Schedule 2B

Procedures for submission of Student Applications

1. For students who are citizens of:

- Austria
- Bahrain
- Belgium
- Botswana
- Brazil
- Brunei
- Canada
- Chile
- Colombia
- Cyprus
- Czech Republic
- Denmark
- East Timor
- Egypt
- Finland
- France
- Germany
- Greece
- Hong Kong SAR
- Hungary
- Indonesia
- Ireland
- Italy
- Japan
- Korea, Republic of
- Kuwait
- Malaysia
- Malta
- Mauritius
- Mexico
- Netherlands
- New Zealand
- Norway
- Papua New Guinea
- Paraguay
- Poland
- Portugal
- Romania
- Saudi Arabia
- Singapore
- Slovak Republic
- South Africa
- Spain
- Sweden
- Switzerland
- Taiwan
- Thailand
- United Arab Emirates
- United Kingdom
- United States of America
- Uruguay
- Venezuela
- Zimbabwe

<table>
<thead>
<tr>
<th>Academic Documents</th>
<th>Faxed copies of application forms and documents may be submitted (NB P/G coursework applications below). The agent may certify documents as original. (Note: the agent may only certify documents issued by education authorities in the territory specified in ATTACHMENT A - DETAILS OF AGENCY AGREEMENT (Item 3) to the agent's current Agency Agreement). Where an application fee is required for the course, the agent may fax a copy of payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>English language documents</td>
<td>Where an English language course is requested as part of a package offer (leading to a formal course): the applicant must meet TOEFL/IELTS/placement test requirements for courses of 15 weeks or less; if no test result is provided, UniAdvice will issue a package offer for a minimum 20-week English course, from the requested start date of English.</td>
</tr>
<tr>
<td><strong>IELTS</strong></td>
<td>Faxed copies may be submitted. The agent may certify documents as original</td>
</tr>
<tr>
<td><strong>TOEFL</strong></td>
<td>Faxed copies of the student’s test report may be submitted. The agent may certify documents as original</td>
</tr>
</tbody>
</table>

**For the University or the College to issue an eCOE...**

| **Academic & English documents** | As above |

**Payment documentation** | Payment must be received by bank draft or confirmed by credit card or TT. |

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### 2. For students who are citizens of all other countries:

**For the University or the College to issue a letter of offer...**

| **Academic Documents** | Original documents, or copies certified by authorities as listed in the relevant application form, must be submitted. Where an application fee is required for the course, receipt of payment must be confirmed by UniAdvice before the application is processed |

| **English language documents** | Where an English language course is requested as part of a package offer (leading to a formal course)- the applicant must meet TOEFL/IELTS/placement test requirements for courses of 15 weeks or less. If no test result is provided, UniAdvice will issue a package offer for a minimum 20-week English course, from the requested start date of English. |

| **IELTS** | Faxed copies may be submitted to obtain a CONDITIONAL OFFER |

| **TOEFL** | Faxed copies of the student's test report may be submitted to obtain a CONDITIONAL OFFER |

**For the University or the College to issue an eCOE...**

| **Academic & English documents** | Original IELTS test report form or TOEFL verification from Princeton must be submitted to UniAdvice BEFORE issue of eCoE. The agent may NOT certify these as true copies. The documents can ONLY be certified as true copies by authorities listed in the relevant application form. |

| **Payment documentation** | Payment must be received by bank draft OR confirmed by credit card or TT. |