



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 through Studylink	
Admissions Staff	1.1	Receive acceptance and payment evidence (refer to Flywire to check payment delivery status if necessary) or financial guarantee (FG) through Studylink and forward FG to the Finance team.	
	1.1.1	Incomplete response	
	1.1.1.1	If no proof of payment or incomplete signed acceptance forms has been received, email the agent/applicant requesting the documents	
	1.1.1.2	If the applicant is a minor, ensure receipt of the completed accommodation form together with a completed guardianship form signed by the parents/guardians in Pipefy.	
	1.1.1.3	If all conditions have not been met, email the applicant requesting further documents.	
Admissions Staff	1.2	Change status in Studylink when payment evidence/financial guarantee (FG) is received to: Process Acceptance.	
Admissions Staff	1.3	Verify conditions in Studylink when conditions have been met.	
	2	Issue Confirmation of Enrolment (CoE) in PRISMS	
Admissions Staff	2.1	Check if the applicant has had a previous CoE.	
	2.1.1	If yes, add student course variation (SCV) to existing CoE (refer to Pathway Articulation Sheet for SCV comments).	
	2.1.2	If no, create new CoE in PRISMS (refer to Pathway Articulation Sheet for program location, tuition fee and COE comment, etc.).	
	2.2	If the student is a minor, create a Confirmation of Appropriate Accommodation/Welfare (CAAW) when a parent or suitable relative has not been nominated to provide for the welfare of the student. (Any University program CAAW needs to be signed by Adelaide University staff).	
	2.3	If required, contact the agent/applicant to request release approval.	

Responsible	Procedure Steps		W/I
Agent/Student	2.4	Send release approval if requested.	
Admissions Staff	2.5	Convert the CoE (and CAAW if applicable) to a PDF and save in Studylink.	
	2.5.1	If other CoEs are required repeat steps 1.1 to 2.5.	
	3	Update Studylink status and send COEs	
Admissions Staff	3.1	Update Studylink with CoE details and change status to Acceptance Successful pending visa. When student's visa is granted later, update Studylink status to Ready to Enrol.	
	3.2	Send COEs (CAAW) with related documents to the agent/applicant and copy application to Adelaide University through Studylink.	

D.2 Supporting Documentation

Related material	Location
Work Instruction	Admissions Teams Channel—Work Instructions

Form templates	Location
Pathway Articulation Sheet	Admissions Teams Channel—Pathway Articulation Sheet

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; PRISMS

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	v1.0
Date of Effect	04/2026
Privilege Level	Public