

GENUINE STUDENT (GS) STAGE 1 CHECKLIST

Applicants to the University of Newcastle are required by Australian Law to meet the Genuine Student (GS) requirements outlined by the Department of Home Affairs (DHA) in [Ministerial Direction 106](#). Representatives of the University of Newcastle are required to assess and verify applicants' GS status as part of the application process.

Instructions for Representatives

1. Consult with the student, sight, and verify their documents.
2. Complete and sign the GS Stage1 Checklist including the declaration.
3. Lodge an international application using the University of Newcastle's [online application portal](#) and upload a completed and signed copy of the GS Stage 1 Checklist with supporting documentation.

SECTION 1 – AGENT DETAILS

Name of Representative

Agency

Branch

Date Checklist Completed

SECTION 2 – APPLICANT DETAILS

Family Name *(as in passport)*

Given Names *(as in passport)*

Date of Birth *(DD/MM/YYYY)*

Gender

Male ☐ Female ☐ Other ☐

Country of Citizenship

Student ID
(if applicable)

Program Preference

Intake
(e.g. Tri 1 25)

Campus

Newcastle (Callaghan/City) ☐ Sydney ☐ Gosford ☐ Ourimbah ☐

SECTION 3 – GS CHECKLIST

A) APPLICATION

YES NO

Have you explained the academic entry requirements of the applied program/package programs to the applicant?

☐ ☐

Does the applicant meet the English Language Proficiency (ELP) requirements?

☐ ☐

Has the applicant been advised of the study details, including content, duration, tuition fees, campus location, and career opportunities on completion of the program(s)?

☐ ☐

If the applicant is seeking credit/recognition of previous learning (RPL), have the relevant course outlines been provided?

☐ ☐

Are you satisfied that the program the applicant has selected is linked to their previous educational background and/or future career aspirations? Has evidence been sighted to support this?

☐ ☐

Are there any gaps in the applicant's study or employment history? *If yes, provide details with supporting documentation.*

☐ ☐

Has the applicant ever been excluded from another institution? *If yes, provide details with supporting documentation.*

☐ ☐

B) FINANCIAL REQUIREMENTS

YES NO

Have you verified that the applicant is able to meet the full financial requirements of the program/package programs applied, including the associated living and travel expenses as specified by DHA at [cost of living](#).

☐ ☐

Have you explained to the applicant the financial evidence they must be able to demonstrate to secure a student visa to study in Australia?

☐ ☐

Has the applicant been advised about tuition fee payments and the refund policy?

☐ ☐

Have the scholarship terms & conditions been explained to the applicant, if applicable?

☐ ☐

C) RELATIONS

(If yes to any questions below, the applicant will be required to provide evidence documentation and information in full GS assessment.)

YES NO

Is the applicant married or in de-facto relationship?

☐ ☐

Does the applicant have children?

☐ ☐

Does the applicant intend to travel to Australia with their spouse or other family members?

☐ ☐

Does the applicant have any relatives living in Australia?

☐ ☐

D) GENUINE STUDENT REQUIREMENTS

YES NO

Have you explained to the applicant the [Genuine Student requirements](#) as provided by DHA?

☐ ☐

Is the applicant aware that they may be interviewed by Australian immigration authorities to determine their status as a Genuine Student?

☐ ☐

Does the applicant (or accompanying family members) have any visa refusals for Australia or any other country? *If yes, attach all visa decision records.*

☐ ☐

Are you satisfied that the applicant is a Genuine Student and can meet the Genuine Student requirements as provided by DHA?

☐ ☐

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SECTION 4 – ADDITIONAL COMMENTS

SECTION 5 – DECLARATION

Has the applicant completed all relevant parts of the application form and provided genuine personal contact details including phone number, address, email etc.?

YES ☐ NO ☐

Have copies of all original documents been checked and verified as authentic?

YES ☐ NO ☐

As the University of Newcastle's authorised representative, I declare that all information provided is true and accurate and that I have advised the applicant of the key points on this form.

Counsellor Signature:

Date:

Counsellor Name:

Email Address: