Process steps for managing International applicants who change citizenship status between being offered a place and enrolment.

**Rationale:** This process has been introduced to facilitate ease of transferring International applicants (who have gained Permanent Residency before enrolling) to local places within the constraints of the ESOS Act.

**Scenario 1 - Student Active in program (matriculated - MATR)**

1. Student completes a Change of Citizenship Form and submits this with supporting documentation to School Student Administration Officer (Note: Students must provide their passport with the Permanent Residency visa attached. Students will also have a letter advising that they have been granted permanent residency, but the visa on the passport is required as the evidence that they have PR status.)
2. School checks that form and supporting documentation are complete and correct.
3. School/Portfolio determines whether HECS or AFP place is to be offered to student.
4. School arranges for Change of Citizenship Form and Enrolment form to be processed via Central Processing Venue, and includes information on appropriate fund source (eg. Government funded or fee-paying)

**Scenario 2 - Student NOT Active in program (admitted - ADMT)**

1. Student to present to RMIT International with Conditional Offer Letter and evidence of successful completion of criteria.
2. RMIT International confirms student’s status
3. If conditions are met the record is matriculated on the AMS
4. Student to complete a Change of Citizenship Form and submits to School Student Administration Officer with supporting documentation (Note: Students must provide their passport with the Permanent Residency visa attached. Students will also have a letter advising that they have been granted permanent residency, but the visa on the passport is required as the evidence that they have PR status.)
5. School checks that form and supporting documentation are complete and correct.
6. School/Portfolio determines whether HECS or AFP place is to be offered to student.
7. School arranges for Change of Citizenship and Enrolment Forms to be processed via Central Processing Venue, and includes information on appropriate fund source (eg. Government funded or fee-paying)

**Note:** If conditions are not met the offer is withdrawn and the AMS is updated to reflect this. If offer is withdrawn, the student has the option to re-apply through local Admissions office (if applications are still open).

Sue Jellett
Academic Registrar

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