



ADMISSIONS APPLICATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Admissions Policy

D.1 Procedure

Responsible	Procedure Steps		WI
	1	Application form	
Applicant/ Agent	1.1	Log in Studylink Student/Agent Portal. Paper application forms will also be accepted through outlook email or in person.	
	1.2	Complete and submit the application form plus supporting documents i.e. Academic Transcripts and evidence of English through Studylink or outlook email or in person.	
Admissions Staff	1.3	Log in to the Studylink Admissions Portal and check outlook email inbox and handle application submitted in person via reception if applicable.	
		1.3.1 If a paper application form is received in person, scan the form and add to the outlook generic admissions email account.	
		1.3.2 Review and categorise applications into folders per receipt day and colour category.	
		1.3.3 Assign priorities using colour categories.	
		1.3.4 Check the application for completeness.	
		1.3.5 If the application is incomplete contact the agent/ applicant to ask for more information.	
		1.3.6 If the application is unable to be resolved, offer alternatives e.g. other programs. If no program can be offered, reject the application.	
		1.4 If the paper application is complete, enter the application data into Studylink Admissions Portal.	
		1.5 When data is done, the status changes to Submitted in Studylink.	
	2	Change of agent	
Admissions Staff	2.1	If an application is received by another agent for an existing student, send the agent/student a Change of Educational Advisor Request Form.	
Agent/Student	2.2	Complete and return the Change of Educational Advisor Request Form.	

Responsible	Procedure Steps		WI
Admissions Staff	2.3	If the form is correctly completed, contact the first agent and give three working days for their response. If the form is not correct, return the form to the student for correct completion.	
Admissions Staff	2.4	Assess whether to approve or reject the Change of Agent request.	
Admissions Staff	2.5	If the request is approved, continue to process the application.	
	2.6	If the request is rejected, advise the student to return to the original agent.	

D.2 Supporting Documentation

Related material	Location
Work Instruction	Teams Admissions Channel—Work Instructions

Form templates	Location
Eynesbury Application Form	Eynesbury College Website
Change of Educational Advisor Request Form.	Studylink Resource Library

Records (including completed forms)	Location
Application form	Applicant record in Studylink
Supporting documents	Applicant record in Studylink

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