

Student Visa Standard Operating Procedures

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Purpose of this document:

This Standard Operating Procedure (SOP) has been developed to support consistent and efficient processing and decision making in the Student caseload. It identifies the relevant source documents (such as Procedural Instructions) that processing officers may refer to for guidance in policy and procedural matters. This document also includes some policy and procedural guidance not contained in Procedural Instructions and is complemented by Processing Task Cards, as appropriate.

Tips on using the SOP:

You can find the relevant information using the Contents page or using the Ctrl-F key function.

Contents page: The contents page provides easy to use links to all sections of the SOP. Hold down the CTRL key and select the topic heading in the contents page to jump to that section. To return to the top of the document, hold down the CTRL key and hit the HOME key on your keyboard.

APPLICATION ASSESSMENT

Validity assessment:

Refer to ["Assessing Validity & Processing Invalids" task card](#) on SharePoint

Pre-assessment steps

The Quick Reference Guide for Assessing Applications (QRG) lists the logical steps that a VPO should follow in assessing a student visa application. It includes specific guidance that is not contained in PAM3: Sch2 GenGuide G – Student visa, in regard to assessment of GTE, English language proficiency and financial capacity for applications at the various **s. 47E(d)**

The QRG breaks down the steps involved in the process of assessing an application under the logical headings of pre-assessment and assessment.

The pre-assessment steps below are critical in ensuring that all relevant information available to the Department is considered in determining the **s. 47E(d)** of the application and in assessing the application.

Check for correspondence

Check in Trim & Outlook for emails sent to the group mailbox before assessment & consider/action emails if required. Search Outlook using the RID, BCC, TRN and client's passport number.

Go to States Student email box i.e. Adelaide Student Centre Inbox – Ctrl Shift F or use search bar at top of outlook and search Current Mailbox

Verify identity of applicant

Relevant details of the applicant's passport are captured in the application form and automatically recorded in ICSE. This information is sufficient for **s. 47E(d)**

The Documentary Evidence List generated using the Document Checklist Tool (on the Departmental website) requires the applicant to provide a copy of their passport. s. 47E(d)

If a copy of the biodata page of the passport is provided, check Travel/ Evidence screen in ICSE to ensure that the following critical information is correctly recorded;

- Name
- DOB
- Citizenship
- Date of issue
- Date of expiry
- Place of birth
- Any National Identity or Citizenship number

Any information incorrectly recorded should be corrected.

Where biometric information for the client is available, verification of identity will include ensuring that any inconsistencies found in biometric data checks have been resolved noting that at this early stage of processing biometrics may not yet have been completed and it may be necessary to confirm this prior to visa grant

Conduct system checks

s. 47E(d)

Check if the client has any Client of Interest (COI) notes s. 47E(d) If there is an s. 47E(d)

s. 47E(d)

Check for multiple client records using CSP

Search for applicant(s) in CSP by name and DOB

Check for multiple client records.

Complete client merge if multiple records exist (refer to My Learning - Comparing Client Records and Requesting Merges in the Client Search Portal)

Refer to Status & Alerts section under the Client Summary tab & check for any information of concern (previous refusal/s, COI notes, and compliance jobs).

Assess evidence of enrolment

Offshore applicants

Offshore applicants must include with their application:

- a Confirmation of Enrolment (CoE) for each intended course of study; (it's acceptable if the applicant provides a CoE number and it can be verified in PRISMS) or
- a letter of support from DFAT or the Department of Defence; or
- an Acceptance Advice of Secondary Exchange Students (AASES) form.

Check relevant mail boxes and documents uploaded, for CoEs that may have been submitted but not listed in the application. These CoEs would not have transferred to ICSE and must be updated in the Request/Additional Information screen.

Where an applicant makes any reference to further study in Australia as part of their GTE statement, **s. 47E(d)** we would encourage the delegate to enquire further by checking PRISMS.

If updating the Request/Additional Information screen with additional CoEs, the following actions are required:

- Check the Service Description in ICSE.
- If the education sector recorded in ICSE based on the previous CoE(s) does not correspond to the education sector to which the updated CoE relates, you will need to amend the education sector. Follow the instructions under "[Changing the Service Description in ICSE](#)" under 'Work Arounds';
- Go to Interfaces and rerun the **s. 47E(d)** and Evidence level check.

Onshore applicants

Onshore applicants must include with their application:

- a Confirmation of Enrolment (CoE); or
- a Letter of support from DFAT or the Department of Defence; or
- an Acceptance Advice of Secondary Exchange Students (AASES) form; or
- a Letter of offer (see below); or
- a Letter for postgraduate thesis marking

Where an application covers a package of courses, the evidence at the time of lodgement may include a combination of letters of offer and CoEs. Letters of offer must be replaced by CoEs prior to decision.

Check CoEs in the Request/Additional Information tab. Compare CoE information in ICSE against the information in PRISMS for the applicant. CoEs shown in PRISMS that have not transferred to ICSE must be updated in the Request/Additional Information screen.

If updating the Request/Additional Information screen with additional CoEs, the following actions are required:

- Check the Service Description in ICSE.
- If the education sector recorded in ICSE based on the previous CoE(s) does not correspond to the education sector to which the updated CoE relates, you will need to amend the education sector. Follow the instructions under "[Changing the Service Description in ICSE](#)" under 'Work Arounds';
- Go to Interfaces and rerun the **s. 47E(d)** and Evidence level check.

Where the application includes an evidence type other than a CoE, the 'Enrolment Evidence Detail' event is generated and displayed in the event window. The event qualifier will identify the type of evidence that was provided (DFAT Letter of Support, Defence Letter of Support, AASES Form, Letter of Offer). ICSE uses information in this event to calculate the proposed visa expiry date.

If the qualifier is Letter of Offer, the Enrolment Evidence Detail event must be 'undone' when a CoE is provided. Undo the event and record the note "CoE and Letter of Offer provided for same

course". If the Enrolment Evidence Detail event is not 'undone' the system will continue to use the rules and dates related to the Letter of Offer instead of the CoE.

Assess s. 47E(d) matches

Note

- s. 47E(d) if left unactioned does not prevent autogrant.
- s. 47E(d) occurs for all applications that include a dependant applicant, s. 47E(d) all subsequent entrant applications and applications that trigger the s. 47E(d)
- An overview of how to assess and s. 47E(d) on SharePoint.

All Applicants

Consider the information provided by s. 47E(d) and determine the appropriate course of action based on the information before you.

The s. 47E(d) can be accessed for further information on a s. 47E(d) (see below). If the s. 47E(d) is not clear regarding the action required, you should speak to your team leader. Team Leaders/Managers can email the s. 47E(d) mailbox to obtain further information.

s. 47E(d)

Onshore applications by holders/ previous holders of student visas

Onshore applicants may have s. 47E(d) recommending you to scrutinise aspects of the application, this may involve requesting further information or verifying the information provided.

A broad GTE assessment must be undertaken for all onshore applications by holders/previous holders of student visas, given that s. 47E(d) does not include immigration and study history of applicants. Please see the section covering GTE.

Applications with Entity Matches

Follow the instructions in the 'Actioning Entity Matches – Guide for Student VPO (Onshore Student Visa Network)' task card on the 'Documents' page of SharePoint.

s. 47E(d)

Record assessment notes for s. 47E(d) 'in effect'

For any entity or s. 47E(d) 'in effect' that does not require any further action, select "Actioned" from the drop down option. For further information about actioning s. 47E(d) refer to the 'Assessing and s. 47E(d) Task Card.

Once you have actioned s. 47E(d), add a comment/note of the actions you have performed.

Select s. 47E(d)

s. 47E(d) Screen click the Display Additional Info button

- select Information Type at the bottom of the screen
- select Note
- select Add Info
- Action if/when appropriate

If there are several entity and/or s. 47E(d) not requiring further action, record a single note (see below) in the first profile ID only (i.e. the profile ID at the bottom of the list). This means that you do not need to record multiple notes against each s. 47E(d).

If there is an entity match or s. 47E(d) with a treatment that requires action, you should address the treatment and record your assessment in a note against the first profile ID. The note should include the profile ID number and detail your considerations and/or action in relation to the s. 47E(d).

Once the note is recorded, click save to return to s. 47E(d) List screen and update your assessment.

Where the matter is not finalised leave the status as 'Unactioned' and record your considerations, assessment and/or action in a note against the first profile ID. The next decision maker can assess s. 47E(d) based on the information available and finalise it by selecting 'Actioned'.

Suggested Notes for s. 47E(d)

Suggested single note for a s. 47E(d) where no further action is required

I have considered the information contained in the s. 47E(d) and local integrity tools. No further action is required.

You also have the option to provide more specific comments to further explain your assessment.

Offshore - No further action required on the s. 47E(d)

I have considered the information contained in the s. 47E(d) and local integrity tools. No further action is required and a decision can be made based on information available.

Onshore - No further action required on the s. 47E(d)

s. 47E(d) was assessed in the applicant's previous Student application. Previous Student application granted. There is no information provided with the current application that is of concern, applicant has positive immigration history, onshore compliance and has demonstrated study progression. No further action required.

If a Stream 2 Referral is required in relation to s. 47E(d)

I have considered and taken into account all relevant information provided by the applicant in consultation with all relevant integrity information and tools. Based on these considerations, I have referred relevant documents for verification and/ or I have requested a GTE interview to assist in the assessment of the bona fides of this applicant.

If you are requesting additional information in relation to s. 47E(d)

I have considered and taken into account all relevant information provided by the applicant in consultation with all relevant integrity information and tools. Based on these considerations, I have requested additional information (via ECS, email, phone) to assist in the assessment of the bona fides of this applicant. Please see case notes for additional information.

Note: s. 47E(d) are actioned, notes will disappear from main screen of the s. 47E(d) s. 47E(d) they are visible if you click on s. 47E(d) > Select Additional Information box > Display Additional Info > Select field under s. 47E(d) information > Open Info.

Add an additional note against the first profile ID if a s. 47E(d) appears after the initial assessment.

Important - Actioning the s. 47E(d)

You must not change the s. 47E(d) Actioned in the s. 47E(d) screen until you are ready for a decision to be made by the system.

Action 'Follow-up Outstanding' events

s. 47E(d)

Refer to the [Student Follow Up List](#) on SharePoint.

You are only required to resolve the specific issue that triggered the Follow-up event in ICSE.

To action a Follow Up event, click Undo Event & use qualifier "Has Been Followed Up". You must record specific notes to explain how the issue has been resolved.

You must not action all follow ups until you are ready for a decision to be made. If you have actioned all follow up events and then identify that a requirement is still outstanding, you should add a 'Manual Follow-up Required' event with a 'Verify Bona Fides' qualifier in the permission request. This will prevent delayed auto grant. This event will need to be reversed when the application is ready to be finalised.

Important: Welfare related follow up events will be actioned in ICSE for the assessment of Schedule 1, Validity requirements only. Further assessment of welfare is required; refer to the Welfare Follow Ups tab on the 'Student Follow up Event List' on SharePoint.

Assessment against schedule 2 criteria

Follow the steps under the 'Assessment' section in the [Quick Reference Guide](#) (QRG)

Finalisation of application

Withdrawal

Withdrawal of applications is governed by s49 of the Migration Act.

See 'Withdrawal of applications' in PAM3: GenGuideA - All visas - Visa application procedures for related policy guidelines.

Where an application is withdrawn after a PIC 4020 natural justice letter was sent to the client, a Fraud Data management Permission Request must be created and a S. 47E(d) must be created. Please see the section S. 47E(d)

For instructions for recording fraud in ICSE, please refer to the "PIC 4020 Training and Resources Page" located [here](#).

Grant

The QRG provides a summary of factors that need to be considered in regard to visa end date, certain visa conditions and circumstances where the visa is granted with a PIC 4020 waiver or despite suspected fraud.

Refusal

Where a visa application is refused under PIC 4020, the following records must be created;

S. 47E(d)

Where there is suspicion of fraud but the application is refused on other grounds, the following records must be created;

S. 47E(d)

For instructions for recording fraud in ICSE, please refer to the "PIC 4020 Training and Resources Page" located [here](#).

OPERATIONAL PROCESSES

S. 47E(d)

s. 47E(d)

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s. 47E(d)

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s. 47E(d)

Treatment of English language courses in the VET sector

English language tuition can be undertaken in the VET sector, Non-Award sector or the ELICOS sector. Our system currently identifies those VET or non-award course which are registered as ELICOS. Officers must consider these courses ELICOS courses for the purpose of the English language requirement assessment, regardless of how the sector appears to be recorded in the PRISMS record.

If the course is standalone, the sector will be displayed on the front page of the permission request. To check the course sector for packages, officers can open the CoE through 'additional info' and look at the 'PRISMS course sector'. If the 'PRISMS course sector' says ELICOS, treat it as an ELICOS course even though the 'course level' or 'course name' might indicate: non-award, foundation, certificate III and so on. If the PRISMS course sector does not say ELICOS, the course is not considered to be in that sector.

Exclusion Periods (PIC 4013, 4014, 4020)

Refer: PAM3: Act - Visa cancellation - Exclusion periods

Refer the above PAM for guidance in assessing whether a visa should be granted despite the client being subject to an exclusion period.

If proposing to grant the visa application: prepare a waiver submission (as per the template provided on Documents page in SharePoint for either PIC 4013/4014 or PIC 4020) for your EL1 outlining why the applicant is subject to an exclusion period, and why the grant of the visa may be justified. Provide the draft to your Team Leader for review. Team Leaders may advise experienced VPOs to email waiver submissions directly to the EL1 for consideration.

Please refer to template on SharePoint to be completed

If proposing to refuse the visa application: a submission to the EL1 is not required to refuse an application where a client is subject to an exclusion period. You must email your EL1 the following information to consider:

- applicant's full name, DOB and Client ID;
- advise that the client is subject to an exclusion period and that you are not seeking a waiver of the exclusion period; and
- a brief summary of the circumstances of the exclusion period (example; The applicant was granted an offshore TU-57X student visa on X, which expired on X. The applicant voluntarily approached the X Office regarding their visa status on X and was granted a Bridging Visa E (BVE). They departed Australia on X on a Bridging Visa E (BVE). Their current student visa application was lodged offshore on X. The applicant's exclusion period commences X and is due to expire X.').
- you must have a response from your EL1 before you proceed to decide the visa application, ensure all emails are noted in ICSE and saved in TRIM. Whilst the application is pending a response from the EL1 you should move the application to your complex case folder in WMAN.

Please refer to template on SharePoint to be completed

Case referral Management (CRM)

The 'Case Referral Management' page on Departmental Intranet (<https://bordnet.immi.local/border-ops/processing/case-referral-management#otp-heading2>) lists resources available to visa processing officers.

GenGuideA – Global working – output 1.1 Case referral management; provides policy guidance on case referral management.

The Referrals contact List identifies the post responsible for referral, by country and lists the email address for referrals for each post.

Reference material listed in the Departmental Intranet page includes a set of [CRM Helpcards](#) that provide step by step guidance on completing various CRM related activities.

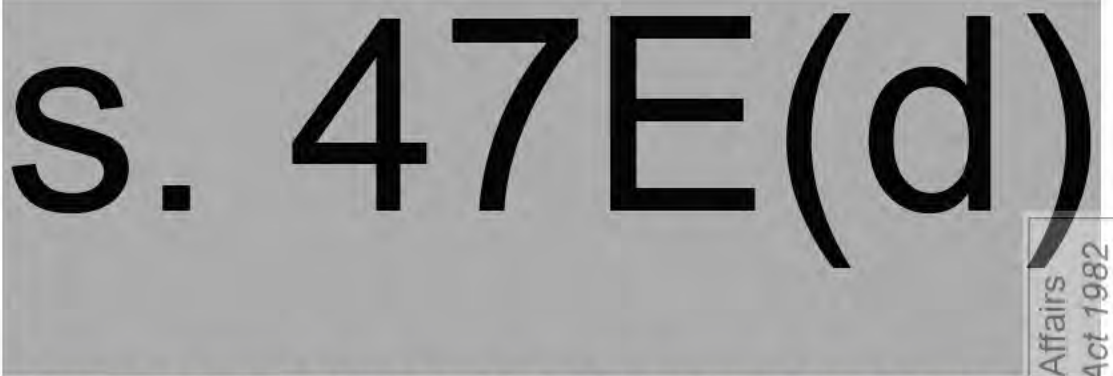
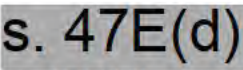
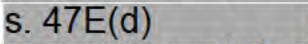
The [Referral Generator Tool](#) on the documents page in SharePoint (under Student Tools) may be used to create Stream 2 referral for GTE interviews.

Stream 2 Referral Tips

General tips:

- Please discuss concerns with team leader/manager prior to referral.
- You must provide context with your concerns so the overseas Post officer can understand the case without having to research applicants' full immigration history.
- Please specify relevant documents/records relevant to your concerns
- Please ensure you have examined information held by the department about applicants' employment and study history in applicant's previous applications, so you can establish the reasons for the referral.
- Ensure that delegate initiates a separate referral for each type of document for e.g. education, employment, identity etc. (We have seen the post coming back asking for separate referrals in some cases where the delegate has referred a mix of documents in the one referral).

Specific tips:

- 
- If third party information has been provided which is relevant to your decision, you must provide Natural Justice to the applicant prior to making a decision on the application.
- If a Stream 2 referral has been closed as 'Not Verified' you should refer to the notes in the Stream 2 Referral and action accordingly (e.g. you may need to provide the offshore post with further information to enable the check to be completed).
- 
 The Manager will make a note in ICSE confirming the approval (this may be based on a submission you make).

Stream 2 referral outcomes – Escalation process

If proposing to grant despite a serious concern or non-genuine referral outcome, the VPO should email their team leader the background/circumstances of the application, including the positives and negatives and the reason/s why they are proposing to grant. The VPO should advise the team leader what level of rigour the applicant is being assessed against on the applicable rigour matrix.

s. 47E(d)

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s. 47E(d)

Suggested text for narratives:

The Instructions for s. 47E(d)

s. 47E(d)

The text from the appropriate sample below may be copied/pasted into the 'Narrative' text box and the information highlighted in yellow completed as appropriate.

Refusals under Fraud PIC 4020 – Dependant

s. 47E(d)

Processing Centre/Post current date: Applicant applied for CLASS TU Subclass on date of application. CID: client id number. Fraudulent/bogus/false financial/employment/education/etc. documents identified and confirmed by post/online verification system on date of check. PIC4020 Natural Justice (NJ) afforded to Dependant applicant on date NJ sent refer to TRIM CLDXXXXXX - PIC 4020 NJ reference. Dependant applicant's response to PIC 4020 NJ refer to TRIM CLDXXXXXX. Dependant applicant does not meet PIC 4020 refer to TRIM CLDXXXXXX - Decision letter and Decision record and visa application refused on date of decision. No compelling or compassionate circumstance therefore no waiver exercised. Dependant applicant is now subject to a 3 year exclusion period that may preclude them from being granted another visa for the period date of decision to 3 years from date of decision.

Refusals under Fraud PIC 4020 – Dependant under 18

s. 47E(d)

***Processing Centre/Post current date: Applicant applied for CLASS TU Subclass on date of application. CID: client id number. Fraudulent/bogus/false financial/employment/education/etc. documents identified and confirmed by post/online verification system on date of check. PIC4020 Natural Justice (NJ) afforded to applicant's parent on date NJ sent refer to TRIM CLDXXXXXX - PIC 4020 NJ reference. Response to PIC 4020 NJ refer to TRIM CLDXXXXXX. Dependant applicant does not meet PIC 4020 refer to TRIM CLDXXXXXX - Decision letter and Decision record and visa application refused on date of decision. No compelling or compassionate circumstance therefore no waiver exercised. ***

NOTE: s. 47E(d) will still require an exclusion period fields to be entered in s. 47E(d) (separate to the narrative) please enter a 3 year period from date of refusal (even though a minor applicant is not subject to an exclusion period). The exclusion period will be assessed if the applicant reappplies for another visa.

When a primary application has been withdrawn after Natural Justice afforded

For suspected fraudulent information but application withdrawn once Natural Justice offered, s. 47E(d)
s. 47E(d)

Processing Centre/Post current date: Applicant applied for CLASS TU Subclass on date of application. CID: client id number. Applicant suspected of providing fraudulent, false information visa application however, application withdrawn upon completion of internal DIBP integrity checks and investigation or once Natural Justice provided to applicant. Future applications by this applicant should be closely scrutinized

When a Dependant application has been withdrawn after Natural Justice afforded

For suspected fraudulent information but application withdrawn once Natural Justice offered, s. 47E(d)
s. 47E(u)

Processing Centre/Post current date: Applicant (Dependant Applicant) applied for CLASS TU Subclass on date of application. CID: client id number. Applicant suspected of providing fraudulent, false information visa application however, application withdrawn upon completion of internal DIBP integrity checks and investigation or once Natural Justice provided to applicant. Future applications by this applicant should be closely scrutinized

Upon completion of creating a s. 47E(d) for PIC4020 you will be required to create a s. 47E(d)
s. 47E(d)

Fraud Data Management

For instructions for recording fraud in ICSE, please refer to the "PIC 4020 Training and Resources Page" located [here](#).

Visa processing officers are required to create s. 47E(d) in all the following circumstances;

- A visa is granted with a PIC 4020 waiver or despite suspected fraud
- A visa application is withdrawn after natural justice under PIC 4020 has been afforded to the client
- A visa application is refused under PIC 4020.

s. 47E(d)

Offshore Biometrics

Refer: PAM3: Act - Identity, biometrics and immigration status - Biometrics for offshore visa processing [On Departmental Intranet search for 'biometric for offshore processing']

Also refer: ADF2013/2076 – Training material for posts

The above file contains a range of resource material including the following operational documents:

ADD2014/418744: 3.3 Decision Making Match Assess Decide – SOP
 ADD2016/1260223: 3.3.3 Biometric Information in CSP

ADD2014/1016115: 4.5 Processing biometrics using ICSE – SOP

About Biometrics

Biometrics is a requirement for offshore applicants if their country of residence (recorded in Client > Additional Information) participates in the Biometrics programme. They will be identified by a s. 47E(d) and an auto generated request letter will be sent to request Biometrics from the applicant(s).

A current list of Biometric collection countries is available on Departmental Intranet at:

<https://bordnet.immi.local/border-ops/identity-biometrics/biometrics-collection-for-visa-applicants>

ADMINISTRATIVE PROCESSES

Paper Applications

See 'Commencing a Manual Student Visa application' task card on the SOP & Task Cards page in SharePoint.

Correspondence – Mail & Email

To ensure consistent information is provided to clients, standard email templates have been developed for VPOs to use. Refer to 'Standard Email Templates' on the Documents page in SharePoint.

Mail Delivery Failures

See: PAM3: Act - Code of procedure - Notification requirements > Post-notification problems

If an email notification is returned undelivered, officers must follow the guidelines detailed in the above policy guidelines.

Managing documents

Please see below for required action in a number of common scenarios:

1. The student posts, emails or couriers documents to a post or processing centre (either in response to a request for further information or as part of their application). These documents must be accepted if received. If the application is being processed at the post where the documents are received, a note must be made in ICSE, the officer must consider the document and, where the document is a hard copy, the officer can file the originals in a box file. We encourage posts to scan paper documents and then add all documents (emailed or scanned) to the client's TRIM file. Onshore officers must scan documents provided in hard copy and save in TRIM.

- a. If the application is being processed at another location, the document must be scanned and attached to the applicant's TRIM file (which can be found in the permission request screen in ICSE). The original can be filed in a box file. The office which has received the document should alert the office processing the application by email, that the document has been received and make a file note in ICSE. If the processing office has concerns and needs to see the original, they will need to make a request.
2. The student attempts to lodge documentation at post/processing centre. In the first instance they should be asked to attach the documentation through ImmiAccount. They should be advised that submitting at the office instead may cause delays. If they insist, the documentation must be accepted and date stamped and referred to the relevant area processing the case. If documentation is accepted, it must be scanned by the processing area and placed on the BCC file relating to the application in TRIM and an appropriate note made in the permission request. The documentation may be placed in a box file.
3. The student attaches documents in ImmiAccount but also sends visa email/post/courier. Student areas should ensure that auto replies reinforce that submitting requested documents from ImmiAccount is the preferred method and that it is not necessary to also email/post/courier documents. If an email is sent, it must be filed in the client's TRIM file. If documents are sent by post or courier, they must be filed in a box file/client's TRIM file if possible. If the documents have been attached in ImmiAccount, there is no need for an officer to scan hard copy documents, but a note must still be made and they must still be filed in accordance with our record keeping practices.
4. Applicant tries to lodge documents with a Service Delivery Partner (SDP). Unless the SDP has been involved with application, they must not accept the documents. If the SDP has lodged the application using their ImmiAccount (regardless of whether they are an authorised contact/agent), the SDP will have to upload the documents to ImmiAccount. The SDP should not refer any paper documents to the Department.
5. A paper or emailed application form is sent to the wrong location. Lodgement outside of ImmiAccount can only happen with specific authorisation. If the student does not follow the instructions which accompanied the form, the application is not valid (see IMMI16/017). As the authorisation of lodgement outside of ImmiAccount is made by a PMO, officers receiving invalid applications should be able to easily identify the responsible office/PMO. The office receiving the form should advise the post authorising lodgement outside of ImmiAccount. The authorising office will be responsible for invalidating the application and advising the applicant (as these clients would generally be sensitive and/or high profile).
6. A paper or emailed form which has not been authorised is not a valid application. The receiving post should invalidate and advise the applicant. Where a money order or cheque covering visa application charges is submitted with the application, this should be receipted in line with relevant guidelines and the client should be advised of the process for applying for repayment.
7. The student has attached more than 60 documents to their application. In these cases the system will not allow the student to attach more documents and, if the application has been submitted, the student cannot delete uploaded files. In these cases, documentation should be accepted by email.

If post notices any agents/authorised contacts are lodging documentation incorrectly often, they can be contacted and advised that this is not the preferred way to submit documents and it is likely to cause delays for their cases. For assistance, contact the [s.22\(1\)\(a\)\(ii\)@border.gov.au](mailto:s.22(1)(a)(ii)@border.gov.au).

Actioning Forms 956/956A

REFERENCE:

Procedural Instruction: Working with the Migration Advice Industry
PAM3: Act - Code of procedure - Notification requirements

Regulation 7G of the Migration Agents Regulations 1998, specifies the methods by which a registered migration agent may provide notification to the Department that they are providing migration advice to a visa applicant. A completed form 956 and completing the 'Migration Agent's Details' section in a visa application form are the usual ways in which this notification is provided.

s494D of the Migration Act provides for the appointment of an authorised recipient. The person appointing the authorised recipient is required to provide written notice of the name and address of the authorised recipient. Form 956A is generally used for this purpose.

Where a migration agent or authorised recipient has been appointed, all notifications must be sent to that person.

When actioning forms 956 and 956A, record relevant information in the ICSE permission request to which the appointment relates. Where the form was received via email, it must be placed in the TRIM record relating to that permission request. If the form was received by mail, the form may be placed in a box file with the corresponding ABD recorded in an appropriate note.

Bridging visa applications

Bridging Visa A – circumstances where eligible client departs Australia before BVA grant

Occasionally at time of visa lodgement (during Schedule 1 processing) you may come across an applicant (primary and/or secondary) who has departed Australia following the lodgement of their visa application but before grant of the BVA due to some validity check issue preventing automatic BVA grant.

These cases may be identified as BVA eligible where lodgement date of the application in immiAccount predates the date the applicant departed, and where the applicant would have met all other requirements for grant of BVA at that time.

In these cases please undertake the usual schedule 1 "check validity" processes (refer to Assessing Validity & Processing Invalids Task Card) but add a note case in ICSE including the following:

- Applicant departed Australia prior to grant of BVA.
- Based on time of application client is BVA eligible.
- BVA to be assessed, provided applicant applies using form 1005 on return to Australia.
- Expected return date (if known)

When sending acknowledgement, insert blurb advising that applicant will need to contact the department upon their return to Australia to enable their BVA to be granted.

In these circumstances, the applicant will be eligible to be granted a bridging visa A on their return to Australia, if a decision on the substantive visa application is still to be made. If the substantive visa they held at the time of application expired while they were offshore, they would need to apply for an alternative visa to travel to Australia.

They will need to make an application on form 1005 to be granted a bridging visa A.

BVB applications – method of lodgement

Any BVB applications lodged via ImmiAccount where the client has an on hand student visa application, will appear in the WMAN system. Please refer to **BVBs Task Card** for instructions on how to locate and manage this caseload.

An officer should be allocated to check this caseload each day, action any BV applications that have come in, and then once finalised, remove the label.

Adelaide should also check this label against the Onshore Students allocation point for any BV applications lodged for clients whose application has not been allocated to a state for processing.

BVB applications may also be received via mail or courier.

Applications received via fax or via email whether in a group mailbox or individual mail box will not be considered valid as such applications will not satisfy the schedule 1 requirement regarding the manner of lodgement. Please see related legal opinion at ADD2015/768100

Deciding whether BVB application is 'necessary'

Where a paper-based application for a BVB is received, it must be receipted.

An application (whether paper-based or electronic) may be considered to be unnecessary if the applicant holds a valid substantive visa permitting multiple travel and the proposed travel period is within the validity of that substantive visa.

In these circumstances, the applicant may be advised to withdraw the BVB application and make an application for refund of the BVB application charge. An appropriate case note must be made in ICSE.

Where a BVB is to be granted for a period longer than 4 weeks, this must be discussed with a team leader/manager.

If the student visa application appears ready for a decision, alert the relevant team leader/manager.

Recording case notes

The Case Status Note event must be created for each application unless notes are not required because S. 47E(d) [redacted] Notes relating to all interactions (including those after the application is finalised) must be recorded under the Case Status Note (where created) to ensure that all relevant information is easily accessible.

Maintaining COI notes

A Client of Interest note provides ICSE users with important information about an applicant that needs to be considered when performing any future processing.

When entering Client of Interest notes you must be aware of the Code of Conduct, especially with regard to Freedom of Information and Privacy considerations. You do not require supervisor approval to update COI notes.

Officers should consider all COI notes in their assessment & determine if any follow up action is required.

If COI information may be relevant to future processing, however all requirements are met for grant of Student visa, decision makers should update COI with:

'The above COI information has been considered, (Insert any action taken, state if not relevant to assessment of Student visa) - all requirements met for grant of Student Visa'

If it is unclear whether the COI note is relevant to future processing, decision makers should email the section responsible for the COI information & request further advice, the area responsible for the COI note should update and/or cease the COI note prior to making a decision.

Changing the status of a COI note:

- Highlight the COI note
- Select – Change Indicator
- Select – No
- Enter Reason e.g. Applicant granted Subclass ## - COI resolved.

If you are not changing the status of the COI note you must record in your assessment that you have considered the COI information and any action taken. Refer to your team leader if you are unsure whether to update a COI note.

Children born in Australia

Refer to Task Card – [Children Born in Australia](#) in Sharepoint.

Visa Cancellations

See 'Visa Cancellation Referrals' on Departmental Intranet

<https://bordnet.immi.local/border-ops/processing/visa/visa-cancellation/visa-cancellation-referrals> for information on

- referring a client for visa cancellation; or
- referring requests for voluntary cancellation.

Reporting child protection incidents

The Department expects all employees and contracted service providers to report all child-related involving children in immigration detention or programme to the relevant authorities.

Detailed information is in the Reporting Child-related Incidents – Policy Statement on Departmental Intranet at

<https://bordnet.immi.local/BorderPolicyandGuidelines/Documents/reporting-child-related-incidents-policy.pdf#search=reporting%20child%20protection%20incidents>

WORK AROUNDS

s. 47E(d)

From 1 July, s. 47E(d)

and flow into the appropriate WMAN folder for allocation to a case officer.

The s. 47E(d) during application assessment.

The s. 47E(d) should automatically occur at the time of lodgement of the application and show in the top right hand side of the ICSE permission request screen. If the s. 47E(d) fails at the time of lodgement it will show as either s. 47E(d)

If the s. 47E(d) fails at the time of lodgement, the visa application will flow into the WMAN s. 47E(d) and an officer will be required to manually activate this check.

s. 47E(d)

The s. 47E(d) for subsequent entrant applications will always show as 'undetermined'. These applications should be treated at the same s. 47E(d) as that assigned to the corresponding associated primary application.

If the s. 47E(d) a primary application has failed due to system error, the Application s. 47E(d) will show as "incomplete" or "undetermined" and needs to be manually rerun.

Within the applicant's Student permission request, go to Interfaces and select s. 47E(d)

- The ICSE permission request screen should now be updated with the appropriate s. 47E(d) for the application. Once this has occurred, the application should be transferred to the appropriate WMAN folder.

If this does not return a s. 47E(d) follow procedures below:

s. 47E(d)

Evidence Level – Blank

While the s. 47E(d) questions are compulsory in the ImmiAccount application form, at times relevant client information may not reach ICSE and prevent the s. 47E(d)

Note – Subsequent Entrant applications do not receive an Evidence level. VPOs should apply the same evidence level as the Associated Visa Student.

Go to Interfaces & Select Evidence Level

Click on & off the **Display/System/Reversed** button:

BMI	Client Name (DOB, Sex)	Client ID	Client Role/Assoc to Main Appl.	Milestones	Event Date	Date Requested	Applicant Risk
				Australian Values Statement	01/07/2016	01/07/2016	Streamlined

[Bidding Visa Decision Required Request is in a Batch](#)
[DSP View](#)
[HAP](#)
 Add Multiple... Add Client... Open Client... Change Role...

Sort Events By: ☒ Record Date (2) ☐ Effect Date (3) ☐ Display System/Reversed

Event	Qualifier	Effect Date	Record Date	Client Name	Information

Student Visa Conditions 8503 and 8534

S. 47E(d)

Changing the Service Description in ICSE

The permission request service description should show the sector for the highest level of study the applicant is enrolled to study (check PRISMS/enrolment evidence provided by the applicant). Refer to the table below to determine the correct sector.

Please note that for COEs issued prior to 1/07/16 or cases where the client has provided a letter of offer our system is unable to correctly identify the education sector. This will result in the follow up ' PRISMS sector not provided' and you will need to check if the sector has been entered correctly by the client. You will need to ensure that the COE course and the Service Descriptor match/are correct. If they do not match, please follow the instructions for changing the permission request Service Descriptor below.

If the sector is incorrect VPOs can change the permission request service description, following the steps below:

- Open the payment event in the permission request event list & click Undo.
- Go to the drop down box for "Reason for Undo/Unlink" & select "Application details incorrect" and select OK.
- You will be given a new Document No. Copy this number (select the number & press CTRL + C) & close this screen.
- In the ICSE Permission request: Go to the Display System/Reversed box & select/unselect it (this will refresh the ICSE data).
- Open the Select Category box (top right of the permission request screen)
- Enter the Form No or Service: 157A & click Search
- Select the correct sector from the list of options & click Select

- You should now see the correct sector in the Service Description field.
- To relink the payment: Go to the Payment menu in the permission request screen.
- Select Link > Initial Payment
- Ensure the VAC amount is the same amount that the client had previously paid. In some situations, the client may be required to pay a STAC or other additional applicant charge. If the VAC is not the same as the client paid at lodgement, the application is invalid. If this is detected sometime after lodgement and making the application invalid will result in the client becoming unlawful, please escalate the case to your manager.
- Go to the Open Items/Document Number box & enter (paste – CTRL + V) the Document No.
- Click Search Open Items & click Link Receipt
- You do not need to print the new receipt.
- s. 47E(d)

Education Sector	Courses/qualifications
Schools	• Primary school • Secondary school including junior and senior secondary • Approved secondary exchange programs
Vocational education and training (VET)	• Certificate I • Certificate II • Certificate III • Certificate IV • Diploma, Advanced Diploma • Vocational Graduate Certificate • Vocational Graduate Diploma <i>Former RATE system qualifications: Certificate, Advanced certificate and Associate Diploma</i>
Higher education	• Higher Education Diploma • Higher Education Advanced Diploma • Bachelor degree • Graduate certificate • Graduate diploma • Master degree by coursework

ICSE PROCESSING STEPS

Recording welfare arrangements (other than secondary exchange and DFAT/Defence)

Assessing and recording welfare arrangements – time of visa assessment

Details of welfare arrangements including supporting documentation received should be recorded as part of assessment notes in the Case Status Note in the student visa permission request. In addition, the information in the 'Welfare Arrangements' tab should be completed.

The 'Welfare Arrangements' tab facilitates recording details of welfare arrangements across the period these need to be in place for the applicant.

In the permission request screen, go to 'Request' > 'Welfare Arrangements'

- Click 'Add'
- Select relevant COE from the dropdown
- Select appropriate welfare type from drop down
- Record start and end dates for the arrangement under that CoE
- Under 'welfare comments' provide relevant information based on the welfare type
- Press save
- Complete above steps for all relevant CoEs

Examples Welfare Comments - Multiple CAAW

Example 1 - Multiple CAAW

Application lodged on 1/1/17 – grant date 5/2/17

Applicant turns 18 on 30/06/18

CoE from education provider A for year 9 with CAAW from 1/2/17 to 15/12/17

CoE from education provider B for year 10 with CAAW from 16/12/17 to 30/06/18

In this scenario, welfare arrangements must be listed separately for each CoE. The 'welfare comments' would identify that a CAAW was provided by the (named) education provider.

Example 2 - Relative in Australia (Guardian holding Australian citizenship)

'Welfare comments should include:

- Name of guardian
- Client ID (where applicable)
- Relationship to student

Example 3 – S/c 590 holder

Welfare comments should include

- Name of guardian
- Client ID
- Relationship to student.

the Case Status Note in the permission request for the student visa. These details should include additional documentation obtained.

Once the new arrangements have been approved, the details of the revised arrangements must be updated in the 'Welfare Arrangements' tab.

Recording welfare arrangement – Secondary exchange and DFAT/ Defence

ICSE updates in BRNOV17 included the 'Welfare – No CoE' event which is used to record welfare information relating to secondary exchange students and students sponsored by DFAT/Defence.

Detailed welfare information for secondary exchange students and DFAT/Defence students under 18, would be contained in the corresponding AASES form and the letter from DFAT/Defence respectively. Given that this document would be accessible in the BCC relating to the application in TRIM, only minimal details as below need to be recorded in the ICSE event.

To record welfare arrangement in the relevant ICSE permission request:

- use 'add event' (or ctrl A) to add the 'Welfare no CoE' event;
- select the appropriate qualifier AASES or DFAT/ Defence
- in 'information type' select 'note'

Complete the note as follows:

Secondary exchange students

Information: AASES form provided

Notes: TRIM ref: CLD.....

DFAT/Defence students

Information: DFAT/Defence letter provided

Notes: TRIM ref: CLD.....

Recording National Identity No (NID) – s. 47E(d)

The narrative for s. 47E(d) reads 'If you locate a National ID card number, enter the number into the Travel/Evidence Document Details screen and re-run the s. 47E(d)

There are two ways of recording this information in the Travel/Evidence Document Details screen:

1. Enter the NID number in the 'National Identity No.' field in the passport details screen, or
2. Add the NID number as a separate document. If you choose this option you need to include the applicant's name and the country of issue.

The preferred option is 2 above as the NID is immediately visible on the Travel/Evidence Document Details screen and will remain visible if the client gets a new passport. This is also consistent with how the system populates the NID card number when the applicant declares it in their application form.

Recording a Deceased status in ICSE

Single Client on application

- 1) Add Withdrawn event with the qualifier "deceased"
- 2) Email the death certificate to TRIPS helpdesk s2201@border.gov.au and request they enter a deceased flag on the PID.

Multiple Clients on an application

If the primary applicant is deceased:

- 1) Add Withdrawn event for the primary applicant with qualifier "deceased".
- 2) Email the death certificate to TRIPS helpdesk s2201@border.gov.au and request they enter a deceased flag on the PID.
- 3) Remaining applicants must be given the opportunity to withdraw their applications. If one of the secondary applicants chooses to be assessed against primary criteria, they must be afforded the opportunity to provide relevant documentation/ information.

If a secondary applicant is deceased, their application will be withdrawn as above and the deceased status recorded. The applications by the remaining applicants will be assessed.

If TRIPS have already entered the deceased flag on the PID.

When processing record of a deceased client the flag should be added to the PID as the **last action**, as no further processing can be completed on the client record after the deceased flag has been added to the PID.

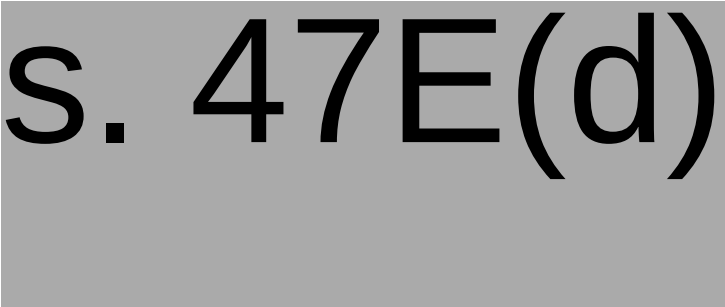
- 1) Ring TRIPS helpdesk 1300 368 126 and request the deceased flag on PID is archived
- 2) Add Withdrawn event with qualifier "deceased" and note.
- 3) Ring TRIPS helpdesk 1300 368 126 and request the deceased flag is added back to the PID



Australian Government
Department of Immigration
and Border Protection

Completing a Case Note using Case Note Generator

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Case Note Generator (“CNG”)

Introduction:

The goal of this task card is to provide instructions on how to complete an assessment note for student visa applications utilising Case Note Generator (“CNG”). The following CNG templates are available to use: -

• **s. 47E(d)**

- Student guardian;
- Student subsequent entrant.

How to identify which CNG template to use:

• **s. 47E(d)**

- **Student guardian template** – this template is to be utilised to complete a case note for a student guardian visa application.
- **Student subsequent entrant template** – this template is to be utilised to complete a case note for a student subsequent entrant visa application.

Note: s. 47E(d)

s. 47E(d)

Released by Department of Home Affairs
under the *Freedom of Information Act 1982*

s. 47E(d)

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Australian Government
Department of Home Affairs



Genuine Student (GS) Overview

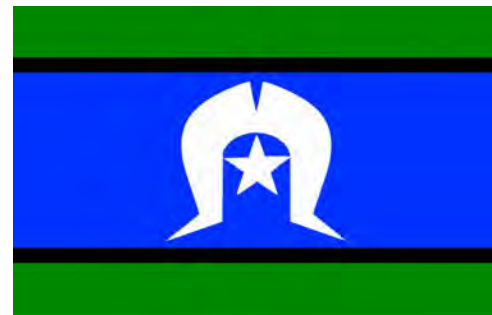
Module 5: Assessing GS requirement for Student (subclass 500) visa

Acknowledgement of Country

I would like to begin by acknowledging the traditional custodians of the various lands on which we work today.

I also acknowledge their continuing connections to land, sea and community. I pay my respects to their elders, past and present.

I also extend this respect to other First Nations people here with us today.



Housekeeping

Responsibilities:

- Duty of Care to ourselves and each other
- Follow Workplace Health and Safety guidelines, including evacuation instructions
- Advise trainer if you feel unwell or have injured yourself
- Advise trainer to any hazards



Housekeeping:

- Behave in a professional, respectful and supportive manner
- Distractions off (e.g. emails, Microsoft Teams, phones on silent)



Expectations



70% On-the-job
Experience



20%
Informal
Learning



10%
Formal
Learning

Source: **s. 47F(1)** former CLO of Reuters

Learning Objectives

- What is a Genuine Student (GS)?
- Transition from Genuine Temporary Entrant (GTE) to GS
- Distinction between GTE and GS
- Regulation 500.212
- Ministerial Directions
- s. 47E(d)
- Assessment of the GS criteria
- Resources

Strategic Context: Government Priority



Transition from Genuine Temporary Entrant to Genuine Student

The Government has introduced a new GS criterion for all international students. This criterion replaces the existing GTE requirement.

- Student visa applications lodged **on** or **after** **23 March 2024** will be assessed against the GS criterion prescribed within Ministerial Direction 106.
- Student visa applications lodged **before** **23 March 2024** but **not finally determined** on that date will be assessed against the GTE criterion prescribed in Ministerial Direction 108.
- Ministerial Direction No. 69 – Assessing the GTE criterion for Student visa and Student Guardian visa applications is **revoked**.

Rationale behind the Genuine Student

- Genuine Student focusses on the assessment of the student's intention to genuinely study in Australia.
- It removes the requirement for a Student visa applicant to stay in Australia only **temporarily**.
- GS will replace the existing GTE requirement acknowledging that post-study temporary migration (and beyond) pathways are available for those who may be eligible.
- GS criterion supports an assessment by the decision maker that the visa applicant is a genuine applicant for entry and stay as a student, having regard to factors, including the applicant's circumstances, immigration history, compliance with visa conditions and any other relevant matter.

Definition of a Genuine Student

A Genuine Student will have a demonstrated understanding that:

- study is the primary purpose of a Subclass 500 (Student) visa
- will have an intention to comply with their visa conditions
- circumstances that support a genuine intention to obtain a quality education in Australia; that is, they will have circumstances and a commitment to study that support their ability to achieve their stated educational outcome.



Regulation, Ministerial Direction and Policy

- Migration Regulation 500.212 (in Schedule 2) prescribes GS legislative criteria.
- Ministerial Direction No. **106** provides guidance to delegates on what should be considered when assessing the genuine entry and stay requirements:
 - Genuine student criterion
 - Genuine student dependent criterion
 - Genuine Temporary Entrant criterion for Student Guardian
- Ministerial Direction No. **108** provides guidance to delegates on what should be considered when assessing Genuine Temporary Entrant criterion for applications made before 23 March 2024 but not finally determined on that date.
- Procedural Instruction – provides policy advice on how to apply GS criteria in practice

Regulation 500.212

The applicant is a genuine applicant for entry and stay as a student:

(a) having regard to:

- (i) the applicant's circumstances; and
- (ii) the applicant's immigration history; and
- (iii) if the applicant is a minor—the intentions of a [parent](#), [legal guardian](#) or [spouse](#) of the applicant; and

(b) because the applicant intends to comply with any conditions subject to which the visa is granted, having regard to:

- (i) the applicant's record of compliance with any condition of a visa previously held by the applicant (if any); and
- (ii) the applicant's stated intention to comply with any conditions to which the visa may be subject; and

(c) because of any other relevant matter.

Ministerial Direction 106

Genuine Student criterion applies for Student visa applications lodged **on** or **after** 23 March 2024

- The applicant's circumstances in their home country
- The applicant's potential circumstances in Australia
- Value of the course to the primary applicant's future
- The applicant's immigration history
- If the applicant is a minor - the intentions of a parent, legal guardian or spouse of the applicant
- The applicant's intention to comply with visa conditions
- Any other relevant matter

Note: Genuine Temporary Entrant criterion still applies to Student Guardian (subclass 590) visa applications.

Ministerial Direction 108

Genuine Temporary Entrant criterion applies to Student and Student Guardian visa applications lodged **before 23 March 2024** but **not finally determined** on that date

- The applicant's circumstances in their home country
- The applicant's potential circumstances in Australia
- Value of the course to the primary applicant's future
- The applicant's immigration history
- If the applicant is a minor - the intentions of a parent, legal guardian or spouse of the applicant
- The applicant's intention to comply with visa conditions
- Any other relevant matter

Student Procedural Instruction

This PI provides policy advice to assist in the assessment of the Subclass [500](#) visa.

This instruction also provides procedural guidance for some of the following topics:

- Education provider information
- Schedule 1 and Schedule 2 criteria
- **How to assess the Genuine Student criterion**
- How to assess English language proficiency
- Financial capacity - acceptable types of evidence
- Welfare of minors
- Age requirements for school students
- Public interest criteria
- Secondary (dependent) criteria

GTE vs GS

Genuine Temporary Entrant	Genuine Student
The GTE criterion requires the Minister to be satisfied that the applicant intends genuinely to stay in Australia temporarily.	The GS criterion requires the Minister to be satisfied that the applicant is a genuine applicant for entry and stay as a student.
Value of course to the applicant's future.	Demonstrate course enrolment will further career or academic aspirations including in Australia.
Whether the applicant's personal ties to their home country would create an incentive for the applicant to <u>return</u> home.	Whether the applicant's personal ties to their home country would incentivize them to apply for further TU-500 student visas for purposes other than study (for example work in order to <u>obtain entry</u>).
Whether there is evidence that the Student Visa Program is being used to circumvent the intentions of the Migration Program.	Whether the student visa is being used to maintain ongoing residence and not for the purposes of study.
Any other relevant information provided by the applicant either positive or negative that indicates their intention in relation to temporary entry.	Any other relevant information provided by the applicant either positive or negative. Including if a TU-500 student visa holder, whether they satisfied course requirements, completed courses, demonstrated logical progression and had no adverse study patterns - study gaps, deferment, changing education providers.

What's New: Application Form

List of new questions in GS

- The Student visa application form 157A has been updated to include four questions that **ALL** applicants must answer to demonstrate that they meet the GS criterion.
- There are two additional questions:
 - for applicants who lodge in Australia as a holder of a non-student visa (for example Visitor applying for a Student visa)
 - for applicants who lodge either in or out of Australia who have previously held a primary student visa.
- There is a limit of 150 words per question on the application form.
- Statement provided by the applicant in addition to their responses in the application form to the GS questions, **MUST** be taken into account as a part of visa assessment.

What's New: Application Form

Changes to Student Declarations

- Under Genuine Student Criterion, visa applicants are required to acknowledge that they are seeking to enter and remain in Australia as a genuine student whose primary purpose is to undertake and successfully complete a course of study.
- To immediately notify the Department in writing about any changes to their email or residential address, course enrolment, or members of their family unit, or changes to any information they provided in their application, while the student visa application is being considered.

New set of questions for qualifying as Genuine Student

Four questions to be completed by all applicants:

- Give details of the applicant's current circumstances, including ties to family, community, employment and economic circumstances.
- Explain why the applicant wishes to study this course in Australia with this particular education provider including their understanding of the requirements of the intended course and studying and living in Australia.
- Explain how completing the course will be of benefit to the applicant.
- Give details of any other relevant information the applicant would like to include.

New set of questions for qualifying as Genuine Student

Additional two questions:

- Provide a detailed history of the applicant's study record in Australia from the date of first arrival.
- If the applicant is currently the holder of a visa other than a Student visa (Subclass 500), explain the reason for lodging a Student visa application in Australia including reasons for any change in migration intentions.

Questions to consider when assessing GS

- Does the applicant have personal circumstances that will support successful completion of their chosen course? (Financial security/family support)?
- Has the applicant demonstrated adequate knowledge/research of the proposed course and associated education provider?
- Will the proposed course assist the applicant to obtain employment or improve employment prospects in their home country or another country?
- Could the applicant achieve improved remuneration in their home country or another country using the qualification to be gained from the proposed course?
- Is the proposed course relevant to the applicant's previous offshore studies and employment history?
- Did the applicant hold a previous student visa? If so, did they satisfy the course requirements and commence and complete their course as scheduled?
- If the applicant previously held a TU 500 Student visa, did they demonstrate positive study history? Or are there study gaps of concern, patterns of course deferral or changes in enrolment/education provider?
- Has the applicant demonstrated logical course progression with their proposed course of study?

Indicators of a Genuine Student

- s. 47E(d)
- Scholarships (partial or full)
- Proposing study in a related field to previous studies/employment
- The applicant has satisfied course requirements and participated in assessment activities for the current course/previous studies
- Logical progression
- Positive travel and immigration history for Australia and other countries
- Financial circumstances that will support successful completion of their chosen course



Indicators of a Non-Genuine Student

- Study gaps of concern, a pattern of changing or deferring courses, changing to unrelated courses or changing education providers
- A history of starting, but not completing courses
- Regression in study with no or insufficient explanation
- Poor academic performance
- Have not sought employment with their current qualification
- Low English language ability (unless enrolled in ELICOS)
- Negative immigration history – refusals or visa non-compliance



Good Decision Making - Processing Philosophies

The characteristics of Good Decision Making are fair, efficient, reliable, reasonable, logical and legal.

This includes:

- Be decisive – one step processing
- Fair decision making – procedural fairness - Assessing the evidence
- Maintain neutral stance (avoid bias but consider trends)
- Focus on the applicant's intentions whilst in Australia and whether their circumstances support successful academic progression in Australia
- Follow processing directions set by Program Management
- Enter comprehensive notes to support your decision
- Refer to Ministerial Direction 106/108 and the Procedural Instructions.

Case Study one:

- Brazilian National
- 35 years old
- Completed an Engineering degree in home country
- Achieved high marks in their Engineering Degree
- Has been employed in the industry for 10 years
- Applying to study 6 months of ELICOS and a Diploma of Project Management to improve career prospects.

Case Study Two:

- Pakistan National
- 20 years old
- Good academics from home country
- Proposing to study at a mid-tier university
- Minimum deposit paid to education provider
- Funds provided with application indicate multiple sponsors pooling money to show sufficient funds
- Total family income – 10,000 AUD a year
- Enrolled in a 80,000 AUD Bachelor of Business course

Case Study Three

- Indian National
- 28 years old
- Enrolled in Bachelor of Nursing
- Applicant worked as a teacher in home country
- Married 3 years – husband spent 10 years in Australia and finally departed 4 years ago having exhausted own visa options.
- Sponsored by husband's family
- Husband and child listed as unaccompanied dependents

Summary

What have we covered?

- Revocation of MD 69, replaced by MD 106 and 108
- What is a genuine student?
- Why the transition to GS
- How to apply GS criterion
- s. 47E(d)
- Resources



Questions



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Resources

- LEGEND
- Ministerial Direction No. 106
- Ministerial Direction No. 108
- Student Procedural Instruction (PI)
- Student SharePoint site
- COP notice: Strengthening the integrity of the Student Visa Program while maintaining efficient processing practices - ADD2023/6715264



Version Control

Version number	Date of issue	Author(s)	Brief description of change
1.0	23 Mar 2024	Student Training and Development Section	Initial version



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Evidence Level Update Tasks

Guidance Procedure

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1 Purpose

The purpose of this Standard Operating Procedure (SOP) is to assist departmental officers to:

1. Update [Evidence Level \(EL\)](#) classification for Education Providers (EPs)
2. Update the EL classification for countries
3. Update the [eb Evidentiary Tool \(ET\)](#)
4. Update the [Commonwealth Register of Institutions and Courses \(CRICOS\)](#) codes.

This SOP provides an outline of the steps involved in extracting the necessary data from departmental systems to enable the generation of EL reports. It provides a procedural framework for interpreting EL classifications and preparing reporting outputs for publishing and stakeholder use to support the [Simplified Students Visa Framework \(SSVF\)](#).

The EL data work overlaps with both the ET and master CRICOS code maintenance activities, as these processes directly support EL reporting by ensuring that the provider CRICOS codes are current and correctly reflected in departmental systems.

All legislative instruments referred to in this document are available on [LEGEND](#) or by accessing the [International Education Regulatory Program Management \(IERPM\) SharePoint page](#).

2 Scope

This document provides a structured approach to data extraction and EL calculation. This includes the biannual EL update of both the EP and country EL classifications, as well as routine reporting used in the EL Framework.

This guidance covers:

- Sources of information for provider EL and country EL data.
- Sources of information for CRICOS codes.
- Recommended steps for data extraction / calculation.
- Presentation formats where applicable for stakeholder use.
- Time of activity and stakeholders involved.

3 Background

The EL Framework is a core component of the SSVF, which was introduced in 2016, in consultation with the education sector. The SSVF is designed to support Australia's education sector through streamlined visa requirements for EPs who undertake good international student vetting processes.

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Once EP and country ELs have been determined, a matrix is used to determine whether a student is eligible for streamlined visa processing, s. 47E(d)

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The EL of the EP for the 12-month period (ending 31 December) will be used to determine the EP's EL in the following March. Similarly, the EL for the 12-month period (ending 30 June) will determine the EP's EL in the following September. This is outlined in [Legislative Instrument LIN 24/034 \(LIN 24/034\)](#). These timeframes provide minimal disruption to enrolment peaks and processing peaks.

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Education Provider Evidence Level

1 General Information and DPP 366 Report

Twice a year, an EP's EL will be used to update the combined country and education provider EL that is used to guide financial and English evidence requirements for student visa applicants. This EL data is published in March and September.

The immigration data used to calculate EP EL index scores is sourced from the [OurData Portal](#), which can be found in the "Quick Links" tab of the home SharePoint page.

The specific report used to calculate the EP EL index scores is [DPP-366](#) (Consolidated Providers Evidence Level Report). For the March update, the reporting period of calendar year 1 January to 1 December is used, while for the September update, the reporting period of the financial year 1 July to 30 June is used.

DPP 366 key information

- Data for this report becomes available around the 3rd of every month.
- Each monthly report contains data from the preceding 12-month period.
- Published EL data on the website typically references the December and June reports, however, there may be out-of-cycle updates using reports from other reporting periods. For example, an out of cycle report was published in November 2024 in lieu of the usual September 2024 update. This November 2024 update was based on the reporting period 01 October 2023 to September 2024.

General information

- Data used to determine EP EL index levels, and the combined EP / country ELs, is not intended for external publication, as the information is considered commercially sensitive and the release may have unintended market impacts.
- The immigration data used to inform EP ELs includes data from both onshore and offshore streams. However, it is important to note that the methodology for calculating country ELs differs (see Country Evidence Level guidance in section 7).

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Timeline and Stakeholders

This provider EL activity is performed early January and early July (post data becoming available the month prior) to support the ministerial submission with EL results and options.

The EL updates are maintained and executed by s. 47E(d) s. 22(1)(a)(ii) homeaffairs.gov.au.

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The provider EL task will typically require 10 working days inclusive of standard reporting outputs such as:

- Provider shifts information e.g. provider shifting ELs
- Top 50 country offshore lodgements from providers across the last 2 updates
- Top 50 provider lodgement and grant rates across the last 2 updates
- Top 50 source country EL shifts across the last 2 updates
- Lodgement volume and grant rates for education providers with improving EL ratings over the last 4 periods
- Lodgement volume and grant rates for education providers with improving EL ratings over the last 4 periods

Additional time should be factored in where more detailed insights are required to support options in ministerial submissions.

eb Evidentiary ool (E)

1 General Information

The ET is published on the Department of Home Affairs website. Students can refer to the document checklist prior to lodging an application to confirm what documents they need to attach to their application.

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Master Commonwealth Register of Institutions and Courses Codes

1 General Information

The CRICOS task closely mirrors the structure and intent of the ET task, with both serving as reference table updates for systems using CRICOS data. While the ET may involve additions, removals or change of names of providers, the CRICOS activity only adds to a master list, and no existing CRICOS entries are ever removed. This approach preserves historical and current continuity of systems using CRICOS codes. It is an ongoing process with enrolment data with providers spanning ten years.

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8. Accountabilities and Responsibilities

Role	Description
APS 6	Downloading and providing EL data
EL1	Peer review of EL data
EL2	Approval and authority to release data

9. Version Control

Version number	Date of issue	Author(s)	Brief description of change
V1	October 2025	IERPM	Document creation

Attachment A – Definitions and Links

Term	Acronym (if applicable)	Definition
Commonwealth Register of Institutions and Courses for Overseas Students	CRICOS	The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the official register of all Australian education providers that are permitted to offer courses to students studying in Australia on student visas
Evidence Level	EL	Evidence levels are a weighted average based on the total number of international students (applicants and holders of Student visas) that have a Confirmation of Enrolment (CoE) based on their principal course of study from the education provide
OURDATA		A platform that brings together existing statistical and reporting capabilities.

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Simplified Student Visa Framework	SSVF	The Simplified Student Visa Framework (SSVF) makes applying for a student visa simpler to navigate for genuine students, delivers a more targeted approach to immigration integrity and reduces red tape for business.
Web Evidentiary Tool	WET	Students can use this document checklist tool before lodging an application to find out what documents they need to attach to their application.
International Civil Aviation Organization	ICAO	The International Civil Aviation Organization is a specialized agency of the United Nations that coordinates the principles and techniques of international air navigation adopting standard procedures and codes

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TRIM Reference		Document Title
ADD2025/6984739		Draft Provider Comparison Dec 2025
ADD2025/6984890		Draft Country Comparison Dec 2025
ADD2025/7611780		MASTER Country IRR since 1 July 2016
ADD2025/7407679		MASTER CRICOS Codes List
ADD2025/7383655		MASTER List of Monthly WET Providers

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Attachment B – Assurance and Control Matrix

Related Policy	Subclass 500 (student) visa – PI – Supporting material VM-3680.
Procedures / Supporting Materials	Legislative Instrument LIN24/034
Training/Certification or Accreditation	Administrative Excel familiarity
Other required job role requirements	Access to OURDATA DPP366 and DPP372 reports and PRISMS
Other support mechanisms (e.g. who can provide further assistance in relation to any aspects of this instruction)	Contact International Education Regulatory Program management at s. 22(1)(a)(ii) [REDACTED]@homeaffairs.gov.au.
Escalation arrangements	Contact International Education Regulatory Program management at s. 22(1)(a)(ii) [REDACTED]@homeaffairs.gov.au.
Recordkeeping (e.g. system-based facilities to record decisions)	All approved data and emails for approvals to be saved in TRIM.
Program or Framework (i.e. overarching Policy Framework or Business Program)	The Simplified Student Visa Framework (SSVF)
Job Family Framework Role	TBC

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Attachment C – CRICOS Providers

Provider	CRICOS Codes
Australian Catholic University Limited	00004G
Australian National University	00120C
Bond University	00017B
Carnegie Mellon University	02696B
Central Queensland University	00219C
Charles Darwin University (CDU)	00300K
Charles Sturt University (CSU)	00005F
Curtin University	00301J
Deakin University (Deakin)	00113B
Edith Cowan University	00279B
Federation University Australia	00103D
Flinders University	00114A
Griffith University	00233E
James Cook University	00117J
La Trobe University (La Trobe)	00115M
Macquarie University (Macquarie)	00002J
Monash University (Monash)	00008C
Murdoch University (Murdoch)	00125J
Queensland University of Technology (QUT)	00213J
Radix Education Pty Ltd	03835K
Royal Melbourne Institute of Technology	00122A
Southern Cross University (SCU)	01241G
Swinburne University of Technology	00111D
The University of Adelaide (Adelaide)	00123M
The University of Melbourne (UniMelb)	00116K
The University of Newcastle (UoN)	00109J
The University of New South Wales (UNSW)	00098G
The University of Notre Dame Australia	01032F
The University of Queensland	00025B
The University of Sydney	00026A
The University of Western Australia (UWA)	00126G
Torrens University Australia Limited	03389E
University of Canberra	00212K
University of Divinity	01037A
University of New England	00003G
University of South Australia (UniSA)	00121B
University of Southern Queensland	00244B
University of Tasmania (UTas)	00586B
University of Technology Sydney (UTS)	00099F
University of the Sunshine Coast	01595D
University of Wollongong (UoW)	00102E
Victoria University	00124K
Western Sydney University	00917K

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Attachment D – List of Universities

Universities	CRICOS Codes
Macquarie University (Macquarie)	00002J
University of New England	00003G
Australian Catholic University Limited	00004G
Charles Sturt University (CSU)	00005F
Monash University (Monash)	00008C
Bond University	00017B
The University of Queensland	00025B
The University of Sydney	00026A
The University of New South Wales (UNSW)	00098G
University of Technology Sydney (UTS)	00099F
University of Wollongong (UoW)	00102E
Federation University Australia	00103D
The University of Newcastle (UoN)	00109J
Swinburne University of Technology	00111D
Deakin University (Deakin)	00113B
Flinders University	00114A
La Trobe University (La Trobe)	00115M
The University of Melbourne (UniMelb)	00116K
James Cook University	00117J
Australian National University	00120C
University of South Australia (UniSA)	00121B
Royal Melbourne Institute of Technology	00122A
The University of Adelaide (Adelaide)	00123M
Victoria University	00124K
Murdoch University (Murdoch)	00125J
The University of Western Australia (UWA)	00126G
University of Canberra	00212K
Queensland University of Technology (QUT)	00213J
Central Queensland University	00219C
Griffith University	00233E
University of Southern Queensland	00244B
Edith Cowan University	00279B
Charles Darwin University (CDU)	00300K
Curtin University	00301J
University of Tasmania (UTas)	00586B
The University of Notre Dame Australia	01032F
Southern Cross University (SCU)	01241G
University of the Sunshine Coast	01595D
Torrens University Australia Limited	03389E

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Xinjiang

Xinjiang is located in far western China and shares a border with Kazakhstan, Kyrgyzstan and Tajikistan. The provincial capital of Xinjiang is Urumqi.

Muslim Uyghur ethnic groups make up the largest percentage of the population (45 per cent). Political tension exists between authorities and Uyghur-ethnic groups in Xinjiang, focussing on pro-independence issues. Some visa grants to people from Xinjiang have resulted in applications for protection in Australia.

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General information

Core identity documents issued since 1996 such as Hukou, birth certificate, ID card and passport are all in a nationally consistent format.

Counterfeiting services are readily available and fraudulent documents can be of very high quality. Fraudulent document providers often advertise on street-side walls, online and short message service (SMS) messages.

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Birth certificates

The National Health Commission of the People's Republic of China governs the issuance of birth certificates. They are formerly the National Health and Family Planning Commission and became the National Health Commission in March 2018.

As of 1 January 1996, all people born in the PRC are issued with a birth certificate in line with legislation. For people born before 1 January 1996, the 'Notarised Certificate of Birth' is accepted as a legal document. People born before 1 January 1996 cannot be re-issued with a birth certificate. Should proof of birth for purposes like going overseas be required, a notarised certificate of birth is an acceptable legal document. The reissue of birth certificates is applicable only to people born after 1 January 1996.

Since 1996 China has introduced six versions of the birth certificate:

- Version one came into effect on 1 January 1996 (1 March 1996 in rural areas).
- Version two came into effect in January 2000. s. 47E(d)

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The second

version of the birth certificate was phased out in 2003.

- Version three progressively came into effect across China from 1 January 2003.

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- Version four came into effect in December 2004. s. 47E(d)

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- Version five came into effect on 1 January 2014 s. 47E(d)

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- Version six came into effect on 1 January 2019. s. 47E(d)

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A Chinese national can obtain a birth certificate from any notarial institution located in the province where they have their permanent residence or their habitual temporary residence.

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Death certificates

A death certificate is issued by the National Health Commission of China at local levels, for instance hospitals.

Where a natural person falls under any of the following circumstances, an interested party may apply to a people's court for a declaration of death of the natural person.

- The natural person has disappeared for four years.
- The natural person has disappeared for two years from an accident.

- Where a person has disappeared from an accident, and it is impossible for the person to survive the accident as certified by the relevant authority, an application for a declaration of death of the person is not subject to the two-year period.

Where both an application for a declaration of death and an application for a declaration of absence of the same natural person are filed by the interested parties with a people's court, the people's court shall declare the death of the person if the conditions for a declaration of death as set out in Civil Law are met.

The day when the people's court renders a judgement to declare the death of a person shall be deemed the date of death of the person; but if the person is declared dead due to his or her disappearance from an accident, the day when the accident occurred shall be deemed the date of death of the person.

With the submission of a natural person's death certificate that is issued by hospital or a verdict document from People's court along with other documents, an interested party may apply for cancellation of the person on the Household Registration (known as Hukou) with police stations, the local level of Public Security Bureaus.

Procedural steps relating to other matters, for instance withdrawals of social security funds and housing funds, can proceed on the cancellation of the Hukou.

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Hukou book (household register book)

The Hukou book, which is also known as 'Family book' or 'Household register', is a small passport-sized booklet showing the holder's name, names of family members, residential address, date of birth, education level and other details. It is issued by the local police station to keep a record of people residing at a particular address.

Under Hukou registration regulations, each PRC citizen is required to register at one, and only one, place of regular residence.

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National identification card

The PRC Resident Identity Card (hereafter national ID card), is issued to Chinese citizens by the local Public Security Bureau and used as a primary identity document. The national ID card contains the citizen's biological information and identity number. The validity of a national ID card varies subject to the age of the holder when issued, as per the below:

- Holder aged under 16, validity 5 years.
- Holder aged between 16 and 25, validity 10 years.
- Holder aged between 26 and 45, validity 20 years.
- Holder aged 46 or older, valid for life.

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Public Notary offices

There are many public notary offices (PNO) (gongzhengchu) in counties, autonomous areas and municipalities across China. PNOs are accredited by the

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Chinese government to perform several notarising responsibilities, including:

- Notarising the authenticity of signatures, translations, copies of certificates.
- Notarising events that amount to civil legal acts such as birth, death, marriage, divorce, kinship, identity, qualifications, and the issuing of 'Certificates of No Criminal Conviction' s. 47E(d)

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Penal certificates

Penal certificates are referred to as a Notary Certificate of No Criminal Conviction. For Chinese nationals, a public notary office (PNO) issues a Notary Certificate of No Criminal Conviction based on a No Criminal Conviction Certificate (NCCC) issued by the local police station where the applicant's Hukou (household registration booklet) is registered, or where the applicant usually lives. s. 47E(d)

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Business license

To operate legally, businesses in China must register with the local State Administration of Industry and Commerce (SAIC), and are issued with a Business License. s. 47E(d)

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Capital Verification Reports

Capital Verification Reports (CVR) are prepared by accountancy firms to document the amount and breakdown of capital registered in a particular registered business. CVRs show total capital investment, changes made to capital investment and a breakdown of capital invested by an individual shareholder.

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In China there are different business categories, including individual business, sole proprietorship enterprise, partnership business, limited liability company and a

company limited by shares. Information regarding a company's registered capital is reflected in the company's annual report electronically declared by the company and filed with the Bureau. A companies' capital change shall be processed by and filed with the Bureau. The shareholding updates of limited liability companies are decided internally within company and shall be filed with the Bureau. s. 47E(d)

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Capital Contribution certificate (Share certificate)

According to Chinese Company Law, Capital Contribution certificates must only be issued after the creation of the company. s. 47E(d)

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Village Committee Certificates

Village committees are low-level local government bodies which deal with land lease and other local infrastructure issues.

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Work references

Work references are key documents provided in many visa applications as evidence of a person's employment and income claims. They are documents with great diversity in format, content and reliability.

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Occupation skills certificates

The Occupation Skill Testing Authority (OSTA) provides Occupational Qualification Certificates (OQCs) in most skills s. 47E(d)

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Academic transcripts

Applicants can approach China Higher Education Student Information (CHSI) to have their transcript verified and a verification report with a unique number will be issued to the applicant.

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According to the Chapter of Basic Provisions under the Civil Code, a person attaining the age of eighteen is an adult. A person under the age of eighteen is a minor.

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Legal registration of marriage by an Office of the local Civil Affairs Bureau often takes place several months before the wedding ceremony and/or reception, which is usually a large social occasion. Since May 2025, the marriage can be registered in either party's place of habitual residence in China. Marriage between a Chinese citizen and a foreign national or a resident of Hong Kong SAR, Macao SAR or Taiwan can be registered at the Civil Affairs Department offices at provincial, municipality or Autonomous Regions' level.

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Divorce

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Effective 1 January 2021, the Civil Code unified civil law framework and integrated most of the former substantial civil laws in China. On implementation of the *Civil Code*, the *Marriage Law*, the *Succession Law*, the *General Principles of the Civil Law*, the *Adoption Law*, the *Guarantee Law*, the *Contract Law*, the *Real Right Law*, the *Tort Law*, and the General Provisions of the *Civil Law of the People's Republic of China* are repealed.

s. 47E(d)

There are two ways in which to

obtain divorce:

- Through civil agreement where both parties present together at a local Civil Affairs Bureau and sign an agreement to divorce; or
- Through a Court Order in which case couples do not necessarily need to be present together and can authorise a lawyer to represent them.

s. 47E(d)

Both parties in a divorce are issued with a divorce certificate. If the divorce was mediated by the Intermediate People's Court a transcript of the proceedings will also exist.

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Custody

According to the Civil Code, natural parents of a minor child are the guardians having the obligations of maintenance, education and protection of the minor.

Custody and guardianship in the Civil Code are separate concepts. Custody may go to one parent after divorce, but guardianship remains with both parents, unless it has been revoked by the people's court. s. 47E(d)

s. 47E(d)

Where both parents of a minor are dead or incapable of acting as a guardian, one of the following persons capable of acting as a guardian shall act as the guardian of the minor in the following order:

- Paternal or maternal grandparents of the minor.
- Elder brothers or sisters of the minor.
- Other individuals or organizations willing to act as the guardian, provided that it is approved by the urban residents' committee, villagers' committee, or civil affairs department of the place of the minor's domicile.

Following circumstances where there is a divorce of a child's natural parents; or where a child is born out of wedlock; or information of one parent is absent from the child's birth certificate; both natural parents are always regarded as the legal guardians of the minor child.

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Adoption Law was introduced in December 1991 and amended in November 1998. On implementation of the Civil Code on 1 January 2021, the Adoption Law was repealed.

Customary adoption existed before the Adoption Law in China was put in effect in 1992.

Private adoption that was made before the implementation of Adoption Law can be considered as customary adoption with a notary certificate proving the de facto adoption relationship. s. 47E(d)

s. 47E(d)

Adoption by foreigners is permissible in China. In addition to provisions set out in the Civil Code (or Adoption Law before the Civil Code), Registration Measures for

Foreigners Adopting Children in China has been enacted since 1998 to standardise the processes.

In 2006, China signed and ratified the Hague Adoption Convention, which has since been implemented. The China Centre for Children's Welfare and Adoption (CCCWA) is an international public welfare organisation authorised by the Chinese government to handle affairs of inter-country adoption.

Provisions set out under Chapter of Adoption in the Civil Code

The adoption shall be registered with the civil affairs department of the people's government at or above the county level (The administrative structure in China consists of five levels from the first to the fifth:

Provincial/Prefectural/County/Township/Basic level autonomy). The adoptive relationship shall be created as of the date of registration.

The civil affairs department of the people's government at or above the county level shall evaluate the adoption in line with the law.

After an adoptive relationship is established, the public security organisation shall, in line with the relevant provisions issued by the state, handle the household registration for the adopted person. To establish an Adoptive Relationship:

The following minors may be adopted:

- orphans bereaved of parents
- minors whose natural parents cannot be identified or found
- children whose natural parents are unable to support them due to unusual difficulties

The following individuals or organs are entitled to place children for adoption:

- guardians of an orphan
- child welfare institutions
- natural parents who are unable to support their children due to unusual difficulties. Where the natural parents intend to place their child for adoption, they shall act in concert. If one parent cannot be identified or found, the other parent may place the child for adoption alone.

An adopter shall satisfy all of the following requirements:

- Having no children or only one child (the limitation of number may vary subject to changes relating to family planning policy)
- Having the ability to support, educate and protect the adopted person

- Suffering from no such disease as is medically regarded as unfit for adopting a child
- Having no illegal and criminal record detrimental to the healthy growth of the adopted person
- Having reached 30 years of age
- A childless adopter may adopt two children; an adopter with one child may adopt only one child
- Where a person with a spouse intends to adopt a child, both partners shall adopt the child in concert
- Where a person without a spouse intends to adopt a child of the opposite sex, the adopter shall be not less than 40 years older than the adopted child.
- A person may adopt a child of a collateral relative by blood of the same generation and up to third degree of kinship, irrespective of the restrictions of:
 - a) Children whose natural parents are unable to support them due to unusual difficulties;
 - b) Natural parents who are unable to support their children due to unusual difficulties and;
 - c) where a person without a spouse intends to adopt a child of the opposite sex, the adopter shall be not less than 40 years older than the adopted child.
- An overseas Chinese citizen, in adopting a child of a collateral relative by blood of the same generation and up to the third degree of kinship, is not subject to the provisions of 'Having no children or only one child'.

Registration measures for foreigners adopting children in China

The adoption by a foreigner of a child in China shall be subject to examination and approval by the competent authorities of the country, in which the foreigner is domiciled, in line with the law of that country. The adopter shall provide the papers as issued by the competent authorities of the country in which the adopter is domiciled, that certify his or her particulars such as age, marital status, profession, property, health and if ever subjected to criminal punishment. The adopter shall sign a written agreement with the person who places out the child for adoption, and register in person the adoption with the civil affairs department of the people's government of a province, autonomous region, or municipality directly under the Central Government.

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In vitro fertilisation (IVF)/Surrogacy laws and practices

Surrogacy

Commercial surrogacy arrangements are not legal in China.

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IVF

IVF can be performed by authorised health facilities which are qualified for Assisted Reproductive Technologies (ARTs) in China. IVF being performed by unauthorised health facilities is not legal.

By end of 2019, there were a total number of 517 authorised health facilities qualified as ARTs.

The authorised health facilities are tertiary first-class (San Jia in Pinyin/Mandarin) hospitals which provide high-specialist medical and health services and perform higher education and scientific research tasks to several regions. These health facilities are administered by the National Health Commission or its branches at local levels.

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businesses are registered with the local Administration for Market Regulation Bureau. In China there are different business categories, including individual business, sole proprietorship enterprise, partnership business, Limited Liability Company and a company limited by shares. s. 47E(d)

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Light industry in China is located primarily around commercial centres and designated 'economic zones'. Consumer-goods factories feature in the southern coastal region of Guangzhou, Shenzhen, Dongguan (Guangdong province), Tianjin, Shanghai and its surrounding areas. China's light industry is highly devolved with many small domestic businesses supplying both international and domestic brands. These can range from a few to a few thousand employees.

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China's coal production is the highest of any country, and more than half of China's energy comes from coal. China's coal reserves are among the world's largest.

s. 47E(d)

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