

N.U.in Australia: SUT Visa Guide 2018



All Students

Please check with the Australian consulate in your region for the most updated Australia visa requirements and processes. The information listed below is only a guide and does not constitute legal advice.

General Visa Information for All Students

Which visa do I need to apply for?

As a student in Australia, you will need to apply for a [Student Visa \(Subclass 500\)](#). For more information, please see the [Australian Department of Home Affairs website](#).

How much will it cost?

Visa fees are always subject to change. Please check [here](#) for the most up to date visa fees.

How do I apply for a student visa?

There are two main steps to apply for your Australian student visa.

1. Submit your Swinburne University enrollment paperwork to Swinburne International through your Swinburne online student portal. Once your paperwork has been processed, you will receive an electronic Confirmation of Enrollment (COE) from Swinburne International.
2. You will then need to use your COE, along with [other required documents](#), to apply for your student visa online through the [ImmiAccount online application system](#) [link: <http://www.homeaffairs.gov.au/trav/visa/immi>].

Visa Application Process

Step 1: Submitting your Swinburne University Enrollment Paperwork

In order to receive your electronic Confirmation of Enrollment (COE) from Swinburne International, you must first complete the application process and submit the following Swinburne enrollment documents via your Swinburne online student portal. You can access the portal at <https://student.swinburne.studylink.com/>. The instructions for completing the application process and submitting your enrollment forms may be found here: <https://www.northeastern.edu/nuin/wp-content/uploads/2018/05/Application-Guideline-NUin.pdf>.

Please note that these documents must be reviewed before the COE is issued (typically within 3 business days after your completed documents have been submitted).

1. **[Swinburne International Student Offer Acceptance Form](#)**: Please refer to the [instructions](#) document for guidance on how to complete all necessary sections of [this form](#) and attach the form to your application in your Swinburne online student portal. If this form is not filled out correctly, you will need to re-submit it, which will delay your COE issuance.
Important note: Swinburne will email your COE to the email address you list on this form. This should be the same email address you enter in your Swinburne online student portal application. Please make sure that you list an email address that will be valid through July.
2. **Passport Photo, Biographical Data/Information, & Signature Page(s)**: Scan of the photo, biographical data/information, and signature page(s) of your valid passport. As a general rule, your passport should be valid for at least 6 months beyond your date of departure from Australia. ***If you will need to renew your passport, please do so immediately, as your COE cannot be issued until your valid passport copy has been received.***
3. **[Swinburne Underage Student Agreement](#)** (only if you will be under 18 on your date of departure for Australia)
Note: Submission of this document will be used to issue a Confirmation of Appropriate Accommodation/Welfare Arrangements (the CAAW form), which will be necessary for your visa application.

Step 2: Applying for your Australian Student Visa (Subclass 500)

As a student in Australia, you will need to apply for a [Student Visa \(Subclass 500\)](#). For more details, please see the [Australian Department of Home Affairs website](#).

In order to apply for your student visa, you will need to create an account and apply online through the Australian Department of Home Affairs's [ImmiAccount online application system](#) [link: <http://www.homeaffairs.gov.au/trav/visa/immi>].

Some of the items you may need to complete your visa application include:

1. **Confirmation of Enrollment (CoE)**: Swinburne International will supply this document via email; please check whichever email address you entered in your Swinburne online portal application, as this is the email address to which Swinburne will send your CoE. **You must complete all Swinburne enrollment paperwork listed in Step 1 above in order for your CoE to be issued.**
2. **Passport Photo, Biographical Data/Information, & Signature Page(s)**: Scan of the photo, biographical data/information, and signature page(s) of your valid passport. As a general rule, your passport should be valid for at least 6 months beyond your date of departure from Australia.
3. **Payment**: Please check [here](#) for the most up-to-date visa fees and accepted payment methods.

4. **Any other documentation required by the Australian Department of Home Affairs:** Please use the DHA's [Document Checklist Tool](#) provided to guide you as you collect and prepare documentation.

Note: If you will be under 18 years of age on your date of departure for Australia, and you have submitted the Swinburne Underage Student Agreement noted above in Step 1, then you will receive a Confirmation of Appropriate Accommodation/Welfare Arrangements (the CAAW form) from Swinburne International along with your CoE. You will need to include this CAAW form with your visa application along with additional documentation, including [Form 157N Nomination of a student guardian \(178KB PDF\)](#) and [Form 1229](#) Consent to grant an Australian visa for a child under 18 years. See [more details on additional requirements](#).

Students who are under 18 years of age at their time of application will not need the CAAW form but will need to submit additional documentation (e.g. the [Form 157N Nomination of a student guardian](#)). See [more details on additional requirements](#).

Please note that the consulate may request additional information from you regarding your application at any time.

The visa itself is electronically connected to your passport number and is not a physical document. You will receive a visa grant notification email when your application has been approved. You should print out this visa grant notification email for your records and carry it with you when you travel.

Frequently Asked Questions

Where is my Confirmation of Enrollment (CoE)?

The CoE is emailed from Swinburne International to whichever email address you entered in your Swinburne online portal application. Be sure to check your spam and junk folders.

The CoE is only issued once students have submitted all of the necessary enrollment paperwork (see Step 1 above) via their Swinburne student portal. All documents must be reviewed before the COE is issued (typically within 3 business days of receipt of your documents if no documents need to be resubmitted).

What does a Confirmation of Enrolment (CoE) look like?

Please see [this example](#).

What if I'm under 18 years old at the time of my visa application?

All students who will be under 18 years old at the time of their visa application are required to provide extra documentation when applying for a student visa, including [Form 157N Nomination of a student guardian](#) and [Form 1229](#) Consent to grant an Australian visa for a child under 18 years. See [more details on additional requirements](#).

In addition, students who will still be under 18 years old at the time of their departure for Australia must complete the Swinburne Underage Student Agreement found in the Swinburne online portal. Swinburne International will email you a Confirmation of Appropriate Accommodation/Welfare Arrangements document (the CAAW form) along with your CoE. You will need to include this CAAW form with your visa application in addition to the forms above.

How do I attach supporting documents to my online application?

You can attach additional documents to your application by following [these instructions](#).

What do I put for “sector” or “stream” on my visa application?

The visa sector is based on the type of course that the student will undertake in Australia. This program is classed as the Higher Education Sector.

What is my Overseas Student Health Coverage (OSHC) policy number, which my visa application asks for?

All N.U.*in* Australia: SUT students are provided with OSHC as part of the program fee. Your OSHC policy number is your Swinburne student ID number (which can be found on your CoE) followed by “SUT.” For example: 123456789SUT.

How can I change my address and passport details?

Please visit [this page](#), and use the appropriate form to notify the Department of Home Affairs about any changes or a new passport.

How do I continue a saved application?

To continue a saved application, the system will require you to log in to your ImmiAccount through [this page](#).

How long will it take for my visa to be issued?

This [page](#) provides an approximate estimate of processing times. This is a general guide only. Processing times vary GREATLY from student to student.

How do I check the progress of my application?

You are able to check the status of the application through the [Electronic Application Status Inquiry](#) page. To access the page, you will need to have your ImmiAccount username and password.

How will I know when my visa has been granted?

You will receive a Visa Grant Notification via email. The visa itself is electronically connected to your passport, NOT a paper document. Once you have received the Visa Grant Notification email, please email Sarah Knight at sa.knight@northeastern.edu to report that your visa has been granted. Print the Visa Grant Notification email for your records and carry it with you when you travel to Australia.

May I work or change programs while in Australia?

All student visa holders are subject to [conditions established by the Australian Government](#).

Under the terms of your visa you are not allowed to work more than 40 hours for every 2 weeks, and we highly discourage any employment. You are not allowed to change education providers while in Australia, as this may be deemed a breach of your visa.

What is [PIC 4020](#)?

A visa applicant is responsible to provide correct information and genuine documents to support a visa application. Incorrect information, whether knowingly or unknowingly supplied, can invoke PIC 4020, which carries a 3-year ban.

Important Reminders

The document has been prepared based on the information and links provided by the [Australian Department of Home Affairs \(DHA\) website](#).

Northeastern University and Swinburne University of Technology have no influence on the outcome of visa applications and no ability to contact the Department of Home Affairs (DHA) to inquire about a visa application or expedite the process for an individual student. In addition, N.U.*in* employees are unable to provide advice to students or families concerning the visa application. They are solely available to advise on the process and logistics.

Students are responsible for completing their visa application correctly and in an effective manner and for obtaining a valid visa prior to the program start date. If they cannot obtain a valid visa in time, then please refer to the N.U.*in* Withdrawal Policy and contact the N.U.*in* office to discuss next steps.