



*Australian Immigration  
and Trade Services  
Ltd liability Co.*

## **INSTRUCTIONS TO APPLY FOR A ELECTRONIC STUDENT VISA FOR AUSTRALIA**

Overseas persons intending to study in Australia for more than 3 months must enter Australia on a student visa. Overseas persons intending to study for 3 months (12 weeks) or less can apply for a tourist visa.

To enroll overseas students, an Australian school/educational institution must be registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and issue a Confirmation of Enrolment (COE). COEs are generally issued once the tuition fee has been paid.

Your Electronic Student Visa is linked to the passport number that you provide with your student visa application. If you obtain a new passport after the grant of your visa, you must contact us immediately so that we can notify the Department of Immigration and Citizenship (DIAC) in Australia. If we do not provide the details of any new passport to DIAC, you will experience significant delays at the airport and may be denied permission to board your plane to Australia.

You should not finalise your flight arrangements until your visa has been granted and confirmation of visa grant is returned to you. You must be outside of Australia when your visa application is decided. We incur no liability for financial loss or otherwise if visa processing is delayed or refused. Processing of your application can take up to six weeks. Please apply well before your proposed travel date.

**Citizens of the following countries can apply for an electronic student visa at our office:**

Andorra, Austria, Bahrain, Belgium, Brunei, Canada, Chile, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong SAR, Iceland, Ireland, Italy, Japan, Kuwait, Liechtenstein, Luxembourg, Malaysia, Malta, Mexico, Monaco, Netherlands, Norway, Poland, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, Taiwan, United Arab Emirates, United Kingdom, USA, Vatican City.

**Please send the following documents to AITS, Postfach 457, CH-3800 Interlaken:**

- Completed Form 157A: Application for a student visa**  
At question 8 (place of birth) please advise town, province/canton and country of birth. You need to sign declaration at Q41 (financial details) and at Q74. It is not necessary to attach a passport sized photograph to Form 157A.
- Completed and signed Form 956: Appointment of Agent**  
Please complete questions 14 and 15 (if applicable) and sign and date declaration at question 24.
- Confirmation of Enrolment for Overseas Students** issued by your school/educational institution in Australia.  
Only schools that are registered with the Australian Government are able to offer tuition to overseas students. Your school will issue the Confirmation of Enrolment for Overseas Students (COE) when you have paid or partially paid the course fees and obligatory overseas health insurance. To find out about study options in Australia, please contact AITS.
- Proof of payment**  
Please provide proof of payment (stamped copy of Empfangsschein/Récépissé/Ricevuta or e-banking receipt) of the Australian Government application fee plus our service charge totalling **Sfr 720.-** per application. Payment can be made to either our PostFinance Account 60-357890-1, by cash, or by e-banking to IBAN CH41 0900 0000 6035 7890 1. **PAYMENT BY CREDIT CARD IS NOT ACCEPTED.**
- Photocopy of the identity, validity, date of issue and place of issue pages of your passport. If you hold a second nationality please provide a copy of the identity, validity, date of issue and place of issue pages of your second passport.** Your passport must be valid for the length of your intended stay in Australia. It is recommended that your passport be valid for at least 6 months after your intended departure from Australia.
- Copy of your flight details** if available or a short note advising when you intend to leave your home country.
- An envelope with your name, address and a stamp** for the return of your visa grant letter.

- ❑ **Applicants bringing family members with them:** If your partner (including de facto partner) and/or dependent children will accompany you to Australia it is necessary to prove their identity and relationship to you to make a combined student visa application. Please contact AITS for details of additional documents required. An additional service fee will apply.
- ❑ **Health Examination**  
Please refer to the Health Requirements link on our website *Health requirement for temporary entry to Australia Form 1163i* to see if your nationality and the nature or duration of your visit requires you to undergo health testing with a panel doctor.

Additional health assessments may be required if you answer “yes” to any question regarding a health condition in the visa application form. Regardless of your citizenship, if you have spent more than 3 consecutive months in the last 5 years in another country, the higher risk level applies.

Additional health assessments will be required for medium or higher risk applicants who intend to enter a classroom environment for more than 3 months or are likely to enter a health care or hospital environment whilst in Australia. Should you have any queries, please contact AITS.