

Your offer of admission explained



You will receive an offer of admission letter if your application for study at Flinders University has been successful. The letter and associated documents will be sent to you as a PDF by email from your Flinders Admissions Case Officer.

The letter is structured in a simple format and uses straightforward terminology to help you understand key information about your offer of admission and what to do next.

There are 9 main sections;

1. Your personal details
2. Your offer details
3. Course specific information
4. Fees and living costs
5. Accepting your offer
6. Orientation
7. Enrolment and class registration
8. International student policy
9. Your Client Service Officer

Along with your offer of admission letter, you will receive an acceptance form that includes specific information, as well as student declaration, conditions of acceptance, and our refund policy that, once signed and submitted, will constitute your written agreement with Flinders University.

Along with the acceptance form, you may also receive additional documents that are required to be signed and submitted along with your acceptance. These include a Genuine Temporary Entrant Declaration, Simplified Visa Framework Declaration, and Financial Declaration.

Please read on for an explanation of what each section covers.

1. [Your personal details](#)

Your name, date of birth, citizenship, representing agent (if any), and any funding information you have supplied to us in your application. Please ensure this information is correct.

This section also provides your Flinders **Student ID** which should be used in any correspondence with Flinders.

2. [Your offer details](#)

Course:

The name of the course you have been offered and its Commonwealth Register of International Courses for Overseas Students (CRICOS) registration number.

Location:

The teaching location or Flinders University campus at which the course (and topics within it) will be primarily delivered. Please note that some courses may have a topic or placement delivered at other campuses.

College:

Refers to the responsible **College** for the course. Your Course Coordinator or Research Supervisor will be based in this College.

Year and semester, including specific study start and end dates:

Start date:

The start date is the commencement date for teaching in your course, unless otherwise specified. You must arrive and commence your course by this date, unless prior written approval is obtained from your course.

Students arriving after this date without prior written approval will not be permitted to enrol. Some courses may commence earlier or later and this will be clearly noted in the offer. You should arrive in Adelaide at least two weeks before this date. Orientation week commences one to two weeks before the start date.

End date:

This is the expected date you should complete your studies. This date is when your enrolment in the course will end and will include your final exams.

Program of study (coursework courses)/Period of candidature (research programs):

This will indicate the total number of units within the program of study you will be undertaking, as well as indicating whether the program is by coursework or by research.

For research programs, this will be the **period of candidature**, which is always listed as time-based research.

This is the normal duration of the course when studied on a full-time basis. If you have been granted advanced standing / credit on the basis of previous studies, the normal course duration will be stated as well as the duration including the advanced standing / credit you have been granted.

For students enrolled at any Australian university, attendance is not monitored. However the University is required to monitor the workload of international students, in accordance with documented policies and procedures to ensure that students complete the course within the expected course duration, as registered on the CRICOS and as identified by the length of their student visa.

Government legislation does not stipulate that international students undertake a full-time study load, however students must be aware that unless there are compassionate or compelling circumstances that prohibit them from studying full-time (ie 18 units) in each semester, they are not guaranteed an extension to their student visa if they do not complete within the CRICOS registered timeframe. An approximate definition of full-time is 20 contact hours per week. Students will be eligible to undertake no more than 25% of their course by distance or online learning. The University will not be allowed to enrol a student exclusively in distance or online topics in any one study period (semester).

Supervisor:

For students that have an offer of admission for a higher degree research program, your principal supervisor name will be shown here.

Credit for prior study:

Where credit transfer arrangements are already in place for your previous qualification the amount of credit transfer will be clearly stated in the offer of admission.

Where credit transfer arrangements are not in place the relevant College will need to assess your previous qualifications. An application for credit may be undertaken either before or after your arrival in Australia.

To have your qualifications assessed for credit, it will be necessary to submit academic transcripts and individual topic descriptions. If the qualification is complete you should also provide evidence of this completion.

You will be required to apply for credit with the relevant College at the time of enrolment.

You will also be responsible for informing the Department of Immigration and Border Protection if there are any changes to the duration of your course after credit is granted.

Offer conditions:

This confirms whether any conditions need to be met for the offer of admission to be valid. If “Nil” is marked in this row, then the offer is unconditional.

If conditions are supplied in this section, then it will be necessary for you to meet the described conditions before you are able to accept and confirm your place at Flinders University.

Your offer of admission may be conditional on providing original **certified true copies** of particular documents in both original language and as an English translation. A certified true copy is a photocopy of the original document that bears the signature and official stamp of a recognised authority, such as a police officer, Justice of the Peace, Commissioner of Oaths, barrister / solicitor, school principal or an appointed agent of Flinders University. The signature and stamp indicate that the recognised authority has sighted the original documents. Photocopies or facsimiles of certified true copies will not be accepted, except where they are sent through an authorised agent of the University. It is recommended that you provide certified true copies of documentation rather than original documents, as all documents submitted to the International Centre cannot be returned to you.

If you are unsure of any conditions described in the offer of admission, please contact the International Centre.

3. Course specific information

For some courses there may be specific requirements and/or additional information which you must be aware of prior to accepting and confirming you place in the course. It is important that you read and understand any information that is supplied here.

4. Fees and living costs

Tuition fees:

This section displays an indicative annual tuition fee for study in your commencing year as well as an estimated maximum tuition fee for the full duration of your offered course. The quoted annual tuition fee is a base fee that will be subject to an annual increase that is at least the rate of inflation, but no more than 9%, for each of the subsequent years of the course. This is why the maximum full duration fee is an estimate.

The University’s Student Services and Amenities fee for international students is included in the tuition fee.

The tuition fee does not include the cost of books, materials, equipment or field trips.

Overseas Student Health Cover (OSHC):

International students are required by the Australian Government to take out Overseas Student Health Cover (OSHC) for the duration of their student visa. Australian Government regulations require that the OSHC is paid before the Confirmation of Enrolment (CoE) document is issued. This payment has been included in the offer of admission.

Cover is available for singles or for families. If your spouse or children are accompanying you, you must pay dual or multi cover. If you already have health cover with one of the registered health cover providers permitted by the Department of Immigration and Border Protection, you must provide proof of visa.

Students from Sweden and Norway are covered by their own country’s insurance scheme and do not require OSHC. These students will be reimbursed for health care expenses once they return to their home country.

For further information, refer to <http://www.flinders.edu.au/international-students/services/healthcover/health-cover.cfm>

Books/materials/equipment/field trips:

Additional information regarding supply or sourcing of resources (e.g. textbooks) or additional costs related to some in-course costs, such as accommodation or travel to placements, is shown here.

Average weekly living costs:

A table showing expected average weekly living costs is shown, however students are encouraged to do their own research regarding living costs in Adelaide and Australia prior to studying.

5. Accepting your offer of admission

This section describes how to accept your offer of admission at Flinders. In summary, students are required to do the following:

1. Complete, sign and return the acceptance form as well as any additional declaration forms that accompany the offer of admission letter.
2. Make your commencing study period payment (including OSHC payment) required upon acceptance. Accepted payment options are also shown.
3. Once your payment has cleared, Flinders will issue your Confirmation of Enrolment (CoE) which is required for you to apply for a visa.
4. Apply for your visa through the Department of Immigration and Border Protection website <http://www.border.gov.au/>. An education agent may be able to help you with this.
5. Prepare for pre-departure – the [International Student Handbook](#) provides all of the information you need to know prior to departure and you will receive a Pre-Departure guide upon receipt of your acceptance payment.

Packaging visas

The Australian Government allows the packaging of visas for students who are undertaking up to nine different courses offered by the same or a partner institution. An example of this may be applicants who will be completing preliminary English language training with a recognised English language provider prior to commencement of a formal study program at the University.

A separate Confirmation of Enrolment will be issued for each program of study in a packaged offer.

6. Arrival and orientation

The final page of your offer of admission contains information about how to book an arrival briefing and attend an orientation session. These sessions usually occur 10 days prior to the start of teaching and we strongly encourage students to arrive in time (at least 2 weeks prior to teaching) for these sessions.

Pre-departure guide

Once Flinders has received your tuition fee payment, you will receive a copy of the pre-departure guide. Pre-arrival information to assist you prior to your departure for Adelaide is also available in the [International Student Handbook](#).

Arrival booking form

Once you have confirmed your flight, please advise the International Student Services team of your arrival details by completing the [arrival booking form](#). They will arrange a free Meet and Greet service to meet you at Adelaide Airport to welcome you and to take you to your accommodation. Note: this service is only available if your booking is received **at least three working days** before you arrive.

7. Enrolment and class registration

Information about how to enrol and register for classes is supplied here, including the MyFlinders student dashboard and Flinders Connect assistance.

8. International student policy

Flinders has a number of formal policies covering the rights and responsibilities of students, as well as a specific policy for international students. Students are encouraged to read and understand these prior to accepting your offer of admission.

9. Your Client Service Officer

This section displays the name and contact details of your admissions Client Service Officer. If you have any questions related to your offer of admission, we encourage you to contact us using the details supplied.