

## INSTRUCTIONS ON LODGING A STUDENT VISA APPLICATION

When lodging your application, please separate all documents into **two** parts, as follows:

### **PART A:**

1. Bank Draft for TK 22,250 in favour of: Australian High Commission. Bank drafts can be purchased against cash from the BRAC Bank counter at the VFS application centre or at any branch of Standard Chartered Bank (Note: fees apply).
2. Notarised copy of student file acknowledgement from Brac Bank (if applicable)
3. Student submission instructions (from agents, if applicable)
4. Student Visa Application Cover Sheet
5. Application form 157A with 3 recent, passport-size colour photographs of each applicant *stapled* to the top right-hand corner of the form
6. Completed "Details of Relatives" form
7. One-page statement of purpose (if applicable)
8. **Photocopy** of the offer letter.
9. Evidence of the IELTS score (no more than 2 years old)
10. **Photocopies** of the student's educational certificates & mark sheets (with highest level of education first), passport and **photocopies** of any other originals that have been submitted with the application.
11. Student Visa Financial Guarantee forms (one form signed by each guarantor) followed by each guarantor's documents as follows:
  - **Original bank statement** (this will not be returned)  
(Please note: Statements from non-computerised bank branches can cause delay as verification may be done by the bank's central office. **A statement showing the loan amount disbursed into an account must accompany any loan document submitted.**)
  - **Photocopies** of relevant financial statements
  - **Photocopies** of guarantor's source of income documents.
    - (Please note: Multiple guarantors cause delay).

**Note: If your guarantor is a sole proprietor (self-employed, business owner) a minimum period of 2 years of company or personal bank statements is required.**

### **PART B:**

1. Original passport of applicant and any dependants intending to travel.
2. **All original documents.** Original documents include: (a) offer letter (b) IELTS score (c) educational certificates & mark sheets (with highest level of education first) (d) employment certificates (if employed) and any other *original* documents that the students think are necessary to submit with the application. These documents will be kept until assessment is completed and then returned to you. (Please note laminated documents will not be accepted).

**The following originals will be compared with the photocopies submitted, sighted, and returned to you at the counter. Please clip them together and wait till the visa officer asks for the documents:**

3. Original FDRs, saving certificates or bonds, and documents showing the guarantor's source of regular income (such as TIN certificates and *challan*, trade licenses, company memoranda, pay slips) and other documents that need to be returned to you without delay.

**Note: Documents in other languages, if they are important to the decision maker's understanding of the application, should be accompanied by a certified English translation. For student loans, an up-to-date account statement must be submitted.**

**THIS IS NOT AN AUSTRALIAN GOVERNMENT FORM**