach to your application

Save & Close

Save

Next >

Reminder

When organising documents to be uploaded in the application, make sure they are not password protected. Protected files will corrupt the application file and the Admission Officer will have to request the documents again, adding more time to the application processing.

4.23.1. Add the academic documents by section.

4.23.1.1. If you select 'Upload now', just upload the documents that refer to the academic qualification.

Form question

Name

Size

Status

Action

Educational background / qualifications > Qualification 1 Details > Attach certified copy here

Required

Please choose

Please choose

Upload Now

Included in Combined attachment

Help?

Option 1: Upload a single file that includes all of your documents

Status

Action

Required

Please choose...

Please choose...

Upload Now

Included in Combined attachment

4.23.1.2. If you select 'Included in combined attachment' you can add all the application documents in one section. You will need to attach the combined document first.

Application, Example
Bachelor of Science

Griffith UNIVERSITY
Queensland, Australia

Upload or confirm required attachments are provided then click Save button before continuing

Required documentation

Form question	Name	Size	Status	Action
Educational background / qualifications > Qualification 1 Details > Attach certified copy here			Required	Upload or confirm attachments
	Example Application Application File.pdf	36.0 KB		Remove

4.23.2. Add all the documents in one section.

4.23.2.1. Option 1 (recommended by Griffith University): Combine all the documents for the applicant's application, attach and save.

Option 1: Upload a single file that includes all of your documents

Help?

Drag and drop or click here to browse the file that you wish to attach to your application

Reminder

Griffith University recommends combining the documents in the following order:

1. Passport
2. English test/s
3. Award Certificate
4. Transcripts
5. Work Experience
6. Other

4.23.2.2. Option 2: Attach documents one by one and save.

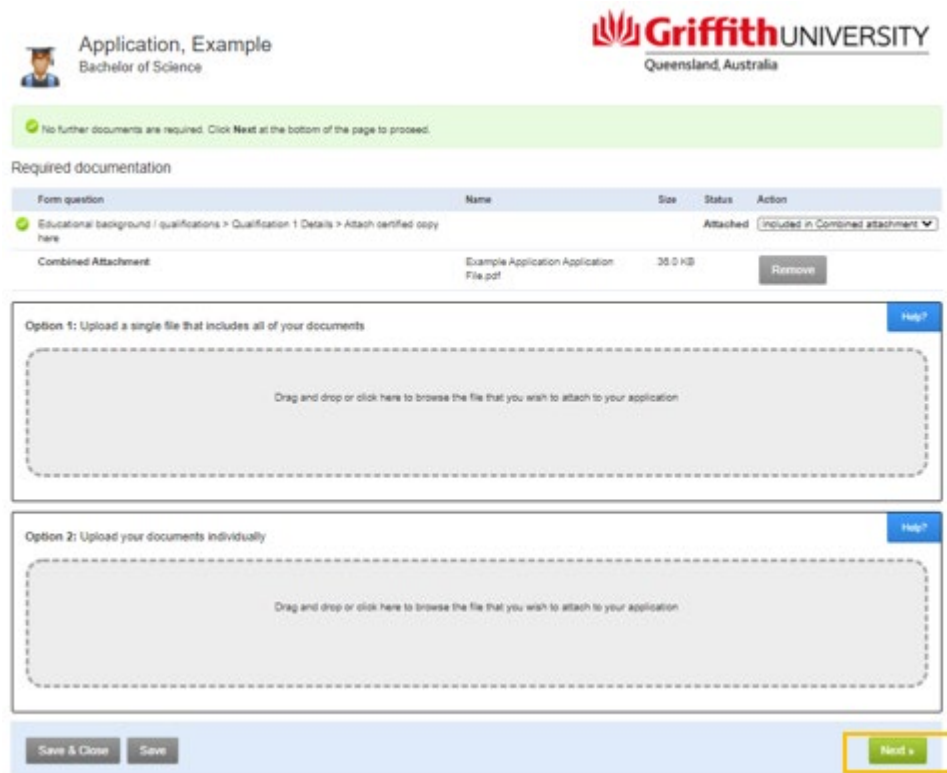
Option 2: Upload your documents individually

Help?

Drag and drop or click here to browse the file that you wish to attach to your application

4.24. Submit Application.

4.24.1. Select 'Next'.



The screenshot shows the Griffith University application portal. At the top, the university's logo and name are displayed. Below the header, a green banner indicates that no further documents are required. The main section is titled 'Required documentation' and contains a table with columns for 'Form question', 'Name', 'Size', 'Status', and 'Action'. A single row shows 'Educational background / qualifications > Qualification 1 Details > Attach certified copy here' with a status of 'Attached' and an action of 'included in Combined attachment'. Below the table, there are two options for uploading documents: 'Option 1: Upload a single file that includes all of your documents' and 'Option 2: Upload your documents individually'. Both options include a dashed box for file upload and a 'Help?' link. At the bottom, there are 'Save & Close', 'Save', and 'Next >' buttons. The 'Next >' button is highlighted with a yellow box.

Application, Example
Bachelor of Science

Griffith UNIVERSITY
Queensland, Australia

No further documents are required. Click **Next** at the bottom of the page to proceed.

Required documentation

Form question	Name	Size	Status	Action
Educational background / qualifications > Qualification 1 Details > Attach certified copy here			Attached	included in Combined attachment

Combined Attachment: Example Application Application File.pdf 35.0 KB Remove

Option 1: Upload a single file that includes all of your documents

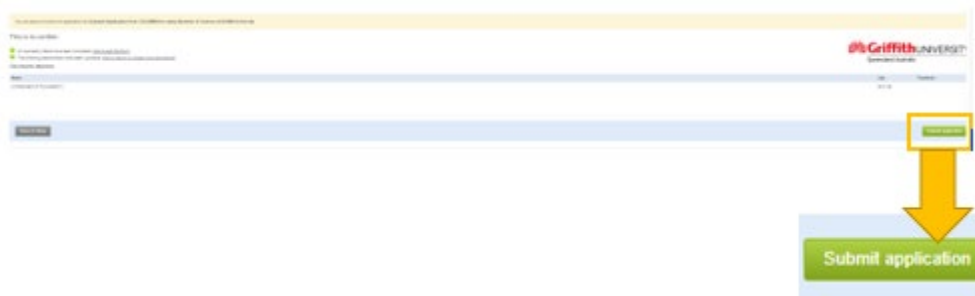
Drag and drop or click here to browse the file that you wish to attach to your application

Option 2: Upload your documents individually

Drag and drop or click here to browse the file that you wish to attach to your application

Save & Close Save **Next >**

4.25. Select 'Submit application'.



The screenshot shows the final step of the application process. A yellow banner at the top indicates that the application is ready for submission. Below the banner, there is a 'Submit application' button. A yellow arrow points from the 'Submit application' button to a larger green button labeled 'Submit application'.

This is the final step in the application process. Please review your application details before submitting.

Griffith UNIVERSITY

Submit application

Submit application

4.26. An email will be sent confirming the application was successfully submitted.

Congratulations Example Application - Griffith University has received your application Inbox x



Griffith International Admissions <gi-enquiries@griffith.edu.au>
to giasptesting+Agent ▾



Dear GIASP Testing

You have successfully submitted an application for the Bachelor of Science 1634 on behalf of Example Application.

We can confirm that your application A-4137624 was received by our International Admissions team on 07-Jan-2021.

You can log into the [Studylink Partner Portal](#) to track the status of this application.

If you have questions, please contact our [International Admissions](#) team or your [Regional Director or Manager](#).

Regards,

International Admissions team
Griffith University