



HOW TO CONFIRM YOUR ENROLMENT APPLICATION WITH SERO

STEPS FOR STUDENT CONFIRMATION OF ENROLMENT APPLICATION

STEP 1

ALL INTERNATIONAL STUDENTS NEED TO APPLY TO SERO INSTITUTE USING THE PRESCRIBED ENROLMENT FORM, WHICH NEEDS TO BE SUBMITTED COMPLETE AND SIGNED. STUDENTS SHOULD ATTACH THE FOLLOWING DOCUMENTS:

Statement of Purpose Letter

Certified Copy of passport (or original sighted by SERO Institute)

Copy of any international English test results (e.g. IELTS / TOEFL / PTE); OR

proof that the student has successfully completed an English Language course with an Australian educational institution exiting at an Upper Intermediate level; OR

statement from educational institution or similar evidence that confirms that English was the language of instruction, if at least five years' studies completed in Australia, UK, USA, Canada, New Zealand, South Africa or Republic of Ireland;
OR

confirmation that the student has successfully completed in Australia in the English language either the Senior Secondary Certificate of Education or studies at the Certificate IV or higher level, in the two years before applying to SERO Institute

Year 10 certificate or equivalent (entry to Certificate I- IV); OR

Year 12 certificate or equivalent, or above (entry to all Diploma and Advanced Diploma)



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STEP
2

ALL SUBMITTED APPLICATIONS FROM INTERNATIONAL STUDENTS WILL BE ASSESSED AGAINST THE FOLLOWING CRITERIA

If all the documents have been provided, the student's completed Enrolment Form will be assessed by a SERO Institute staff who will make a judgment about whether:

Based on the Statement of Purpose Letter, the prospective Student meets the GTE requirements

The prospective Student meets the course eligibility requirements, as per the criteria stated above;

The training program is appropriate for the applicant's needs, taking into account their existing skills and competencies.



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STEP 3

SERO INSTITUTE STAFF WILL ISSUE A 'LETTER OF OFFER' TO THE SUCCESSFUL APPLICANTS OR A LETTER TO UNSUCCESSFUL APPLICANT.

The Offer will include the following information:

Detail of the Enrollment

Payment Plan and Payment Details

Orientation details

SERO team and condition of acceptance of offer

Administrative fees

Refund and cancellation policy

Privacy Policy

STEP 4

THE STUDENT MUST ACCEPT THE OFFER BY SIGNING THE 'LETTER OF OFFER' PRIOR TO OR AT THE SAME TIME AS MAKING THE REQUIRED PAYMENT FOR THE COURSE. THE SIGNED LETTER OF OFFER AND PROOF OF PAYMENT, MUST REACH SERO INSTITUTE BEFORE THE RELEVANT DUE DATE.



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STEP 5

SERO INSTITUTE TO ISSUE AN ELECTRONIC CONFIRMATION OF ENROLMENT (COE) THROUGH PRISMS.

After the student has signed the acceptance and paid the necessary fees before or by the due date, SERO Institute will issue an electronic 'Confirmation of Enrolment' (eCOE) through the Provider Registration and International Student Management System (PRISMS).

SERO Institute will send an electronic copy of the eCOE to the student and/or his/her nominated agent and instruct the student/agent to advise SERO Institute once the student visa application has been granted.

[Note: The eCOE is a key document required to lodge a student visa application]



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STEP 6

STUDENT TO USE ECOE TO LODGE STUDENT VISA APPLICATION.

The student and his/her nominated agent can apply for a student visa after obtaining the eCOE.

The student/agent should notify SERO Institute once their student visa has been granted.

The student should make travel arrangements in order to arrive in Australia a few days before the course start date.

If the student wants help with airport reception or homestay accommodation, they should select the relevant service when completing the original 'Enrolment Form'.

Upon sending the Letter of Offer, SERO Institute will provide the relevant application forms. Complete applications are to be returned to SERO Institute at least 3 weeks prior to a student's scheduled arrival.

The student will receive an email confirmation from the service provider regarding payment requirements and confirmation of arrangements, once finalised.