
Processing International Acceptors

1. Original draft or faxed cheque/draft from an approved agent is received.
Note: if the student is not with an agent, we don't issue the eCOE based on a copy of a draft.
**Please check that the student has met any conditions of their offer letter and sent us their PVA if necessary.
2. Issue eCoE on PRISMS, print one hard copy and attach to the folder, save eCoE as a pdf on the O Drive and in the correct semester.

PG course program: O:\CADMIN\Admissions\Acceptors\eCoE PDFs

UG program:

O:\CADMIN\Admissions\Acceptors\UG eCoEs & Acceptor Lists\eCoE.pdf

3. Email PDF eCoE and to agent or student
4. On Student 21 –
 - Application Maintenance - insert a row and mark DEIN
 - Comment – mark eCoE emailed to student or agent as appropriate and filed in e.g. UG 1860 Acceptor compactus/Stewart's office if it's PG.
5. Enter the details to the Acceptors Access Database (please don't use the Excel spreadsheet any more) on O Drive:

O:\CADMIN\Admissions\Acceptors.mdb
6. File the folder in the Acceptor compactus/Stewart's office/near Lorri's desk if the eCOE was issued based on the ANU college eCOE and the student still needs to satisfy English.

** Online Acceptor

Make a folder in the correct colour (yellow for PG by coursework, purple for UG program, put a sticker with Student ID and name on justified to the right hand-side and another sticker with "Online Acceptor" on the left side of the folder)