Sponsored Student Registration and Application Process

A Sponsored Student is an international student accepted into a program of study at UNSW which is fully paid by a UNSW-approved Sponsoring Authority.

All Sponsored Students at UNSW are subject to UNSW policies and procedures, as well as Australian Government regulations, such as the ESOS Act which govern Australian universities and their international students.

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1. Sponsoring Authority

A Sponsoring Authority is a government, non-government or corporate organisation that is recognised or approved by UNSW. The Sponsoring Authority agrees to provide funding for the tuition and education related expenses of its nominees at UNSW for the length of their program of study. UNSW has, and enters into arrangements (such as memorandums of understanding) with such bodies who fund programs of studies. UNSW will also recognise such bodies on an individual basis where the body is approved as having appropriate standing.

2. How to become a recognised sponsoring authority

UNSW enters into arrangements with a range of governments and other organisations for the provision of programs to groups of their nominated Sponsored Students.

UNSW has a list of recognised sponsoring authorities in each country. Please contact sponsoredstudents@unsw.edu.au to check if your organisation is a recognised sponsor.

Organisations wishing to become a recognised Sponsoring Authority for a large number of students will need to contact the UNSW International office to discuss entering into such an arrangement or developing a Memorandum of Understanding with UNSW. UNSW Faculties wishing to arrange such programs should also consult with UNSW International concerning such arrangements.

Individual requests by non-recognised sponsoring authorities to provide funding for a Sponsored Student will be considered by UNSW. See Section 4 for information about lodging an International Sponsorship Registration Form for your organisation.

UNSW has due-diligence arrangements in place for assessing and recognising sponsoring authorities. Assessment will normally take only a few days.

3. How to become a sponsored student

Students need to make their own enquiries within their home country or own organisation about to become a Sponsored Student.

UNSW has a list of recognised sponsoring authorities in each country. Please contact sponsoredstudents@unsw.edu.au to check if your sponsoring organisation is a recognised sponsor.

If your government or organisation is recognised and provides Sponsored Students to UNSW then you must also contact the person or department responsible and determine what policies and procedures you would need to follow to gain a nomination as a Sponsored Student.
If your organisation does not have an agreement with UNSW but wishes to sponsor you for a program of study then please read Sections 2 and 4 regarding how to lodge appropriate documents with your application to UNSW.

4. International Sponsorship Registration Form

The International Sponsorship Registration Form is used as the initial application form to confirm the commitment of the Sponsoring Authority to fully fund programs of study at UNSW for nominated students. Once a Sponsoring Authority has entered into an agreement with UNSW, they are no longer required to re-submit this form.

The form also facilitates administrative and record keeping arrangements at UNSW. This may include details of:

- Sponsoring Authority Nominee (Contact Person)
- Sponsoring Authority Invoicing Contact for issue of Tuition Fee Invoices by UNSW Treasury
- Overseas Student Health Cover (OSHC),
- English Language Program (s)

5. Financial Guarantee Letter

In most cases a Sponsoring Authority will automatically issue a Financial Guarantee Letter on their own letterhead to indicate their sponsorship support of a particular student and provide this to UNSW.

UNSW always requires that a Financial Guarantee Letter, for each nominated student, is provided by the Sponsoring Authority before admission to a program can be completed. There is a template guide to this letter as reference available on the UNSW International website.

6. Application Process for Sponsored Students and Sponsoring Authorities – An Overview

The following is a brief outline of the processes for application and acceptance of Sponsored Students at UNSW. There may be some variation to these processes from session to session and by special agreement with some Sponsoring Authorities.

1. The Sponsoring Authority selects Sponsored Students through their internal selection processes. The Sponsoring Authority should ensure that they have a dedicated Nominee or Contact person to manage and assist the students and to liaise with UNSW.

2. Sponsored Students should then apply to UNSW through the International Student Application process. This can be either through UNSW Apply Online or by lodging an International Student Application form to UNSW Admissions or the UNSW Graduate School of Research. This should be well in advance of the advised application deadlines.

3. When applying for admission to UNSW, Sponsored Students should complete the section on the UNSW International Student Application form (either online or on the paper application) indicating that they are intending to enrol as a Sponsored Student.

4. The International Student Application Fee will be waived for all Sponsored Students from a recognised Sponsoring Authority.
5. The UNSW Admissions Office or UNSW Graduate Research School will assess the application for admission to UNSW. If the student meets relevant entry requirements they will receive a Conditional or Full Letter of Offer from UNSW Admissions, and full information on how to accept their offer to UNSW.

6. The Sponsoring Authority must have an arrangement in place with UNSW in order to complete the student's admission. If the Sponsoring Authority currently holds an agreement with UNSW, the Authority only needs to provide a Financial Guarantee Letter for the student. UNSW has a list of recognised sponsoring authorities in each country. Please contact sponsoredstudents@unsw.edu.au to check if your organisation is a recognised sponsor.

If there is no arrangement in place, the Sponsoring Authority must provide an International Sponsorship Registration Form. Copies of these documents should be sent to sponsoredstudents@unsw.edu.au with a brief email to request registration with UNSW.

7. A student must provide the International Sponsored Student Agreement Form to complete the Acceptance of Offer Process. A copy of this form should be sent to sponsoredstudents@unsw.edu.au for Undergraduate and Postgraduate Coursework students or enquiries.grs@unsw.edu.au for Higher Degree Research students. Sponsored students will not normally be able to accept their offer to UNSW without the submission of these forms.

8. A Financial Guarantee Letter from the Sponsor for each nominated should also be sent to sponsoredstudents@unsw.edu.au for Undergraduate and Postgraduate Coursework students or enquiries.grs@unsw.edu.au for Higher Degree Research students.

9. UNSW will provide the Sponsoring Student and Sponsoring Authority a confirmation of registration on receipts and approval of the International Sponsorship Registration Form (if needed), Financial Guarantee and International Sponsored Student Agreement Form.

10. Once the sponsorship of the student has been registered, UNSW will normally liaise directly with the Sponsoring Authority in respect of program related tuition fees and any other associated costs.

7. Changes to Sponsorship while at UNSW

If a Sponsored Student's sponsorship situation has changed since the commencement of their program of study or since the last lodgement of an International Sponsorship Registration Form then UNSW must be notified of this change.

Situations where this may occur include:

- Change of the agreed UNSW study program by the Sponsored Student or Sponsoring Authority – a new International Sponsored Student Agreement Form and new Financial Guarantee Letter are required

- Extension or reduction in length of the agreed UNSW study program – a new International Sponsored Student Agreement Form a new Financial Guarantee Letter is required

- Change of Sponsoring Authority - a new International Sponsored Student Agreement Form and new Financial Guarantee Letter are required

- Change of Sponsoring Authority Contact or Billing Details

If there is any change at all in the status of a Sponsored Student's study program or with their Sponsorship Authority Changes of sponsorship – the Sponsored Student Team need to be notified of this change.
Students who fail to notify the University of any changes may become liable for, and incur the costs of any tuition or education related expenses if their Sponsoring Authority is not prepared to continue to provide sponsorship.

For further information about sponsorship, please contact:

**Sponsored Student Team**
UNSW International
Telephone: +61 9385 6724
Fax: +61 9385 9907
Email: sponsoredstudents@unsw.edu.au

**Mail to:**
Sponsored Student Team
UNSW International
Room 3104A, Level 3, East Wing
Red Centre Building
UNSW, Sydney, NSW 2052
AUSTRALIA

**Checklist for the Sponsored Student:**
- Once you have been nominated to be a Sponsored Student by a Sponsoring Authority, you must apply to UNSW through an [International Student Application online](#) or submit a completed [International Student Application form](#).
- Complete the section of the application which indicates you are intending to apply as a Sponsored Student.
- The application fee will be waived if the Sponsoring Authority is recognized by UNSW through an agreement.
- All Sponsored Students must provide a completed [Sponsored Student Agreement Form](#).

**Checklist for the Sponsoring Authority:**
- The Sponsoring Authority chooses the potential Sponsored Students and has the student submit the [International Student Application online](#) or submit a completed [International Student Application form](#), ensuring the student indicates they are applying to be a Sponsored Student.
- Ensure the Sponsoring Authority has an existing agreement with UNSW.
- If the Sponsoring Authority does not have an existing agreement, complete the [International Sponsorship Registration Form](#).
- Every Sponsoring Authority should provide a Letter of Guarantee for each nominated Sponsored Student.
- The Sponsoring Authority should have a nominated contact person that will continually liaise with UNSW.