



### Section 1: Genuine Student Assessment Forms

Form	Provided	Flag
<p><b>1.1 Assessment of Genuine Intention Form</b></p> <p>The Assessment of Genuine Intention Form must be fully completed. Missing or incorrect information may result in the application being delayed or rejected. The responses must be written by the applicant, not be longer than 150 words for each question and explain with specific examples:</p> <ul style="list-style-type: none"> <li>• how their chosen course aligns with their life and career goals</li> <li>• the economic and career value of the course to their future prospects</li> <li>• their plans for meeting their study and living costs while in Australia</li> <li>• that they have a genuine intention to return home post study, including any personal and economic ties to their home country.</li> </ul> <p>Supporting documents should be submitted with the form as per the guidelines in <b>Section 2: Supporting Documentation Guidelines</b>.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.2 Financial Capacity Declaration Form</b></p> <p>The Financial Capacity Declaration Form must be fully completed to show the applicant's capacity to meet:</p> <ul style="list-style-type: none"> <li>• the Australian Government's financial requirements for a student visa; and</li> <li>• their tuition fees and living expenses for the entire duration of their studies at Curtin University.</li> </ul> <p>Supporting documents should be submitted with the form as per the guidelines in <b>Section 2: Supporting Documentation Guidelines</b>.</p>	<input type="checkbox"/>	<input type="checkbox"/>

### Section 2: Supporting Documentation Guidelines

#### 2.1 Employment Claims

Where employment history is used to explain a gap in study, meet an admission requirement or as evidence of ongoing income, the following must be provided:

Requirement	Provided	Flag
<p><b>An Employment Contract or a letter from the employer</b>, stating:</p> <ul style="list-style-type: none"> <li>• the applicant's position,</li> <li>• details of their income and length of employment, and</li> <li>• employer contact details for reference checks.</li> </ul> <p>The letter should be issued on the company letterhead and include the company's business registration number for verification purposes.</p> <p><b>Please note:</b></p> <p>1. Where the applicant was employed in a business owned by his family or a close relative, they must also provide:</p> <ul style="list-style-type: none"> <li>• Evidence the business is registered e.g., a business registration certificate</li> <li>• Evidence the business is actively trading by providing Income Tax returns for the previous three years.</li> <li>• Itemised bank statements for the business for the previous 12 months.</li> </ul> <p>2. <b>Salary information:</b> Where the applicant has worked with the company for more than 6 months, they should provide:</p> <ul style="list-style-type: none"> <li>• a bank statement covering a minimum of six months, reflecting their salary payments.</li> <li>• three months' salary slips.</li> <li>• a copy of their most recent annual income tax return.</li> </ul> <p>Where applicant has received their salary in cash, the <b>Employment Contract or a letter from the employer</b> must be provided for reference checks.</p>	<input type="checkbox"/>	<input type="checkbox"/>

#### 2.2 Evidence of Financial Capacity

Financial Capacity assessments are aimed at determining that applicants have genuine access enough funds to cover their tuition and living expenses for the duration of their studies in Australia. Financial capacity submissions should be prepared in line with the Dept. of Home Affairs requirements found in the Gather Documents section of the ['Step by Step' guide for Student Visa \(subclass 500\) applicants](#). Use the guidelines below to ensure you provide all required documentation for financial capacity assessments.

**Please note:**

1. A maximum of **3** relatives will be accepted as sponsors for an applicant.
2. Personal loans or funds held in investments e.g., mutual funds or stock holdings are **not** accepted as evidence of financial capacity.
3. Curtin University scholarship amounts should not be factored in to financial requirement calculations.

##### 2.2.1 General Requirements - for all documentation

- All documents must be clearly legible, with numbered pages.
- Certified copies should clearly show the name and contact details of the certifying official.
- Documents must be in English or be accompanied by a certified English translation.

Document Type	Provided	Flag
<p><b>2.2.2 Bank Statements</b></p> <p>Bank statements provided must:</p> <ol style="list-style-type: none"> <li>i. be issued by registered financial institutions;</li> <li>ii. cover a period 6 - 12 months leading up to the date of application.</li> <li>iii. be clearly legible, with numbered pages. Certified copies should clearly show the name and contact details of the certifying official.</li> <li>iv. copy of the business card of the branch manager of the bank issuing the statement should be provided for verification purposes.</li> <li>v. Explanations must be provided for any large transfers or deposits.</li> <li>vi. Where the primary source of income is agricultural income, bank statements should cover a period of at least 18 months before the application date so income over time can be assessed.</li> </ol> <p><b>Where funding for the applicant will be from business income</b>, business account statements must be supported with income tax documents and the most recent Company Audit Report.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Provided	Flag
<p><b>2.2.3 Fixed or Term Deposit Statements</b> A copy of the term deposit certificate including the following details must be submitted:</p> <ul style="list-style-type: none"> <li>The name and address of the bank</li> <li>The name and account number of the depositor</li> <li>The amount and term dates of the deposit</li> <li>The name, title, and phone number of the certifying official.</li> </ul> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>Deposits <b>must</b> mature prior to the applicant's course commencement date.</li> <li>The source of the funds must be explained for deposits less than 6 months old.</li> <li>If the term deposit has been renewed or extended, a copy of the new deposit certificate must be submitted.</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>2.2.4 Education Loans</b></p> <ul style="list-style-type: none"> <li>A copy of a loan approval letter in the name of the applicant or a close relative (the proposed sponsor), from a registered financial institution, a government body, or other acceptable agency. The letter should contain relevant information, such as the value of the loan, bank or loan officer's contact details, loan term and dates.</li> <li>Evidence that the loan has been disbursed to the applicant.</li> </ul> <p><b>Please note:</b> Along with the education loan documents specified above, you must provide proof that the loan taker can afford the loan repayments on top of their regular living expenses. This proof must come in the form of income documents - see <b>Section 2.2.6: Evidence of Annual Income</b> for more information on what is required.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>2.2.5 Funds from the sale of land/property</b> <b>Landownership Registration Certificate</b> including details of the buyer and seller. If the land sale was completed recently (3-6 months), pre and post-sale certificates should be provided, along with an itemised bank account statement showing the deposit of funds following the sale.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>2.2.6 Evidence of Annual Income</b> To show evidence annual income, the following <b>must</b> be provided for each proposed sponsor:</p> <ul style="list-style-type: none"> <li>2-3 years tax or revenue authority issued income tax assessment documents. These documents <b>must</b> include verification information e.g. tax registration numbers, bar codes or QR codes. <ul style="list-style-type: none"> <li><b>Where the proposed sponsor is not living in the same country as the applicant</b>, they must submit official tax documents for the previous 2 years issued by the tax or revenue authority of their country of residence. They must also provide evidence of their residence status in their country of residence e.g. visa or citizenship documents.</li> </ul> </li> <li>Valuation reports of the proposed sponsor's immovable assets certified by a registered professional e.g. a Chartered Accountant or similar. The reports <b>must</b> include verification information e.g. tax registration numbers, bar codes or QR codes</li> <li>Bank statements from the proposed sponsor, for the previous 12 months showing the salary credited from the employer along with the salary slips.</li> </ul> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>The income demonstrated must be the personal income of the applicant's spouse or parent(s) <b>only</b>.</li> <li>In all instances, only verifiable government tax documents e.g., income tax assessments will be accepted as evidence.</li> <li>Proof of relationship between the sponsor and the applicant must be provided as per <b>Section 2.3: Evidence of Relationship</b>.</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>

## 2.3 Evidence of Relationship

Proof of relationship documentation must be provided where applicants are being sponsored or accompanied by a relative:

Relationship Type	Provided	Flag
<p><b>2.3.1 Spouse - Please note:</b> the minimum acceptable duration of marriage is 1 year. Spouse's should also have at least a diploma level of study post high school. Acceptable documents:</p> <ul style="list-style-type: none"> <li>A government issued Marriage Registration Certificate;</li> <li>Family Relationship Certificate or Registers <b>and</b> Passports; or</li> <li>National Identity Cards or Documents</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>2.3.2 Children - Acceptable documents:</b></p> <ul style="list-style-type: none"> <li>Birth certificates with the names of both parents; or</li> <li>Passports with the names of parents</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>2.3.3 Parents - Acceptable documents:</b></p> <ul style="list-style-type: none"> <li>Passports or National Identity Cards or Documents of parents; and Birth certificates with the names of both parents; <b>or</b></li> <li>Family Relationship Certificate or Registers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>2.3.4 Parent in Law - Acceptable documents:</b></p> <ul style="list-style-type: none"> <li>Passports or National Identity Cards or Documents of spouse and parents; and</li> <li>Spouse birth certificate with the names of both parents; or</li> <li>Family Relationship Certificate or Registers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>2.3.5 Grandparents - Acceptable documents:</b></p> <ul style="list-style-type: none"> <li>Passports or National Identity Cards or Documents of spouse and parents; and</li> <li>Spouse birth certificate with the names of both parents; or</li> <li>Family Relationship Certificate or Registers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>