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**SAE** **QANTM**  
CREATIVE MEDIA INSTITUTE

## INTERNATIONAL STUDENT GUIDELINES | 2014

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## INTERNATIONAL STUDENT GUIDELINES | 2014

### WELCOME FROM THE CEO



On behalf of SAE Creative Media Institute, I would like to thank you for choosing SAE as your further education provider in the exciting and vibrant creative media sector.

At SAE we are passionate about providing personalised learning opportunities for all individuals so that you can gain practical skills and knowledge to kick start your creative career. As a student of SAE you will have access to state-of-the-art studios and equipment, specialist training and a teaching and learning team committed to excellence in education.

I look forward to welcoming you to Australia and to SAE Creative Media Institute.

Joseph Anthonysz  
CEO, SAE Southern

### INTRODUCTION TO SAE AUSTRALIA

SAE welcomes our international students. With a global presence, SAE is one of the most culturally diverse learning institutes in the world, providing a supportive and positive environment to students and staff alike. Our aim is to ensure a full and rich student experience in and out of the classroom. Starting in your orientation week, and then throughout your studies you will be provided with support and guidance as it is required. Our Student Experience Team, Centre for Teaching & Learning and Course Coordinators are on hand to make your time here at SAE productive & memorable.

Adjusting to a new country and culture can sometimes take time. Student Services team members are on hand to make your transition period easier for you.

During orientation week you will be given campus specific information, your personal timetable and will attend information sessions that will provide you with course information, technology tips to help you with accessing course information and learning materials. In addition to your timetable you will be given Student ID Cards, Emergency Contact Details and an orientation programme. You will also be given a city specific information sheet to help you settle into day to day life.

This guide specific to international students, should be used in conjunction with the SAE general student information on the SAE website <https://www.sae.edu> It will provide you with insight to some of the more official aspects of being an international student in Australia as well as giving you some day to day tips to assist you to settle into your daily life at SAE.

The website [www.sae.edu](http://www.sae.edu) provides useful information about all aspects of studying at SAE including the following:

- Admissions
- Fees & Financial Policies
- Attendance
- Student Responsibilities
- Grievance & Appeals Policy
- Suspension or Termination of Studies
- Graduation
- Accommodation
- Amenities and Facilities
- Student Wellness Policy

### STUDENT WELLNESS AND PASTORAL CARE

Student wellness is a focus here at SAE. Wellness and Student Services Team members are on hand to assist with issues related to health & wellbeing, academic progression, orientation and anything else that may arise during your stay at SAE. Please refer to the SAE Wellness Policy document on the SAE Website.

### ESOS ACT AND CRICOS ACCREDITATION

SAE is CRICOS accredited. SAE and SAE Students are bound by certain rules and regulations which apply to both SAE QANTM Creative Institute and SAE Students.

## INTERNATIONAL STUDENT GUIDELINES | 2014

### STUDENT RESPONSIBILITIES

There are some conditions of enrolment at SAE that all students agree to comply with and some specific to Students on a Student Visa. In order for you to successfully complete your studies in Australia with SAE, you will need to:

- Satisfy your student visa conditions
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- Meet the terms of the written agreement with your education provider
- Inform your provider if you change your address
- Maintain satisfactory course progress
- If attendance is recorded for your course, follow your provider's attendance policy, and
- If you are under 18, maintain your approved accommodation, support and general welfare arrangements

For more information, please refer to Student Responsibilities in the SAE Policies on the SAE website, or refer to the [ESOS Act](#).

### AUSTRALIAN GOVERNMENT INFORMATION AND ESOS ACT

The Education Services for Overseas Students (ESOS) Framework is a set of legal regulations related to overseas students studying in Australia on student visas. It sets guidelines and minimum standards to protect you as a student as well as protecting Australia's reputation for providing quality education and support services. It also provides tuition and financial assurance.

The Department of Education uses the ESOS Framework to regulate education for overseas students. The ESOS Framework links with Australia's immigration law and includes requirements for overseas students and Australian institutions. See: [ESOS Act](#).

### SAE RESPONSIBILITIES RELATED TO INTERNATIONAL STUDENTS

In line with The ESOS Framework, SAE shall:

- Provide students with documented course progress policies and procedures
- Assess each student at the end point of each study period according to the SAE course progress policy
- Identify and assist students who are at risk of not making satisfactory course progress
- Inform students not making satisfactory course progress in writing of its intention to report the student and that he or she is able to access the provider's complaints and appeals process within 20 working days
- Notify the Secretary of the Department of Education through PRISMS of the student not achieving satisfactory progress after the appeals process (if actioned) is finalised and upholds the provider's decision to report
- Maintain documented course progress policies and procedures. A generic course progress policy may be appropriate for more than one course. Courses that require additional or varied progression rules will necessitate a separate course progress policy
- Assess course progress at the end point of every study period
- Uphold a documented intervention strategy, which must be made available to staff and students. At a minimum, the intervention strategy must be activated where the student has failed or is deemed not yet competent in 50 per cent or more of the units attempted in any study period. Providers may choose to intervene at any point before the end of a study period if outlined in their course progress policy and/or intervention strategy
- Provide student data regarding non-compliance with attendance or course progress to the department through the Provider Registration and International Student Management System (PRISMS) system  
Detailed information about education providers' reporting responsibilities is available on the Australian Education International Education Services for Overseas Students website  
[Australian Education International – Education Services for Overseas Students](#)  
[Student Course Variation \(SCV\) Report Options Quick Reference Guide \(117KB PDF file\)](#)

### RESPONSIBILITIES RELATED TO UNDERAGE (UNDER 18 YEARS OF AGE) STUDENTS

- Give the department a signed statement confirming that for a nominated period appropriate arrangements have been made for the student's accommodation, support and general welfare. The period nominated by the provider must be a least the length of the student's Confirmation of Enrolment (eCoE) plus seven days at the end of the eCoE or until the student turns 18
- Report through PRISMS any changes to the care arrangements, including the type of accommodation
- Under 18 students whose welfare arrangements are approved by the education provider must provide evidence with their student visa application that the education provider will approve welfare arrangements for a minimum period of eCoE plus seven days at the end of the eCoE or until the student turns 18



## INTERNATIONAL STUDENT GUIDELINES | 2014

- As evidence students should provide a CAAW (Confirmation of Appropriate Accommodation and Welfare) letter which will state the commencement and end dates for approval of welfare arrangements.
- If granted, the student visa end date will correspond with the end date nominated on the CAAW letter. If the student has turned 18 during studies the standard visa end date will be applied.  
[Changes to the Migration Regulations relating to student visa holders under 18 years of age \( 96KB PDF file\)](#)

### HOMESTAY, AIRPORT PICKUP AND GUARDIANSHIP ARRANGEMENT

Students under the age of 18 are required to live in an approved homestay environment, be transported from the airport to their approved homestay by an approved service provider and to be under the care of an approved guardian. Arrangement for all such services are made directly by the student/student's family with the providers.

SAE has formalised partnerships with approved agencies to provide all required services. Please refer to the following links:  
Homestay & Airport Pickup [www.homestaynetwork.org](http://www.homestaynetwork.org)  
Guardianship [www.studentguardians.com](http://www.studentguardians.com)

### STREAMLINED STUDENT VISA PROCESSING

In line with The ESOS Framework, SAE shall:

A person who wants to study under the Student Visa Program must obtain a Student visa before they can commence a course of study in Australia. Amongst other things, a successful applicant must be both a genuine temporary entrant and a genuine student.

An applicant who is a genuine temporary entrant will have circumstances that support a genuine intention to enter and remain in Australia temporarily, notwithstanding the potential for this intention to change over time to an intention to utilise lawful means to remain in Australia for an extended period or permanently.

Under the streamlined student visa processing arrangements eligible student visa applicants from participating universities are assessed as though they are a lower immigration risk, irrespective of their country of origin.

### ELIGIBILITY

You must meet all of the following requirements to be eligible for streamlined student visa processing:

At the time of making your student visa application, you must have a Confirmation of Enrolment (CoE) with a university participating in the streamlined visa processing arrangements for Bachelor degree, Master's degree or a Doctoral degree.

Non-award university student exchange program or a Non-award study abroad program. If you enrol in a package of courses, all your preliminary courses must be at your university participating in the streamlined visa processing arrangements or a nominated educational business partner of your university provider.

Note: Students who combine a non-award university student exchange or study abroad program course with any preliminary course(s) are not eligible for streamlined visa processing and will be assessed according to the applicable Assessment Level. If you are eligible for streamlined student visa processing you will generally have reduced evidentiary requirements when applying for a student visa. To help you to lodge a complete visa application, please use the visa application document checklist for the type of visa you intend to apply for.

If you are eligible for streamlined student visa processing you are not assigned an Assessment Level. This is because under the streamlined visa processing arrangements a student visa applicant is determined to be low immigration risk. If you are eligible for streamlined student visa processing you will generally have reduced evidentiary requirements when applying for a student visa.

You must provide a Confirmation of Enrolment (CoE) for an eligible course at a participating university when you lodge your application to be eligible for streamlined visa processing.

If you have received a letter of offer for an eligible course from a participating university but have not yet received a Confirmation of Enrolment (CoE), you are not eligible for streamlined visa processing.

## INTERNATIONAL STUDENT GUIDELINES | 2014

**Explanatory Note:** A Confirmation of Enrolment (CoE) is mandatory for all types of courses and studies for overseas students. It is a document that confirms the enrolment of an international student at an educational institution. The CoE provides various Government Departments with important information about an international student's enrolment status and as such should accurately reflect the student's actual enrolment in a course, clearly indicating the course duration through the course start and end dates, fees paid and total fees required to be paid for the course. The CoE will also indicate the student's current status, whether this be 'approved', 'visa granted' or 'studying'.

SVP Eligible Education Providers are required to undertake the following checks to ensure compliance to the set regulations and policies.

- 1) Assessment of students Credentials.
- 2) Academic Assessment
- 3) English Language Assessment
- 4) Satisfaction of Financial Requirements
- 5) Genuine Temporary Entrant Assessment

SAE Institute is among of the 67 eligible education providers to have received approval from the Australian Department of Immigration and Citizenship to participate in the Streamlined Visa Processing (SVP) arrangements.

### STUDENT VISA REQUIREMENTS

All international students (except students from New Zealand) must hold a valid Australian student visa. The SAE Admissions Teams provide applicant with all necessary provider documentation required for application for an Australian student visa.

It is the student's responsibility to organise their Australian student visa.

Applicants must also satisfy the general requirements that are applicable to all student visa applications including: being of good character and sound health, having acceptable health insurance, and no outstanding debts to the Commonwealth of Australia.

We do not recommend that students apply for a student visa whilst in Australia on a tourist visa. This process involves additional procedures that may be costly to the student and lengthen the processing time.

### STUDENT VISA APPLICATION & THE GENUINE TEMPORARY ENTRANCE REQUIREMENT (GTE)

Genuine Temporary Entrance (GTE) is an integrity measure to ensure that the Student visa Programme is used as intended and not used by international students as a way of maintaining de facto permanent residency in Australia.

GTE requirement ensures that only genuine applicants are granted a student visa. To be granted any student visa, applicants must satisfy us that they have a genuine intention to stay in Australia temporarily. When assessing the GTE requirement, we will consider the requirements set out in Ministerial Direction 53.

This requires SAE to be satisfied that the student visa applicant genuinely intends to stay in Australia temporarily having regard to:

- The applicant's financial circumstances
- The applicant's immigration history
- If the applicant is a minor – the intention of a parent, legal guardian or spouse of the applicant
- Any other relevant matter

### VISA ASSESSMENT FACTORS

All international students (except students from New Zealand) must hold a valid Australian student visa. The SAE Admissions To be eligible for the grant of a student visa a student must be accepted for full-time study in a registered course. The applicant must also provide evidence on other matters such as financial capacity, English proficiency and likely compliance with the conditions of their visa. There are three assessment levels for student visa applications. Assessment levels are assigned according to the passport held and the education sector of the principal course.

The procedures below must be read carefully and followed exactly. Any questions about student visa applications should be directed to Student Services during office hours, or to the Immigration website at: [www.immi.gov.au](http://www.immi.gov.au)



## INTERNATIONAL STUDENT GUIDELINES | 2014

### MAXIMUM PERIOD FOR A STUDENT VISA

A student visa is generally issued for a maximum period of five years. The department will take into account cases where it may be reasonable to apply for a longer period.

**Example:** A medical degree may take up to six years to complete and a period of English studies may be required ahead of the principal course.

### NEW STUDENT VISA

After GTE checks are conducted, if found to be a Genuine Temporary Entrant, the Admissions Department will provide the applicant with an Electronic Confirmation of Enrolment (eCoE) certificate and Letter of Acceptance, which are both necessary for an application for a student visa.

### VISA CONVERSION OR EXTENSION FOR CONTINUING STUDENTS

Student Services provides necessary documentation to continuing students for visa conversion and extension.

### VISA SUBCLASS

There are seven student visa subclasses. Each sub-class is based on the education sector of the student's principal course. When applying for a student visa, students should select the subclass on the application form applicable to their proposed principal course. For example, if a student wishes to apply for a package course comprising English language tuition or foundation courses, followed by a degree course, they should apply under the visa subclass applicable to the degree course.

### APPLYING FOR A VISA OFFSHORE

International applications are assessed in line with assessment level of their country of origin. There are 3 assessment levels.

#### Level 1 Countries

An international student from a Level 1 country of origin should apply to SAE submitting their application a financial declaration. Once GTE has been completed and if successful an eCoE will be issued and the applicant may then apply to the nearest Australian Embassy or Consulate for an Australian Student Visa.

Applications will be processed by SAE and if successful, eCoE will be issued. Upon receiving a confirmation of enrolment into an SAE program, an international student from a Level 1 or 2 country of origin should immediately contact the nearest Australian Embassy or Consulate to start application for an Australian student visa.

#### Level 2 Countries

An international student from a Level 2 country of origin should apply to SAE submitting their application with required supporting documentation and evidence. Once GTE has been completed and if successful an eCoE will be issued and the applicant may then apply to the nearest Australian Embassy or Consulate for an Australian Student Visa.

The student must submit the eCoE issued by SAE at the time the application is lodged together with any application documents required by the Embassy. Upon application AL2 student visa applicants must provide evidence of funds from an acceptable source to pay for their tuition and living expenses for the first 12 months of their stay in Australia.

#### Level 3 Countries

An international student from a Level 3 country of origin should apply to SAE submitting their application with required supporting documentation and evidence. Once GTE has been completed and if successful an eCoE will be issued and the applicant may then apply to the nearest Australian Embassy or Consulate for an Australian Student Visa.

The student must submit the eCoE issued by SAE at the time the application is lodged together with any application documents required by the Embassy. Upon application AL3 student visa applicants must provide evidence of funds from an acceptable source to pay for their expenses for the first 12 months of their stay in Australia.

However, as a result of this change, funds for AL3 applicants would need to be provided by a close relative of the student visa applicant.



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### General

An application fee and additional costs for a medical examination will be incurred. Depending upon the student's nationality, the processing time can vary from one week to six months.

You must allow sufficient processing time when applying for entry into SAE. International students cannot commence studies until they have obtained an Australian student visa. A student will incur financial penalties if they defer or withdraw from a program due to inability to obtain a visa because of failure to apply with sufficient lead-time (refer to section 12.5: Withdrawal from a Program of Study).

You will receive a full refund of all deposit and College fee monies if the Australian Government rejects your visa application. You will be required to provide official documentation from the Embassy to receive a refund.

### APPLYING FOR A FIRST STUDENT VISA ONSHORE

Students applying from countries classified as level 3 may not apply for a first student visa from within Australia. Such students must apply for a student visa offshore.

Only students whose visa application will be assessed at assessment level 1 and 2 are eligible to apply for a student visa onshore. Such students may apply for an e-visa via the Department of Immigration and Border Protection (DIBP) website [www.immi.gov.au](http://www.immi.gov.au) or alternatively may make an appointment by calling 131 881.

### APPLYING FOR A CHANGE OF PROVIDER ON YOUR EXISTING VISA

If a student has attended another education provider before enrolment at SAE for a period less than six months, they must obtain:

- Form 157C from DIBP office or website
- A Letter of Release or certificate of graduation from the previous education provider, stating that the student has left the institution with permission from that institution.

Students onshore may apply for a change of provider via e-visa at [www.immi.gov.au](http://www.immi.gov.au) or alternatively may make an appointment by calling 131 881. Students may not change from a SVP provider to a non SVP provider.

### CONVERSION OF STUDENT VISA TO PERMIT EMPLOYMENT

Students who were issued with their student visa before June 2011 were issued with visa status 8101, which contains 'no work' conditions. If the student will be undertaking industry training during their studies, they must apply for visa status conversion to 8105.

Students who will not be undertaking industry training may also apply for a work permit but they are limited to a maximum of 20 hours employment per week when the course is in session.

No work limits apply during recognised vacation periods offered by the education provider. Application for 8105 visa status cannot be made until the student has commenced their study. To apply for visa conversion, the student can apply online, or complete and submit a 157P form ("Application for a student visa with permission to work") which must be signed and stamped by Student Services prior to submission.

Students who were issued with their student visa after June 2011 have been automatically given the right to work up to 20 hours during term and to undertake industry training. Such students do not need to apply for visa status conversation.

If in doubt, please contact the Admissions Office in Student Services.

### APPLICATION PROCEDURE FOR EXTENSION OF STUDENT VISA

The documentation required may vary depending on the assessment level of the student's country of origin and the visa subclass. To determine the documentation required to submit an application for an extension to an Australian student visa to the DIBP website. The student should refer to the Temporary Entry: Overseas Students Booklet available via [www.immi.gov.au](http://www.immi.gov.au).



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If a student requires an extension to their visa due to program requirements, the following procedure must be followed:

- Approval for visa extension must be sought from the Deputy Registrar (via Student Services)
- Obtain a Statement of Attendance from Student Services
- Collect a new Confirmation of Enrolment form from Student Services (this must be requested at least 48 hours prior to collection)

The student must take the following documents to DIBP:

- New Confirmation of Enrolment form (must give the original copy to DIBP)
- Medibank Private health insurance card (insurance must be current and valid)
- Results of medical and x-ray examinations in a sealed envelope (if required)
- Evidence that the student has sufficient funds to support themselves for the duration of their study (please take bank statements for the last six months)
- A Statement of Attendance (must give the original copy to DIBP)
- Passport
- Form 157C fully filled out
- Bank cheque, money order, or credit card payment for the required amount
- Academic transcript

### OVERSEAS HEALTH COVER INSURANCE (OSHC)

Education providers must ensure that they enter the required details of the student's OSHC coverage in PRISMS when registering the eCoE.

You must have health insurance while in Australia. Health insurance can be provided by obtaining Overseas Student Health Cover (OSHC) which provides medical and hospital insurance.

See: [Overseas Student Health Cover – Frequently Asked Questions](#)

You can ask your education provider to organise OSHC for you, or you can select an approved OSHC provider yourself and pay the insurance.

Where a student will be studying at more than one education provider, the requirement remains that the student maintain health insurance for the duration of their stay. This means that where different education providers are organising OSHC for different courses that a student is proposing to study, there cannot be a gap in the OSHC coverage.

For providers organising OSHC on behalf of a student, a suggested approach for package courses is to have the policy cover the period up to the commencement of the next course.

Students who decide to pay the OSHC premium personally are expected to provide evidence of payment directly to this department.

Students who intend to bring family members to Australia with them are also expected to provide evidence to the department that their OSHC includes these family members

**Exceptions:** You do not need OSHC if you are a:

- Norwegian student covered by the Norwegian National Insurance Scheme
- Swedish student covered by the National Board of Student Aid or by Kammarkollegiet
- Belgian student covered under the Reciprocal Health Care Agreement with Australia.

If you are studying at more than one educational provider and both are arranging OSHC, you will have to ensure that there is no gap between policies. This means that as one policy expires the next commences immediately.

OSHC is available for a period of up to five years. If your course exceeds five years in length, then OSHC providers may issue cover for a longer period.

If you have a child born after your arrival in Australia, and you only have a single OSHC policy you must change that to a family policy. If family members join you after your arrival in Australia they will have to demonstrate that they have an OSHC policy for the duration of their visas.

**Proof of insurance:** When you lodge your application, you must provide a receipt or other proof of your OSHC payment. The OSHC should commence when you arrive in Australia.

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### MEDICAL CENTRES AND HEALTH SERVICES

Education providers must ensure that they enter the required details of the student's OSHC coverage in PRISMS when registering. There are medical centres in most suburbs of major cities. Please refer to the city specific sheets issued by your campus for details of health services in the proximity.

Also refer to your Campus Wellness team for information about assorted mental and physical health care and support. While in Australia, in health related emergency situations you can access emergency ambulance help by ringing 000.

### EMPLOYMENT IN AUSTRALIA

Working while you study in Australia can help complement your study and living experience. There are a number of reasons you might want to undertake part time work while studying in Australia, including assisting with living expenses and gaining work experience in your study area.

Most student visas allow you to work for up to 40 hours every two weeks while your course is in session, and unrestricted hours during any scheduled course break, but before you undertake any paid work you need to make sure your visa allows you to work. Find out more at the Department of Immigration and Border Protection website.

### TRANSPORT

Australia is a vast nation with many of its cities and towns separated by large distance. Even within cities and towns, there is a need for transport to get from place to place. Public transport is transport that someone else owns and you pay to use it for a set journey. Many forms of public transport exist in the form of buses, taxis, ferries, trains and trams. They are easy to find, to access and at a good price. Private transport is transport that you own and use as you wish. Most Australians have cars and motor bikes that they use with our road system, for private transport. Walking and cycling are other options that you have. Most people regard hitchhiking, that is getting a free ride with a stranger in their car, as an unsafe form of transport.

For city specific information please refer to the customised information sheet issued by each campus.

### CONSULATES IN AUSTRALIA

For information and assistance from your country representative in Australia please refer to link below which provides links to all consulates:

<http://protocol.dfat.gov.au/Consulate/list.rails>

### LEGAL MATTERS

For assistance with any legal matters arising, please refer to your Campus Specific information sheets which contain links to regional websites.

### EMERGENCY AND POLICE CONTACT DETAILS

You can contact Police, Fire or Ambulance in life threatening or emergency situations. Calling Triple Zero (000) on your telephone is the quickest way to get the right emergency service to help you. Please refer to:

<http://www.triplezero.gov.au/Pages/default.aspx>

In addition, each state and territory government in Australia has jurisdiction over the emergency service provided in that state.

### STATE EMERGENCY SERVICES

#### Emergency Alert

In the event of a disaster, such as a bushfire, flood, or cyclone, emergency services in Australia may issue an emergency warning to landlines and mobile telephones in the affected area. If you are an international visitor to Australia, and you are using a mobile telephone with global roaming, you may be able to receive these warnings. This will depend on the networks your mobile phone provider is affiliated with in Australia.

For more information please refer to the Emergency Alert website.



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### Emergency Guide

In the event of a disaster, such as a bushfire, flood, or cyclone, emergency services in Australia may issue an emergency warning to landlines and mobile telephones in the affected area please refer to Emergency Guides.

<http://www.em.gov.au/Publications/Communityawarenesspublications/Pages/EmergencyActionGuides.aspx>

### LIVING IN AUSTRALIA

In accordance with Australian requirements, international students must be able to support living costs in Australia – Student Visa Living Costs and Evidence of Funds.

<http://www.immi.gov.au/students/student-visa-living-costs.htm>

Please also refer to Accommodation information in the SAE Handbook.

For those students renting apartments, NSW has well defined tenancy laws that support the rights of landlords and tenants. For further information refer to:

<http://fairtrading.nsw.gov.au/Tenants and home owners.html>

For information regarding living in specific Australian cities, please refer to the city specific information sheet issued by your own Campus