

AGENT CHECKLIST FOR UCSH (OFFSHORE STUDENTS) – SEM 1 2024

Application

- Submit online application
- Passport
- Academic documents (translated to English if required)
- English evidence
- Teacher Education Questionnaire (for education program only, after application received by admissions)

GTE and Financial (If required)

- Online GTE Survey form
- Financial documents

Acceptance

- Signed offer acceptance
- Proof of payment* (note: COE is not issued until money is receipted)

*Pay the acceptance fee through bank transfer to ECA Bank account:

Bank: HSBC Bank Australia Limited, Bondi Junction, NSW 2000

Account Name: Education Centre of Australia Pty Ltd

SWIFT Code: HKBAU2S

BSB: 342 078

Acc No: 050127006

Transaction Reference: "Please use your STUDENT ID (refer to 1st page of offer on top) and DOB as the transaction reference".

Notes:

1. Any agent with a University of Canberra contract should submit their applications via thislink: [Studylink](#)
2. Any agent with an ECA only contract should submit their application via this link: [Salesforce](#)

Important dates:

Offshore:

Commencement Date	05-Feb-24
Application Submission	03-Dec-23
Provisional Offer	06-Dec-23
GTE Survey Form	10-Dec-23
Conditional Offer	15-Dec-23
Acceptance & Payment	High risk 22-Dec-23** Low risk 02-Jan-24***

*Note: Payment received by 02-Feb-2024 (No CoEs issued after 02-Feb-2024)

**Note: High risk countries include – Bangladesh, India, Nepal, Pakistan, Vietnam, Nigeria

***Note: Low risk countries include – Latina American, European, North Asia and Southeast regions

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