IHM and IHNA DOCUMENT CHECKLIST FOR GTE ASSESSMENT

Thank you for considering the Institute of Health and Nursing Australia (IHNA) and Institute of Health and Management (IHM) to fulfill your academic and professional aspirations. We are thrilled to support you in obtaining a successful visa application.

To facilitate a smooth and efficient process, we have prepared a standardized checklist of documents that are required for students to obtain Genuine Temporary Entrant (GTE) approval. Please note that this checklist is only applicable to students applying from countries with Immigration Assessment Level 3 status, as designated by the Department of Home Affairs.

We kindly request that all documents submitted be clear and legible color scanned copies. Poorly scanned or unclear documents will not be accepted. If you have already submitted these documents during your course application, you may not need to resubmit them.

We are committed to working collaboratively with you to achieve your educational and career goals. Please do not hesitate to reach out if you have any further inquiries or concerns.

Thank you for choosing IHNA and IHM, and we look forward to supporting you throughout your journey with us.

Regards

IHNA & IHM GTE Assessment Team

Required Student Documents: *(if students submitted these documents already then, no need to submit them again)*

1. **Passport Copy** (Clear Color Scanned Copy of All Pages)

2. **Old Passports** (All Previous Passports) (Clear Color Scanned Copy of All Pages) / FIR Copy MUST be produced if any of the passport is missing).

3. All **Educational** Documents (including all Mark sheets, Transcripts, Registration and any additional certification course)

4. All **Work Experience** certificates, (All Certificates' Clear Color Scanned Copy)

5. Approved **English Language Test** Score Card (IELTS / OET / PTE) as applicable (if not exempted).

6. **SOP - Statement of Purpose** (As per the development guide provided by IHNA or IHM)

7. **Relationship Certificate** (Marriage / Divorced Document – If Applicable)

8. **CV - Updated** as on date in 'Word' format all dates should be accurately mentioned for Studies, Work and if any Gap (with explanation) in between or after their study & work. *(Optional for recent 12 grade completed students).*

9. **Report / Statement on Previous Visa Applications and Travel History** (If Applicable) - with details (Type of Application / Outcome / Purpose of Travel or Application / Reasons 'Why' if any application had been refused, Dates of IN & OUT Travel).

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Documents from the Spouse *(If Accompanying)*

1. **Passport Copy** (Clear Color Scanned Copy of All Pages)

2. **Education Qualification certificates** (Clear Color Scanned Copy)

3. **Work Experience certificates** (Clear Color Scanned Copy)

4. **Relationship Certificate** and **photographs** (Marriage Certificate - Clear Color Scanned Copy)

5. **SOP - Statement of Purpose** (which includes the History of the Relationship)

6. **Report / Statement on Previous Visa Applications and Travel History** (If Applicable) - with details (Type of Application / Outcome / Purpose of Travel or Application / Reasons 'Why' if any application had been refused, Dates of IN & OUT Travel).

Fund Documents

Note: *** Minimum Requirement is One Year Tuition Fee + One Year Living Expense + Travel Expense) based on the main (Primary / Final Qualifying) course***

Living Expense:

- Primary Applicant (Student)   : AUD 21041

- Partner / Spouse (If Applying   : AUD 7362

- Child (below 5 years)   : AUD 3152

- Child (5 years and above)   : AUD 11448 (3152 + 8296)

Travel Expense:

- $2,500 if you are applying from East or Southern Africa;

- $3,000 if you are applying from West Africa;

- $2,000 if you are applying from anywhere else outside Australia; and

- $1,000 if you are applying in Australia. If you will be returning to Africa, include $1,500.

If shown as Fixed / Savings Deposits)

1. Bank Covering Letter (Latest Updated):

   Official statement from the student's bank confirming the account holder's financial status and availability of funds to cover tuition fees, living expenses, and travel costs.

   The Bank Covering Letter must be the latest updated version and should include the following information:

   - Account holder's name and account number

   - Account balance as of the date of the letter

   - Details of any fixed deposits or savings

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- The bank's contact information, including the branch address, phone number, and email address

- The letterhead of the bank with a stamp and signature from a bank official

- Please ensure that the Bank Covering Letter is clear and legible, and that all information provided is accurate and up-to-date. Any unclear or improperly scanned documents will not be accepted.

2. FD receipt copy / Savings bank account statement (at least for the last 3 months)

FD receipt copy: This is only applicable if the student has a Fixed Deposit (FD) account as a source of funds. A copy of the receipt should be provided as proof of the deposit made.

Savings bank account statement: This is applicable if the student has a savings account as a source of funds. The account statement should cover at least the last 3 months and show a balance sufficient to cover tuition fees, living expenses, and travel costs.

3. Sponsor's ID proof:

This document should be an official government-issued identification document that confirms the sponsor's identity, such as a passport or national ID card.

The sponsor's ID proof should include the following information:

- The sponsor's name

- The sponsor's date of birth

- The sponsor's photograph

- The sponsor's ID number

- The issuing authority

- The date of issue and expiry of the ID document

4. Sponsorship Declaration Affidavit by the sponsor (Notarised by Notary Public / Justice of Peace / Solicitor / Embassy):

This document should be a legally binding statement made by the sponsor, confirming their willingness and financial capacity to support the student's education in Australia.

The Sponsorship Declaration Affidavit should include the following information:

- The sponsor's full name and contact information

- The student's full name and relationship to the sponsor (if any)

- Students' course details and the statement that they understand the students' financial requirements including the total course fees, living expenses in Australia, and travel expenses.

- Declaration of the sponsor's financial capacity to support the student's education in Australia.

- Confirmation that the sponsor will financially support the student's education in Australia.

- The amount of financial support provided by the sponsor.

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- The duration of the financial support provided by the sponsor.

- The signature of the sponsor witnessed and notarized as required.

5. Salary slips (at least for the last 3 months)

6. Bank Statement (at least for the last 3 months)

7. Current Employment Letter (Job Appointment Letter if Employment letter is not available)

8. Relationship Evidence Document (Only Govt. Approved Documents Accepted - eg: Passport copy / National ID / 10 Grade Certificate etc that can connect the relationship with the applicant & sponsor)

If Loan - Only Education / Personal (for education purpose) loans accepted

Note: *** Loan sanctioned for any other purpose will not be accepted ***

Loan against Property / FD

1. Loan Sanction Letter (detailed)

2. FD Receipt (if against FD)

Sponsor / Repayment Sponsor documents (if taken loan)

Note: *** Repayment sponsor/sponsors

Who can sponsor?

- Parents, Siblings, Spouse, Grandparents

- Parents / Siblings / Grandparents – In-Law

- Parents' Siblings (Uncle, Aunt)

1. Passport copy (Pages with details and VISA Status-if applicable)

2. Sponsorship Declaration Affidavit by the sponsor (Notarised by Notary Public / Justice of Peace / Solicitor / Embassy)

3. Current Employment certificate copy

4. Bank statement (at least for the last 3 months)

5. Salary pay slips (at least for the last 3 months)

6. IT Returns Document (for last 3 years)

7. Sponsor's ID proof

8. Relationship Evidence Document (Only Govt. Approved Documents Accepted)

Note: *** Any document which is not clear or not properly scanned WILL NOT BE ACCEPTED. ***

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