



Queensland University of Technology
Student Administration
 Kelvin Grove QLD 4059
 CRICOS No. 001213J ABN 83 971 724 622
 TEQSA [PRV12079](https://www.teqsa.gov.au/prv12079)

Representative's name and contact details

AC
2204

Agent checklist: to accompany application for admission to QUT

Using this form

1. This form **MUST** accompany an application to QUT. QUT may request a new AC form at any stage of the process.
2. Further copies of this form are available from: <https://www.qut.edu.au/study/international/for-agents/advising-students/forms-and-applying>

Has the student applied to QUT before? No Yes If yes, please provide QUT Student ID number

1. Applicant personal details

Surname or family name

Given name/s

Date of birth (dd/mm/yyyy)

2. Applicant checklist (all sections must be completed)

Yes

To be completed for all applicants:

1. I confirm that the applicant is not married or has been married for more than one year on the date the application was dispatched to QUT. To the best of my knowledge, I confirm that the student does not intend to get married before lodging their Australian visa application.
2. I confirm the applicant has provided evidence of financial capacity funds that are genuinely available and equivalent to 12 months of living costs, tuition fees, travel and study costs, per the Australian Government – Department of Home Affairs (DHA) **regular evidentiary requirement**. This includes additional financial capacity for dependents.
3. I confirm that I have counselled the applicant and they have provided a **Statement of Purpose** articulating the reasons as to why the selection of the requested university course aligns with their career aspirations, or the requested course aligns with their work history and will provide greater career opportunity in their country of citizenship.
4. I confirm the applicant has a clear understanding of the academic, language and financial requirements associated with their course, and with studying in Australia.
5. I confirm that I have sighted the applicant's original documentation including all related to academic, English language proficiency and work experience, and certified copies have been made by my office. I also confirm I am satisfied with the authenticity of the documentation provided.
6. I confirm that I have explained to the applicant QUT's [International Student Transfer Policy](#) and [Tuition Fee Refund Policy](#) and provided them copies of these policies. I have also highlighted to the applicant that the policy restricts the release of students who have not completed six months full time of their principal course at QUT.
7. I confirm that to the best of my knowledge, the applicant has not previously been refused any visa application.
8. I confirm that to the best of my knowledge, the applicant has not previously lodged an application for an Australian visa.
9. I confirm that all application documents, including applicant photos, are high resolution, in good condition and clearly legible.

To be completed only for applicants residing in India:

1. I confirm that the applicant resides in one of the following locations:
 1. **Haryana (all cities except Gurgaon/Gurugram); Uddham Singh Nagar and Haldwani, in the state of Uttarakhand; Ganganagar and Hanumangarh, in the state of Rajasthan; Pilibhit and Lakhimpur Kheri, in the state of Uttar Pradesh; Una, in the state of Himachal Pradesh**
 If yes, then I acknowledge that an applicant residing in one of these areas will not be considered for Admission to QUT.
 2. **Punjab**
 If yes, then I confirm that my agency has the required formal approval by QUT to recruit students and submit applications from students residing in this region. If you do not have the required formal approval by QUT, then you acknowledge that an applicant residing in Punjab will not be considered for Admission to QUT.
 If yes, then I acknowledge that an applicant having their highest qualification from Punjab State Board Schools will not be considered for Admission to QUT.
 If yes, then I acknowledge that an applicant wanting to undertake a Pathway program i.e., GE, EAP, Foundation and Diploma (except Diploma of Health Science Nursing and or IELTS Advanced), and Business programs (Undergraduate, Postgraduate or Double Degree) will not be considered for Admission to QUT.
 3. **Gujarat**
 If yes, then I acknowledge that an applicant wanting to undertake a Pathway program i.e., GE, EAP, Foundation and Diploma (except Diploma of Health Science Nursing and or IELTS Advanced), Business programs (Undergraduate, Postgraduate or Double Degree) and Health programs (Master of Health, Safety & Environment, Master of Public Health, and Master of Health Management & Leadership) will not be considered for Admission to QUT.

To be completed only for applicants residing in Pakistan:

1. I acknowledge that the applicant applying for one of the following Pathway programs will not be considered for Admission to QUT:
 GE, EAP, Foundation and Diploma (except Diploma of Health Science Nursing and or IELTS Advanced)

To be completed only for applicants residing in Nepal:

1. I acknowledge that the applicant applying for one of the following Pathway programs will not be considered for Admission to QUT:
 GE, EAP, and Foundation

3. Declarations

I declare that all information and documents provided are true and correct.

Counsellor full name (please print)

Date (dd/mm/yyyy)