



**SHAFSTON**  
www.shafston.edu

## **Admissions Procedure** (for High School Preparation Program) - *Student facing*

We invite you to begin your enrolment journey with Shafston College by following the steps below:

**Step 1** – Please read *The Department of Education, Skills and Employment – International Students Factsheet* <https://www.dese.gov.au/esos-framework/resources/international-students-factsheet> and our *ELICOS International Student Handbook* <https://shafston.edu/forms-policies-and-procedures/>.

**Step 2** – Apply online now <http://shafstonforschools.edu.au/apply-now/>, or complete and return the *ELICOS Application Form* along with the following documents:

- Copy of student's passport.
- A copy of the Parent's or Guardian's Passport.
- Documented evidence of proficiency in English (if available). Alternatively, please complete our Shafston Juniors online pre-test accessible here: <https://shafstonforschools.edu.au/shafston-juniors-pre-test/>.

### Please note:

Although not mandatory, a copy of your latest school report (translated) from your home country is also recommended to accompany the application.

All documents provided must be in English or be certified translations. If you require assistance with translation, or any aspect of your enrolment at the college, please consider engaging the services of an Education Agent. A list of Education Agents who have active agreements with Shafston College can be accessed here: <http://shafston.edu/agents/>

**Step 3** – You will be contacted to confirm a suitable time for an interview with the ELICOS Academic team. This will be done online if necessary. During this interview, we will get to know you and talk about your future goals and expectations, talk about Shafston College, and complete some simple assessment activities.

**Step 4** – Within one (1) business day of your interview we will provide you with a conditional *Letter of Offer and Acceptance of offer and Written Agreement* outlining course details, entry requirements and conditions, fees, and charges payable upfront and throughout the duration of your enrolment (including tuition and non-tuition fees), special conditions we may need to place on your enrolment and relevant policies, requirements, and expectations.

**Step 5** – If you wish to accept our offer of enrolment you must meet all the conditions and agree to all terms and conditions outlined, you must return the signed *Acceptance of offer and Written Agreement*, and then pay the fees in advance, as per the invoice provided.

**Step 6** – On receipt of the signed *Acceptance of offer and Written Agreement* and payment, the college will issue you with your *Confirmation of Enrolment (CoE)* document(s) and, if required, a relevant *Confirmation of Accommodation and Welfare (CAAW)* letter via PRISMS within one (1) business day.

**Step 7** – You can then apply for your student visa. Please notify the college and provide a copy once this is approved.

**Step 8** – If requesting an Airport Pick Up or Accommodation, flight details are required at least 2 weeks prior to arrival. Please provide Shafston College with your flight departure and arrival details when available.

**Step 9** – Travel to Australia.

**Step 10** – Attend your Orientation and begin your first week at Shafston College.  
A copy of the OSHC Policy is required if not organised by Shafston on orientation day.