



University of
South Australia

Centre for
English Language

ADMISSIONS ACCEPTANCE AND CONFIRMATION OF ENROLMENT GENERATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Admissions Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Offer accepted (international students)	
Admissions	1.1	All conditions of enrolment must be met before acceptance and evidence of payment can be received.	
	1.2	If there are outstanding conditions of enrolment that have not been met, email the agent/student to request required documents.	
	1.3	If the applicant is a minor, ensure receipt of the completed accommodation form together with a completed guardianship form signed by the parents/guardians, if not already received.	
	1.4	If required, contact the applicant to request a Release Letter.	
Applicant	1.5	Submit all documents requested to proceed with their confirmation of enrolment.	
Finance	1.6	Add funds received to Navigate/Studylink	
Admissions	1.7	Process Acceptance, and complete Acceptance Criteria in Studylink	
	2	Creating Confirmation of Enrolment (CoE) (international students)	
Admissions	2.1	Check if the applicant has had previous CoE(s). If they have current active CoE(s), create new CoE(s) via Variation in PRISMS, otherwise create via add new CoE.	
	2.2	Where the applicant is a minor, upon receipt of the completed accommodation and guardianship forms, create Confirmation of Appropriate Accommodation and Welfare (CAAW). Where the applicant will still be a minor at the time of commencing UniSA: <ul style="list-style-type: none"> • Email CAAW letter to UniSA Quality and Compliance • UniSA Officer or a person authorised by UniSA will authorise and sign the document • UniSA will email CAAW to SAIBT/CELUSA to issue to applicant/agent. 	
	2.3	Convert the CoE(s) (and CAAW(s) if applicable) to PDF and upload in Studylink	
	2.4	If other CoE(s) and/or CAAW(s) are required repeat steps 2.1 to 2.3.	
	3	Issuing Confirmation of Enrolment (CoE) (international students)	
Admissions	3.1	Update Studylink with CoE/CAAW details.	

Responsible	Procedure Steps		W/I
	3.2	Select CoE Template in Studylink, edit as needed, attach CoE/CAAW/Offer letter, together with all supporting documents and email, copying UniSA/Agent/Sponsor.	
	3.3	Pre-Departure/Orientation Information link is included on the CoE template and Offer Letter.	
	3.4	Send a separate email to the applicant congratulating them on accepting their offer and explaining the next steps that will follow leading up to arrival and orientation.	
	4	Offer Accepted (domestic students)	
Admissions	4.1	On receipt of acceptance and evidence of payment check that all conditions have been met.	
	4.2	Email the student to request further information, or evidence of payment if applicable.	
Applicant	4.3	Submit all documents requested to proceed with their confirmation of enrolment.	
Finance	4.4	Add funds/record Fee HELP received to Studylink.	
Admissions	4.5	Meet enrolment conditions in Studylink. Register applicant for Fee Help on eCAF.	
	5	Confirming Enrolment (domestic students)	
Admissions	5.1	Email the student via Studylink to confirm both enrolment and Fee Help registration.	
	5.2	Pre-Departure/Orientation Information link is included on the email template and Offer Letter.	
	5.3	Update student status in Studylink and convert to Navigate	

D.2 Supporting Documentation

Related material	Location
Orientation information	SAS directory
Admissions Acceptance COE Work Instructions	Files in Admissions Team – SAIBT Admissions Only Documents > General > Work Instructions

Form templates	Location
Offer Acceptance	Filed in Studylink in the applicant record.
Confirmation of Appropriate Accommodation and Welfare	Filed in Studylink in the applicant record.
Confirmation of Enrolment	Filed in Studylink in the applicant record.

Records (including completed forms)	Location
Offer Acceptance	Filed in Studylink in the applicant record.
Confirmation of Appropriate Accommodation and Welfare	Filed in Studylink in the applicant record.
Confirmation of Enrolment	Filed in Studylink in the applicant record.

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	v3.1
Date of Effect	07/2023
Privilege Level	Public